

Waukesha County Board of Supervisors

**Minutes of the Finance Committee  
Wednesday, February 16, 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, Legislative Policy Advisor Alex Ignatowski, Administrative Specialist Mary Pedersen, Senior Financial Analyst Alex Klosterman, Director of Administration Andy Thelke, Budget Management Specialist Michelle Beasley, Robert W. Baird & Co. Managing Director Brad Viegut, Budget Manager Bill Duckwitz, County Board Chair Paul Decker, Accounting Services Manager Danielle Igielski, Baker Tilly Partner Andrea Jansen, Principal Financial Projects Analyst Bob Ries, Engineering Services Manager Karen Braun, Radio Systems Manager Chris Petterson, Financial Analyst Britan Smith, Health & Human Services Deputy Director Lisa Roberts, Administrative Services Manager Randy Setzer, Accounting Services Coordinator Kristen Tranel, Parks System Managers Steve Brunner and Rebecca Mattano, Senior Landscape Architect Stephen Siodlarz, and Parks Supervisor Zach Navin.

**Ordinance 176-O-110: Modify The 2022-2026 Capital Plan And 2022 Budget For Capital Project 201807, Pewaukee To Brookfield Trail Construction**

Brunner and Siodlarz were present to discuss this ordinance which modifies the 2022-2026 Capital Plan and 2022 Capital Project budget to increase expenditure authority by \$290,000 to cover above-budget construction costs for the Pewaukee to Brookfield Trail project (#201807). The ordinance also increases the use of Capital Project Fund balance by \$290,000 to fund these expenditures. The current construction budget is \$1.76 million. The construction administration contract has been awarded (\$95,300), leaving an available construction budget of approximately \$1,664,700. The low bid received for project construction is \$1.954 million which is approximately \$290,000 over the estimated construction budget for this portion of the project. All bids were higher primarily due to increased material and labor costs. The previous budget for this project was \$2.2 million and increased to \$2.49 million with this cost update.

This project is funded through revenue from WisDOT through the Federal Transportation Alternatives Program (TAP) Grant (\$1.696 million) and revenue from the Wisconsin Department of Natural Resources Stewardship Grant (\$250,000). The County's portion of the original budget is \$254,000 and the County's portion of the revised budget increases \$290,000 to \$544,000 with the department requesting to fund the additional expenditures with Capital Project Fund balance. This ordinance does not impact the tax levy.

Paulson said he would like to see the trail extended to Frame Park in Waukesha.

**MOTION:** Michalski moved, second by Gaughan to approve Ordinance 176-O-110. Motion carried 6-1. Paulson voted no.

**Ordinance 176-O-113: Authorize The Issuance Of Not To Exceed \$11,300,000 General Obligation Promissory Notes For Capital Projects**

Thelke, Viegut, and Beasley were present to discuss this ordinance which authorizes the issuance of \$11.3 million General Obligation Promissory Notes for the purpose of paying the cost of capital projects included in the County's 2022 Capital Projects Expenditure Plan consisting of justice and law enforcement projects; public works projects; parks, environment, education and land use projects; and vehicle replacement projects. Thelke said the sale will occur on May 24, prior to the Finance Committee and County Board meetings. Viegut discussed the 10-year financing plan as outlined in a handout and noted the estimated interest rate is 1.99%.

MOTION: Nelson moved, second by Paulson to approve Ordinance 176-O-113. Motion carried 7-0.

**Ordinance 176-O-114: Modify The 2022 Budget By Transferring Carryover Funds From 2021 Unexpended Appropriations To 2022 Budgeted Appropriations**

Duckwitz and Klosterman were present to discuss this ordinance which involves a budget modification to carryover \$345,085 from unexpended 2021 appropriations to 2022 budgeted appropriations. Klosterman went on to review the approved project amounts and justification for the transfers.

Wysocki expressed concerns with the concept of carrying over funds. Paulson was grateful this option is available so we don't lose the funds.

