

Waukesha County Board of Supervisors

**Minutes of the Finance Committee
Wednesday, September 22, 2021**

Vice Chair Paulson called the meeting to order at 8:15 a.m.

Present: Supervisors Duane Paulson, Tom Michalski, Tyler Foti, Joel Gaughan, Larry Nelson, and Ted Wysocki. **Absent:** Chair Jim Heinrich.

Also Present: Legislative Policy Advisor Alex Ignatowski, Administrative Specialist Mary Pedersen, Public Works Director Allison Bussler, Facilities Manager Shane Waeghe, Departmental Executive Assistant Tony Di Frances, Engineering Services Manager Karen Braun, Chief Judge Jennifer Dorow, Judge William Domina, Clerk of Courts Monica Paz, District Attorney Sue Opper, Victim Witness Program Coordinator Jennifer Dunn, Office Services Coordinator Julie Delain, District Court Administrator Mike Neimon, Jon Wallenkamp of Kueny Architects, Matt Bickel of Wold Architects, Jail Administrator Angie Wollenhaupt; Business Managers Josh Joost, Steve Trimborn, and Rhiannon Cupkie; Emergency Management Coordinator Gail Goodchild, Administration Director Andy Thelke, Budget Manager Bill Duckwitz, Budget Management Specialist Michelle Beasley, Parks & Land Use Director Dale Shaver, Parks System Managers Steve Bruner and Rebecca Mattano, Highway Operations Manager Bob Rauchle, Airport Manager Kurt Stanich, Justice Services Coordinator Rebecca Luczaj, and Senior Financial Analysts Clara Daniels, Alex Klosterman, and Michelle Czech.

Review the Following Capital Projects: 201705 - Courthouse Project Step 2, Renovate 1959 Courthouse; 201008 – CTH M, Calhoun Rd To East County Line; and 201803 - CTH O, CTH ES to CTH D Rehabilitation

Bussler explained the process for determining new Public Works capital projects and gave a PowerPoint presentation. Bussler and Waeghe discussed the above-listed capital projects as outlined in the 2022-2026 Capital Projects Plan. Dorow and Opper conveyed their support for courthouse project Option A (201705), currently included in the plan.

Referring to project 201705, Wysocki questioned the prioritization of grant funds for our constituents. He felt more of these funds should go toward infrastructure as 100% of county residents use that while a smaller percentage use the courthouse. Foti had concerns about the additional \$40 million when other capital projects, such as 202204 (see page 5), have been put on hold because of small cost increases.

MOTION: Nelson moved, second by Gaughan to recommend approval of Capital Project 201705 to the Executive Committee. Motion carried 4-2. Foti and Wysocki voted no.

MOTION: Michalski moved, second by Wysocki to recommend approval of Capital Projects 201008 and 201803 to the Executive Committee. Motion carried 6-0.

Approve Minutes of September 1

MOTION: Wysocki moved, second by Nelson to approve the minutes of September 1. Motion carried 6-0.

Next Meeting Date

- October 6

Ordinance 176-O-071: Modify The 2021 Circuit Court Services’, District Attorney’s, And Sheriff’s Budgets To Authorize Grant Expenditures And Create Nine Regular Full-Time Sunset Positions And Five Part-Time Sunset Positions To Address The Criminal Court Backlog

Opper, Dorow, Paz, and Dunn were present to discuss this ordinance which modifies the 2021 budgets for the Circuit Courts, District Attorney, and Sheriff’s Department to address the criminal court backlog caused by the COVID-19 pandemic, as shown in the table below.

	Circuit Courts*	District Attorney*	Sheriff	Total
Personnel Costs	\$57,385	\$94,263	\$18,108	\$169,756
Operating Expenses	\$2,000	\$2,818	\$ -	\$4,818
Interdepartmental Charges	\$18,358	\$400	\$ -	\$18,108
Total Expenses	\$77,743	\$97,481	\$18,108	\$193,332
General Government (ARPA)	\$77,743	\$94,981	\$ -	\$172,074
Charges for Services	\$ -	\$2,500	\$ -	\$2,500
Interdepartmental Revenue	\$ -	\$ -	\$18,108	\$18,108
Total Revenue	\$77,743	\$97,481	\$18,108	\$193,332

Dorow discussed the backlog in the courts in detail, primarily due to the pandemic, and their justification for this ordinance. Paz discussed current positions and the need for additional. Opper discussed the large caseload in her office and court processes, some of which are lengthy and time consuming, and an increasing caseload of serious crimes.

For managing and reporting purposes, these expenses and revenues will be accounted for in the Special Purpose Grant Fund. The budget modification for the Sheriff’s Department will be in the department’s General Fund budget with a cross-charge to the Special Purpose Grant Fund for Circuit Court bailiff services.

Personnel costs include the creation of nine full-time sunset positions and five part-time sunset positions. The District Attorney’s two regular, part-time Administrative Assistants can also be filled as one regular, full-time Administrative Assistant if the department deems it more effective. These positions are created as sunset positions and will be sunset when either the court backlog is eliminated or December 31st, 2023, whichever date is sooner. The personnel cost estimate reflects a partial year of employment (two months).

Department	Status	Classification	2021 Budget Modification
Circuit Courts	2-RPT	Court Commissioner	\$27,626
Circuit Courts	1-RFT	Senior Administrative Specialist	\$12,037
Circuit Courts	1-RFT	Administrative Specialist	\$11,207

Circuit Courts	1-RPT	Fiscal Specialist	\$6,515
District Attorney	3-RFT	Special Prosecutor	\$43,992
District Attorney	1-RFT	Senior Administrative Specialist	\$12,037
District Attorney	2-RFT	Victim Witness Specialist	\$26,478
District Attorney	2-RPT	Administrative Assistant	\$11,756
Sheriff	1-RFT	Deputy Sheriff	\$18,108
Total			\$169,756

Operating expenses consist of office supplies and trial preparation costs. When the additional court capacity is operational beginning in 2022, there will be additional operating expenses, largely for jury costs, professional outside counsel, and other services, office supplies, and trial preparation. Interdepartmental charges represent the cross-charge between Circuit Courts and Sheriff's Department for bailiff services and EUTF charges. There will also be additional interdepartmental charges beginning in 2022 which includes transportation of inmates and postage.

The majority of the criminal court case backlog initiative will be funded with American Rescue Plan Act grant revenues received through the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program. Once additional court activities begin, anticipated in early 2022, department management indicates there will be additional revenues received, partially offsetting the need for ARPA funding. This ordinance would authorize the use of these ARPA funds for assistance eliminating the backlog through 2023 or until the end of the year in which the backlog is deemed eliminated, whichever is sooner. It is estimated that \$2,100,000 of ARPA funds will be needed in total for 2022 and 2023. Expenses and revenues related to eliminating the criminal court case backlog will be included in the 2022 proposed budget. This ordinance does not result in a direct levy impact.

MOTION: Nelson moved, second by Foti to approve Ordinance 176-O-071. Motion carried 6-0.

Ordinance 176-O-072: Modify The 2021 District Attorney's Office Budget To Accept Grant And Donation Revenue To Support Emotional Support Dog

Dunn discussed this ordinance which authorizes the District Attorney's Office to accept \$1,800 in grant funding from the Children's Justice Act and \$6,000 in donated funds and to support the 2021 on-going costs associated with the facility dog program to provide emotional support and comfort to crime victims. Staff are requesting to appropriate \$7,800 of the \$9,400 received in donated funds and grant funds in the operating appropriation unit to support 2021 expenses such as promotional materials about the program, veterinary care, food, equipment, and credit card fees to allow for on-line donations. Donations in excess of expenditures in 2021 will be appropriated through the budget process in future years. This ordinance has no levy impact.

MOTION: Nelson moved, second by Michalski to approve Ordinance 176-O-072. Motion carried 6-0.

Contract Procurement Process for Jail Camera Replacements, Integration, and Support

Joost indicated the contract was awarded to SGTS, Inc., the highest rated proposer, for a total contract cost of \$1,037,972. The budget amount is \$1,090,000. It was noted that 15 contractors submitted bids for consideration.

Wysocki was concerned that a County Board Supervisor was not asked to serve on the evaluation committee.

MOTION: Foti moved, second by Nelson to approve the contract procurement process for jail camera replacements, integration, and support. Motion carried 6-0.

Ordinance 176-O-070: Accept An In-Kind Donation To The Sheriff’s Department Of A One-Year Graykey Software License Subscription From Non-Profit Organization, Operation Underground Railroad, And Approve Related Agreements

Joost discussed this ordinance which authorizes the Sheriff’s Department to accept the donation of a one-year GrayKey software license. The value of the one-year cloud-based license is \$23,500. To accept this donation, the department will be tracking certain metrics related to the software for reporting back to Operation Underground Railroad. This is a requirement from the donating entity and will assist in determining if the department should commit to this software in future years. Should they decide to keep this software beyond the term of the donation, they will evaluate outside funding options or would be otherwise prioritized in future budget requests.

MOTION: Foti moved, second by Nelson to approve Ordinance 176-O-070. Motion carried 6-0.

