

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, April 6, 2022

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, Administrative Specialist Mary Pedersen, Land Resources Manager Alan Barrows, Emergency Management Coordinator Gail Goodchild, Budget Manager Bill Duckwitz, Emergency Preparedness Director Gary Bell, Senior Civil Engineer Ed Hinrichs, Treasurer Pam Reeves, Deputy Treasurer Terry Schultz, Justice Services Coordinator Rebecca Luczaj, Bridges Library Director Karol Kennedy, Health & Human Services Director Liz Aldred, Business/Collections Services Manager Lyndsay Johnson, Financial Analyst Britan Smith, Senior Human Resources Analyst Natalie Durr, and Senior Financial Analysts Michelle Czech and Alex Klosterman.

Ordinance 176-O-129: Modify The 2022 Material Recovery Facility Fund Budget And Carryover Budget Authority From 2021 To 2022 For A Portion Of One Time Costs Associated With New Robotic Sorting Equipment And A New Eddy Current

Barrows discussed this ordinance which modifies the 2022 Materials Recycling Facility (MRF) budget to carry over a total of \$182,403 of MRF expenses and includes \$142,403 of fixed assets and \$40,000 of operating expenses. Both expenses are funded by the usage of \$182,403 of MRF fund balance. The \$142,403 of fixed assets was originally appropriated under Enrolled Ordinance 176-39 for the purchase of new eddy current equipment. The \$40,000 of operating expenses was appropriated under Enrolled Ordinance 176-84 for the purchase of new robotic sorting equipment. Similar to the original ordinances, the requested carryover reflects the County's share of equipment costs, which is a 50% share with the City of Milwaukee, after applying grant funds. Neither was included in the annual carry over ordinance approved by the County Board in February. This ordinance results in no tax levy impact.

MOTION: Paulson moved, second by Michalski to approve Ordinance 176-O-129. Motion carried 7-0.

Motion to Allow Secretary Michalski to Approve the Final Set(s) of Committee Minutes on Behalf of the Committee

MOTION: Wysocki moved, second by Paulson to allow Secretary Michalski to approve the final set(s) of committee minutes on behalf of the committee. Motion carried 7-0.

Fund Transfer 2022-240-01: Emergency Preparedness – Transfer Funds from Personnel to Fixed Assets

Goodchild and Bell discussed this \$7,233 fund transfer to pay a cost overage on a trailer. Funds are available due to position vacancies.

MOTION: Paulson moved, second by Nelson to approve Fund Transfer 2022-240-01. Motion carried 7-0.

Contract Procurement Process for Engineering/Design Services for Moorland Road (CTH O) CTH D to STH 59

Hinrichs said the contract was awarded to RA Smith, Inc., the highest rated proposer, and the total contract cost will be negotiated. Five contractors submitted bids for consideration.

MOTION: Wysocki moved, second by Gaughan to approve the contract procurement process for engineering/design services for Moorland Road (CTH O) CTH D to STH 59. Motion carried 7-0.

Treasurer's Annual Report

Reeves and Schultz discussed the "Waukesha County Treasurer's Office Annual Report for 2021" as outlined including total receipts and disbursements, 2020 roll collected in 2021 per municipality, tax deed properties sold in 2021, agricultural land use conversions, parcel counts, County tax levy totals, and property taxes collected. At the request of committee members, Reeves said she will break out large line items in future reports.

MOTION: Wysocki moved, second by Michalski to accept the 2021 Treasurer's Office annual report. Motion carried 7-0.

Report on Alcohol Treatment Court Fees and Revenue Goals

Luczaj discussed her report titled "OWI Treatment Court Program Fee Revenue Summary 2009-2022" as outlined which included information on budget and actual revenue numbers. In 2021, \$34,000 was budgeted while the actual revenue was \$41,749 and as of February, they have collected 26% of their revenue goal for 2022.

MOTION: Paulson moved, second by Nelson to accept the report on Alcohol Treatment Court fees and revenue goals. Motion carried 7-0.

Resolution 176-R-008: Resolution To Adopt The Waukesha County 2022-2026 Library Services Plan, Approve New County Library Standards, And Include Electronic Materials For Circulation Purposes In The True Non-Resident Library Tax Levy Formulas

Kennedy discussed this resolution which adopts the 2022-2026 Library Services Plan which was put forth by the Waukesha County Library Planning Committee. This plan does not recommend modifying the library tax collection or distribution formulas calculation methods but does begin counting electronic materials (e.g., E-books) as circulation along with physical materials (e.g., books) that had previously been included.

