

## **Minutes of the Finance Committee**

**Wednesday, June 17, 2020**

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

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

**Also Present:** Chief of Staff Sarah Spaeth, Senior Landscape Architect Nicki Jensen, Treasurer Pam Reeves, Deputy Treasurer Terry Schultz, Public Health Manager Ben Jones (via phone), Accounting Services Coordinator Lisa Davis, Administration Director Andy Thelke, Budget Manager Bill Duckwitz, Budget Management Specialist Michelle Beasley, Robert W. Baird Senior Vice President Justin Fischer (via phone), Accounting Services Manager Danielle Igielski, Workforce Development Center Coordinator Beth Norris, Human Resources Manager Renee Gage, Principal Human Resources Analyst Whitney Ruiz, Employee Benefits Administrator Andrea Mohr, Parks & Land Use Director Dale Shaver, Parks System Manager Steve Brunner, Corporation Counsel Erik Weidig, Colliers International Broker Joe Eldridge, County Board Supervisors Tim Dondlinger and Dave Swan, and Citizens Jonathan LaVoy, Joe Vachuska, Alex Jaworski, Craig Bartsch, John Morris, Scott Schaefer, Tim Sullivan, and Katie Skelton.

### **Public Comments**

Schaefer and Morris spoke on behalf of the Storm family who have a history of operating golf courses. The family made an offer on Wanaki Golf Course and plan to keep it a golf course for generations.

Bartsch and Skelton with Bear Development said their real estate firm made an offer on Wanaki.

LaVoy lives near Wanaki and said there is substantial opposition from the neighborhood to develop the course and asked the committee to accept a bid from a reputable golf operator.

Vachuska represents SAVE Wanaki and asked the committee to keep the course going and weed out offers from developers.

### **Approve Minutes of May 20 and May 26**

MOTION: Paulson moved, second by Foti to approve the minutes of May 20. Motion carried 7-0.

MOTION: Wysocki moved, second by Michalski to approve the minutes of May 26. Motion carried 7-0.

### **Next Meeting Date**

- July 22

### **Chair's Executive Committee Report of June 15**

Heinrich said the committee heard a presentation on County Board survey results and the County Board Office Strategic Plan Environmental Scan, approved 19 appointments, and heard a grievance appeal for a previous Waukesha County employee.

**Contract Procurement Process for Architectural/Engineering Design Services for Expo Center Arena**

Jensen indicated the contract was awarded to Strang, Inc., the highest rated proposer, for a total contract cost of \$77,984. The budgeted amount is \$92,500. Five proposals were received for consideration.

MOTION: Michalski moved, second by Gaughan to approve the contract procurement process for architectural/engineering design services for the Expo Center Arena. Motion carried 7-0.

**Annual Report of the Treasurer's Office**

Reeves and Schultz discussed the 2019 Annual Report of the Treasurer's Office as outlined including total receipts and disbursements; 2018 roll collected in 2019 for the County's towns, cities, and villages; tax deed properties sold in 2019, land-use conversions, parcel counts, and County tax levies. At the end of 2019, receipts totaled \$757,075,428.30 and disbursements totaled \$776,000,219.34.

MOTION: Nelson moved, second by Paulson to accept the 2019 Annual Report of the Treasurer's Office. Motion carried 7-0.

**Ordinance 175-O-015: Modify The 2020 Department Of Health And Human Services, Public Health Division, Budget And Accept Federal CARES Act Funding For Public Health Response**

Jones and Davis discussed this ordinance as outlined which authorizes the department to accept \$3,404,721 million of federal CARES Act funding through the state to increase investigation and monitoring of COVID-19 cases. This ordinance also modifies the Public Health Division budget, increasing personnel costs by \$987,452, operating expenses by \$2,364,269, interdepartmental charges by \$53,000, and general government revenues by \$3,404,721. Personnel costs consist of limited-term employees (temporary extra help). Operating expenses include \$2,264,269 for contracted third-party staffing and \$100,000 for related costs (e.g., computers). Interdepartmental charges consist of End User Technology Fund charges for software licensing costs. This ordinance results in no additional direct tax levy impact.

The majority of this grant allocation will fund staffing resources dedicated to pandemic investigation and monitoring efforts. It will involve a combination of county-employed limited-term (LTE) employees (personnel costs) and contracted staff provided through third-party entities (operating expenses). There will need to be a substantial increase in investigating/monitoring capacity, and it is impossible at this time to predict how much of which category will be needed to fulfill this enhanced effort to facilitate a safe re-opening of the local economy. Management from the departments of Health and Human Services and Administration will monitor the implementation and potentially request fund transfers to re-allocate resources between the affected appropriations, as needed.

Staff continues to monitor and document COVID-19 related costs to help ensure maximum reimbursement for its efforts. County management will submit future proposed ordinances outlining these revenue sources when they have been accounted for.

MOTION: Paulson moved, second by Nelson to approve Ordinance 175-O-015. Motion carried 7-0.

**Preliminary Discussion of Ordinance 175-O-017: Authorizing The Issuance And Sale Of \$10,513,000 General Obligation Refunding Bonds To Refund General Obligation Promissory Notes, Series 2011, Series 2012 And Series 2013**

Thelke, Duckwitz, Beasley, and Fischer (via phone) were present to discuss this ordinance which authorizes the issuance and sale of \$10,513,000 general obligation refunding bonds to refund general obligation promissory notes issued in 2011, 2012, and 2013. Staff said it is in the best interest of the County to refund the refunded obligations for the purpose of achieving debt service cost savings. This ordinance will be considered and the winning bid disclosed on June 23 before the County Board meeting.

**Ordinance 175-O-016: Amend Waukesha County Department Of Administration American Job Center Fund 2020 Budget And Authorize The Waukesha County Department Of Administration To Contract With Employ Milwaukee, Inc. To Provide One Stop Operator Services**

Thelke, Norris, and Igielski were present to discuss this ordinance which authorizes the Department of Administration to provide One Stop Operator (OSO) services to the Regional Workforce Alliance, which includes three workforce development boards providing the counties of Waukesha, Ozaukee, Washington, Milwaukee, Racine, Kenosha and Walworth. The regional workforce alliance contract will reimburse the department for personnel, temporary extra help, travel and training, and technology equipment up to \$90,000. The contract term will be from July 1, 2020 through June 30, 2021 with three one-year extension options.

This ordinance modifies the department's American Job Center budget to increase operating expenses by \$49,450 for 0.78 FTE of contracted temporary extra help, travel and training, and technology equipment, and increases interdepartmental charges by \$8,200 for administrative indirect cost recovery. Remaining revenue of \$32,350, if earned, will fund personnel expenditures for a position already in the 2020 base budget. This position is currently funded with revenues from WOW partner agencies, and by securing additional OSO revenues to deliver services to a broader area, charges to these partner agencies will decrease. This ordinance results in no additional direct tax levy impact.

MOTION: Nelson moved, second by Gaughan to approve Ordinance 175-O-016. Motion carried 7-0.

**2021 Budget Process Update**

Thelke, Duckwitz, and Beasley were present for this item. Thelke said departments are in the process of developing their budgets now and they will be reviewed by the County Executive in July and August. Thelke went through factors that will play a role in the 2021 budget such as interest rates, state revenues, and insurance costs.

**Annual Report on the Waukesha Employee Health & Wellness Center**

Thelke, Gage, and Mohr were present to discuss the Health and Wellness Center 5-year report including utilization, financials and return on investment, employee experience, and initiatives. In 2019 (year 5), the County showed a cost avoidance of \$7,337,579 while clinic expenses totaled \$1,001,283 for a net savings of \$6,336,296. The County will begin evaluating options for a new clinic contract as the current agreement with Healthstat runs through 2021.

MOTION: Michalski moved, second by Nelson to accept the annual report of the Waukesha Employee Health & Wellness Center. Motion carried 7-0.

**Annual Report on Employee Performance Evaluations and Awards**

Gage and Ruiz were present to discuss this item. For 2019, the total possible cost if everyone received maximum base and non-base awards would have been \$3,202,394. The total amount budgeted for these awards was \$2,600,247 and the actual cost was \$2,134,764. Staff went on to review aggregate evaluation ratings for the County's 1,255 employees: 0 received unacceptable ratings, 18 received needs to build, 203 received effective, 728 received commendable, and 306 received exceptional ratings. A rating of commendable or better is necessary to be considered for a performance award.

MOTION: Wysocki moved, second by Paulson to accept the annual report on Employee Performance Evaluations and Awards. Motion carried 7-0.

**State Legislative Update**

Spaeth said the Governor announced \$200 million in CARES Act funds will be made available to local governments as grants to reimburse their unbudgeted expenditures incurred from COVID-19. Waukesha County is eligible to receive \$6.6 million.

**Closed Session**

MOTION: Paulson moved, second by Michalski to go into closed session at 10:28 a.m. pursuant to Section 19.85(1)(e), Wisconsin Statutes, to deliberate and/or formulate a strategy regarding negotiations with respect to the proposed sale of Wanaki Golf Course and the offer(s) to purchase received for that property. Motion carried 7-0.

**Open Session**

Immediately following the closed session, the committee will reconvene in open session to discuss and consider the following ordinance:

**Ordinance 175-O-014: Authorize Sale of Wanaki Golf Course**

The committee took no action on this item.

MOTION: Paulson moved, second by Foti to adjourn at 12:12 p.m. Motion carried 7-0.

Respectfully submitted,

*Thomas A. Michalski*

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Secretary