Ordinance 176-O-066: Modify The Department Of Emergency Preparedness 2021 Budget And Authorize The Department To Accept The Fox River Watershed Mitigation Grant

Goodchild and Czech discussed this ordinance which authorizes Emergency Preparedness to accept grant funds administered through the State of Wisconsin Department of Military Affairs Division of Emergency Management (WEM). The funding will be provided by Federal Emergency Management Agency (FEMA) (75%) and WEM (12.5%). The grant amounts are as follows:

75% FEMA Funding for Consulting Services Administered through WEM	\$	125,355
FEMA Required Local Match (12.5%) provided by WEM		20,893
FEMA Required Local Match (12.5%) in-kind work provided by SEWRPC *		20,892
Total Award	\$	167,140

FEMA funding for Administrative Reimbursement \$ 8,357

The additional 12.5% FEMA required local match will be provided by Southeastern Wisconsin Regional Planning Commission (SEWRPC) through in-kind work. The County will be billed for the consulting services net the in-kind amount provided by SEWRPC. This funding will be used to pay for the planning and implementation of the regional Fox River watershed mitigation plan over multiple years.

This ordinance will increase Emergency Preparedness 2021 operating expenses budget by \$37,607 to pay for the planning and implementation of the plan. In addition, this ordinance will increase interdepartmental charges by \$1,044 for indirect cost recovery. The remainder of the grant will be included in the department’s 2022 and 2023 budget requests. This ordinance results in no additional direct tax levy impact.

MOTION: Michalski moved, second by Foti to approve Ordinance 176-O-066. Motion carried 6-0.

Ordinance 176-O-067: Modify The 2021 Budget Of The Department Of Emergency Preparedness And To Accept Grant Funding From The Federal Emergency Management Agency (FEMA) To Complete The Waukesha County Hazard Mitigation Plan

Goodchild and Czech discussed this ordinance which authorizes Emergency Preparedness to accept \$41,299 of Federal Emergency Management Agency grant funds administered through the State of Wisconsin Department of Military Affairs. This ordinance will increase operating expenses by \$30,974 to hire Integrated Solutions Consulting to do the planning and implementation of the 2021 Waukesha County All Hazard Mitigation Plan. The remaining \$10,325 in grant funds has been included in the 2022 budget request. In addition, this funding requires a 25% (\$13,766) local match which will be provided through in-kind community participation and county staff time included in the 2021 base budget and 2022 budget request. This ordinance results in no additional direct tax levy impact.

MOTION: Foti moved, second by Michalski to approve Ordinance 176-O-067. Motion carried 6-0.

Review Revenues Section of Capital Projects Plan

Beasley reviewed fund balances and revenues included in the 2022-2026 Capital Projects Plan.

MOTION: Wysocki moved, second by Nelson to recommend approval of the revenues included in the Capital Projects Plan. Motion carried 6-0.

Review the Following Capital Projects: 202204 - Lake Country Trail STH 67 Underpass; 202208 - Golf Course Infrastructure Project; and 202212 - Fox River Park Improvements

Brunner and Shaver discussed the above-listed Parks & Land Use Department capital projects as outlined in the 2022-2026 Capital Projects Plan.

Foti expressed concerns with the delay of project 202204 which was due to a lack of funding and questioned if federal funds could be used for this. Shaver said they will know this fall if this project will be funded.

MOTION: Wysocki moved, second by Nelson to recommend approval of Capital Projects 202204, 202208 and 202212 to the Executive Committee. Motion carried 6-0.

Ordinance 176-O-063: Modify The 2021 Transportation Fund Budget To Appropriate Revenues And Expenditures To Purchase A Truck Mounted Attenuator

Rauchle and Cupkie discussed this ordinance which modifies the 2021 Department of Public Works – Transportation Fund – State Highway Operations Program budget to appropriate additional revenue and fixed asset expenditure authority in the amount of \$28,000. This will fund the purchase of a truck mounted attenuator to be used in highway operations.

The truck mounted attenuator is a device that attaches to the back of a patrol truck to help protect county work crews and the traveling public from severe consequences of rear-end crashes that may occur in work zones. It acts as a protective cushion device intended to absorb high-energy vehicle impacts and minimize the impacts of a crash. The truck mounted attenuator is certified and rated for vehicles traveling 70 miles per hour. This equipment will be used primarily for work performed for the State of Wisconsin on county and state trunk highways and has an estimated 10-year useful life. If the county wanted to dispose of this equipment prior to the end of its estimated life, the county and the state must agree on the financial terms associated with this disposal.

The truck mounted attenuator will be paid for by the state via reimbursement to the county and the county will store and maintain the equipment as a county asset. The equipment will be transferred from the State to the county. This ordinance results in no additional direct tax levy impact.

MOTION: Wysocki moved, second by Foti to approve Ordinance 176-O-063. Motion carried 6-0.