This resolution also adopts revised Bridges member library standards for Waukesha County member libraries. The revised standards include library material expenditures per capita, number of public internet computers, and collection size. Additionally, this plan recommends the creation of new, qualitative quality assurance standards for Waukesha County member libraries. These new standards apply to member libraries operated by local municipalities within Waukesha County. The implementation of these standard changes result in no cost impact to Waukesha County.

MOTION: Gaughan moved, second by Nelson to approve Resolution 176-R-008. Motion carried 7-0.

Ordinance 176-O-130: Modify The Department Of Health And Human Services 2022 Budget And Create Eleven (11) Regular Full-Time Positions For Community Support Services

Aldred discussed this ordinance to modify the Department's 2022 budget by transferring \$551,869 of contracted services expenses within the operating expenses appropriation to personnel expenses to fund the creation of 11 regular full-time positions. The positions created include three Senior Mental Health Counselors, four Mental Health Counselors, and four Human Services Support Specialist. These positions were originally contracted through Homes for Independent Living, Inc. (HILCO) to provide case management, the Community Support Program (CSP), and transition-to-independent-living assistance and community supports to clients with severe and persistent mental illness. When the request for proposal for the contract was distributed, HILCO declined to renew the contract, and the other vendor submissions were deemed inadequate. These services address important community needs and proposes bringing most of these contracted positions in-house. HILCO has agreed to continue providing these services until June 30, or earlier dependent on the implementation timeline.

As these positions are being created mid-year with an intended May 1, 2022 start date to allow for some transition time, the total budgeted impact of these positions in 2022 is estimated at \$551,869, or approximately eight months of personnel expenses (May-December) including prorated benefits. The HILCO positions currently perform work at the Mental Health Center facility and already have workspaces and equipment (e.g., computers, phones) with expenses included in the existing 2022 budget so no additional related operating expenses are anticipated for the new county-employed positions. The total 2022 budgeted amount for HILCO contracted services is \$826,087. After the transfer of \$551,869 to personnel costs, the remaining balance of \$274,218 will remain in contracted services to fund the cost of four months of transition time with HILCO from January 1 to April 30, 2022. The annualized expenses associated with the creation of the 11 positions is slightly less than the budgeted HILCO contract (\$826,087) at \$825,046, meaning that no additional material ongoing tax levy impact is anticipated as a result of this ordinance.

MOTION: Paulson moved, second by Foti to approve Ordinance 176-O-130. Motion carried 7-0.

Year-End Proprietary Funds Report

Johnson discussed the 2021 year-end report for each of the County enterprise and internal service funds. Those funds that showed a net income at year-end were the Naga-Waukee Golf Course (\$349,827); Moor Downs Golf Course (\$70,707); Materials Recycling (\$173,972); Vehicle/Equipment Replacement (\$734,250); Central Fleet (\$172,681); Collections (\$59,038); and End User Technology (\$60,773). Those funds that showed a net income loss were the Naga-Waukee Ice Arena (-\$53,006); Eble Park Ice Arena (-\$56,582); Airport (before non-operating items, -\$23,800); Radio Services (-\$148,425); Risk Management/Workers Compensation (-\$336,938); and Health Insurance (-\$1,152,569).

MOTION: Wysocki moved, second by Michalski to accept the year-end report on Proprietary Funds. Motion carried 7-0.

Approve Minutes of March 16

MOTION: Paulson moved, second by Nelson to approve the minutes of March 16. Motion carried 7-0.

Next Meeting Date

- May 18

Announcements

Heinrich thanked committee members for their service on the Finance Committee. Wysocki thanked Heinrich for his leadership.

Executive Committee Report of November 8

Heinrich said the Executive Committee, at their last meeting, approved the legal advertising contract with the Waukesha Freeman, approved a resolution pertaining to the Bridges Library System, and heard a presentation on the Waukesha County courthouse secure tower courtroom construction audit.

MOTION: Michalski moved, second by Paulson to adjourn at 10:18 a.m. Motion carried 7-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary