

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, July 19, 2023

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

Present: Supervisors Jim Heinrich, Larry Bangs, James Batzko, Darryl Enriquez, Joel Gaughan, Richard Morris, and Gary Szpara

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, Chairman Paul Decker, Land Resources Manager Alan Barrows, Park System Manager Rebecca Mattano, Business Manager Rhiannon Cupkie, City of Waukesha Transit Manager Brian Engelking, Director of Emergency Preparedness Gary Bell, Director of Administration Andy Thelke, Human Resources Manager Renee Gage, Budget Manager Bill Duckwitz, Principal Financial Analyst Bob Reis, Accounting Services Manager Danielle Igielski, Senior Financial Analyst Marisa Schlichting, Corporation Counsel Erik Weidig, Principal Assistant Corporation Counsel Deb Price, Principal Assistant Corporation Counsel Kim Haines, Risk/Purchasing Manager Laura Stauffer, Engineering Services Manager Karen Braun

Approve Minutes of June 21

MOTION: Enriquez moved, second by Gaughan to approve the minutes of June 21. Motion carried 7-0

Next Meeting Date

August 16 – joint Human Resources meeting

Request for Proposal No. 2023019 – Real Estate Brokerage Services for County Gravel Pit

Barrows presented that Waukesha County sought proposals from qualified real estate brokers/firms to provide real estate brokerage services to assist in the sale of a county-owned facility/gravel pit in the Town of Genesee. There were three bidders and Colliers received the highest score. The total contract amount is 4.5% commission of sale price; the estimated sale price based on appraisal is \$5,500,000.

MOTION: Morris moved, second by Bangs to award the real estate brokerage services contract for the county gravel pit to Colliers. Motion carried 7-0

Discuss and Consider Ordinance 178-R-001 Authorizing Resolution For Participation In The Wisconsin Department Of Natural Resources Urban Forestry Grant And Urban Forestry Catastrophic Storm Cost-Share Grant Programs

Mattano presented that this resolution authorizes the Waukesha County Department of Parks and Land Use to apply for \$25,000 in grant funding from the Wisconsin Department of Natural Resources (DNR) under the state's Urban Forestry Grant and Urban Forestry Catastrophic Storm cost-share grant program. The department plans to apply for this grant program to fund hiring a vendor to establish a plan to address and limit the impact of the invasive Emerald Ash Borer beetle on trees within the park system.

MOTION: Enriquez moved, second by Gaughan to approve Resolution 178-R-001. Motion carried 7-0

Discuss and Consider Ordinance 178-O-033 Terminate The 901 Paratransit Service Effective November 1, 2023 And Grandfather Service For Current Paratransit Riders

Cupkie and Engelking presented that this ordinance would terminate the Route 901 Paratransit service effective 11/01/2023 with a grandfathered service provision that will continue services for current riders until 12/31/2024. The costs to provide grandfathered services through 2024 is unknown currently as the department looks to consider service provider options ahead of the termination of the route. The department plans to include a modest appropriation in the proposed 2024 budget to cover these grandfathered rides.

MOTION: Batzko moved, second by Enriquez to approve Ordinance 178-O-033. Motion carried 7-0

Ordinance 178-O-034 Modify the Salary Range Assignment for the Telecommunicator Classification from Open Range 07 to Open Range 09 and Establish a Difficult-To-Fill Shift Incentive for Telecommunicators for Coverage Needs

Bell, Thelke and Gage presented that this ordinance modifies the salary range assignment for the Telecommunicator classification from Open Range 07 to Open Range 09. It also provides for a difficult-to-fill shift incentive for telecommunicators during periods of critical staffing shortages. The Department of Emergency Preparedness is experiencing significant vacancy levels within the telecommunicator classification because of the tight labor market and competition from surrounding county and municipal governments. Due to the work load and extensive training involved with the telecommunicator position, some candidates decide to leave early in training or pursue other, similarly paid positions that do not require as much commitment and stress. The total compensation market and benefit study and a review of other government salary ranges indicates that telecommunicator pay is lagging. Through turnover and vacancy of positions at the Communications Center during 2023, there will be sufficient remaining budget authority to accommodate wage rate increases and the difficult-to-fill shift incentive, and these impacts will be incorporated into the 2024 proposed budget.

MOTION: Bangs moved, second by Szpara to approve Ordinance 178-O-034. Motion carried 7-0

Budget Assumptions and Budget Kick-off Information

Duckwitz and Thelke discussed that additional shared revenue is allowing the county to stretch budget targets for departments, but the increase doesn't cover cost-to-continue for a year. Challenges and items discussed included salaries and compensation due to the tight labor market and the results of the county's current compensation study, inflation, increased costs of fuel, labor, utilities and construction, and how money is distributed amongst departments. Investment income is anticipated to be higher than in past years.

Mid-Year Department of Administration Budget Status Report

Thelke gave an update on the department's 2023 outcomes and objectives as outlined in the report. Topics included information technology security, customer service, employee development, compensation, and health and well-being, Huber facility, Enterprise Resource Planning System (ERP), ARPA funds, worker's compensation, and collections.

Annual Comprehensive Financial Report Overview

Igielski and Ries gave an overview of the 2022 ACFR as outlined in the report including financial statement highlights as they relate to fund balances for general, special revenues, debt service, enterprise, and internal service. The CliftonLarsonAllen independent auditor's report found our financials were represented fairly.

MOTION: Gaughan moved, second by Batzko to accept the 2022 Annual Comprehensive Financial Report. Motion carried 7-0

APRA funds update

Igielski and Schlichting presented the American Rescue Plan Act (ARPA) status report through June 2023. ARPA funds need to be allocated by end of 2024 and used by end of 2026. The report showed usage in the areas of Justice and Public Safety, Health and Human Services, Parks and Land Use, Public Works and Administration. There is \$5,913,206 available for future use.

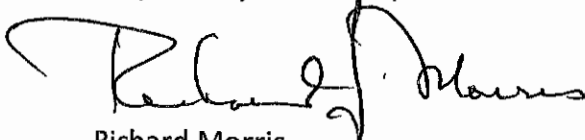
CLOSED SESSION:

MOTION: Gaughan moved, second by Enriquez to convene in closed session at 10:31 a.m. pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with staff and Corporation Counsel who is rendering oral or written advice concerning strategy to be adopted with respect to pending litigation, Hyman and Karen Feldman v Waukesha County, Case No. 2018-CV-1780, and The Estate of James Rivett v. Waukesha County, et al, 21-CV-972 (United States District Court, ED WI), and to approve the closed session minutes of 03-22-23. Motion carried 7-0

The committee returned to open session at 11:37 a.m.

MOTION: Batzko moved, second by Gaughan to adjourn at 11:41 a.m. Motion carried 7-0

Respectfully submitted,



Richard Morris

Secretary – Finance Committee