Ordinance 176-O-064: Modify The 2021 Department Of Public Works, Airport Operations Fund Budget Revenues And Expenditures To Accept Federal Coronavirus Relief Funds

Stanich and Cupkie discussed this ordinance to modify the Airport Operations Fund budget by increasing the operating budget by \$239,000 and increasing general government revenue by \$239,000 to cover airport operations contracted roadway maintenance and building maintenance costs. The funds are needed to cover higher than average contracted snow removal costs and unanticipated general airport maintenance costs at the Waukesha County Airport. Three federal sources are available to cover these airport operations and maintenance costs: Federal Aviation Administration (FAA) and Wisconsin Department of Transportation – Bureau of Aeronautics (BOA) – Coronavirus Air, Relief, and Economic Security Act (CARES) Airport Grant Program Funds in the amount of \$157,000; Coronavirus Response and Relief Supplemental Appropriation Act (CRRSSA) Airport Grant Program Funds in the amount of \$23,000; and American Rescue Plan Act (ARPA) Airport Rescue Grant Program Funds in the amount of \$59,000. Without these federal funds, requested services would need to be reduced, repairs would need to be delayed, or Airport Fund balance would need to be requested to cover the costs. There is no tax levy impact associated with this ordinance.

MOTION: Foti moved, second by Wysocki to approve Ordinance 176-O-064. Motion carried 6-0.

Ordinance 176-O-065: Modify The 2021-2025 Capital Plan For The Creation Of Capital Project #202110 – Airport Ramp Rehabilitation Project To Rehabilitate The Airport Executive Terminal Ramp, South Tie-Down Ramp, And The West Exclusive Use Ramp

Stanich discussed this ordinance which modifies the 2021-2025 Capital Projects Plan to create Capital Project 202110 – Airport Ramp Rehabilitation Project, and modifies the 2021 capital project budget. He indicated this project was not included in the proposed 2021-2025 plan as the Federal Aviation Administration (FAA) had not yet prioritized this project and made available State or Federal funds. However, in 2021, the County received notification that the FAA prioritized the rehabilitation and/or reconstruction of two major sections of the Terminal Ramp Area: Executive Terminal Ramp and the South Tie-Down Ramp.

A third section, the West Ramp, an Exclusive Use ramp by Atlantic Aviation, LLC, will be rehabilitated per their Fixed Base Operator Lease and Operating Agreement with Waukesha County. Atlantic Aviation will cover the entire cost of the West Exclusive Use Ramp rehabilitation. The project will be bid with the West Exclusive Use Ramp as an option in the event Atlantic Aviation is unable to complete their share of the rehabilitation project at this time.

Funding has been approved to begin design work for the project in 2021. The total project costs for the Executive Terminal Ramp and South Tie-Down Ramp are estimated at \$2,970,500. The estimated County share is \$149,000 which is net of 95% state/federal funding. The County share of design costs is \$9,000 and is scheduled to take place in 2021. The County share of construction costs is \$140,000 for 2022 and this request will be included in the 2022-2026 plan. The entire County share of the

project will be funded with Airport Fund balance. The total project costs for the West Exclusive Use Ramp are estimated at \$310,000 of which the entire cost of \$310,000 will be covered by Atlantic Aviation.

Additionally, capital project #201621– Airport Ramp Expansion Project will close as rehabilitating the existing ramps is deemed a higher priority at this time. Capital project 201621 has a balance of \$202,200 as of August 2021. This balance will lapse to the Airport Fund balance. The net remaining Airport Fund balance as of 12/31/2020, factoring in future obligated fund balance use, is estimated at \$1,009,000. There are no new ongoing costs due to this rehabilitation. Maintenance estimates in future years will be reduced by rehabilitating the existing pavement. The Airport is an enterprise fund that does not rely on county tax levy and this ordinance does not result in an ongoing direct tax levy impact.

MOTION: Wysocki moved, second by Foti to approve Ordinance 176-O-065. Motion carried 6-0.

Report on Alcohol Treatment Fees and Revenue Goals

Luczaj discussed the report titled “OWI Treatment Court Program fee Revenue Summary for 2009-2021” as outlined. The caseload capacity is 40 participants and the caseload as of August 2021 was 38. Revenues budgeted for 2020 was \$29,000 and actual revenues totaled \$32,449. For 2021, revenues through July totaled \$28,683. The full year budgeted amount (revenues) is \$34,000.

MOTION: Nelson moved, second by Foti to accept the report on alcohol treatment fees and revenue goals. Motion carried 6-0.

Legislative Update

Ignatowski said a package of adoption bills has been introduced and will keep the committee updated.

MOTION: Michalski moved, second by Wysocki to adjourn at 11:25 a.m. Motion carried 6-0.

Respectfully submitted,

Thomas A. Michalski

Thomas A. Michalski
Secretary