MOTION: Paulson moved, second by Foti to approve Ordinance 176-O-114. Motion carried 7-0.

**Audit Planning Report by Baker Tilly**

Igielski and Jansen were present to discuss this item as outlined in the reporting and insights report for the 2020 Waukesha County audit. Included in the discussion were the timeline, executive summary, responsibilities, audit status, audit approach and results, accounting changes relevant to Waukesha County, trending challenges and opportunities for organizations, and communications between the County and Baker Tilly.

**Year-End Investments Report**

Ries discussed this report as outlined. The total return for the quarter was up 4 basis points from the last quarter, at 0.24%. For the year ending December 31, 2021, County investments returned 0.95%. Total interest earnings for the quarter were \$503,724, down \$33,166 from the 3rd quarter due to a decrease in realized gains/losses on the sale of securities of \$30,944 as compared to the prior quarter. Interest income is down \$73,285 from the 4th quarter of 2020 due to the lower rates in the market. Average invested balances decreased \$56.8 million compared to the previous quarter, consistent with the County's normal cash flow trend. The rolling four quarter average of quarterly invested balances has increased in recent quarters due to the receipt of APRA funds from the federal government in mid-May. County investments totaled \$670,831.98 om 2021.

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

**Annual Report on Interest Allocations**

Ries discussed the 2021 report titled “Summary of Current Interest Allocations” as outlined which included information on which funds include interest allocations, how authorized, and rationale. Total gross investment income in 2021 was \$2,123,571.

MOTION: Paulson moved, second by Gaughan to accept the annual report on interest allocations. Motion carried 7-0.

**Ordinance 176-O-109: Modify The 2022-2026 Capital Plan And 2022 Capital Project Budget To Appropriate Design Funding In 2022 For Capital Project #202013 CTH O, CTH D To STH 59 Rehabilitation And Decrease Funding In 2022 For Capital Project #202012 CTH X, West High Drive Intersection**

Braun discussed this ordinance which modifies the 2022-2026 Capital Plan and 2022 Capital Project budget to appropriate expenditure authority in the amount of \$206,000 to cover design costs for the CTH O, CTH D to STH 59 Rehabilitation project (#202013). The ordinance also decreases funding in 2022 for the CTH X, West High Drive Intersection project (#202012) to fund the design expenditures for capital project #202013.

Project #202013 was approved for federal Surface Transportation Program (STP) funding which finances project design expenses at an 80% federal share and 20% county cost share. The 2022-2026 Capital Plan assumed funding the County’s share of \$206,000 in calendar year 2023, which does not align with the state fiscal year. As a result, the county is unable to contract for the design work without the spending authority in 2022. (The move from 2023 calendar year to the 2022 calendar year will allow an earlier start to the design of the project and better accommodates the WisDOT funding schedule and programs. At this time, there is no intention to change the scheduling of the remaining project phases (land acquisition and construction).

Funding for the construction phase of capital project #202012 was approved in 2021. According to department management, construction will be delayed until 2023 due to design delays resulting from county Department of Public Works Engineering division staffing issues.

If approved, this ordinance request will increase funding by \$206,000 in 2022 for capital project #202013. The increase will be offset by a decrease in funding by \$206,000 in 2022 for capital project #202012. The department intends to request restoration of the funding for capital project #202012 in the 2023-2027 capital plan which was freed up in 2023 by moving project 202013 up, into the 2023-2027 capital plan. This ordinance does not impact the tax levy.

MOTION: Wysocki moved, second by Nelson to approve Ordinance 176-O-109. Motion carried 7-0.

**Ordinance 176-O-111: Modify 2022 Department Of Emergency Preparedness-Radio Services Division Budget For Replacement Radio Batteries And Related Accessories**

Petterson discussed this ordinance which authorizes the Department of Emergency Preparedness-Radio Services to increase operating expenditure appropriations by \$101,800 for radio battery replacements and associated accessories. The department radios that will be replaced are for the Sheriff’s Department, Parks and Land Use, and the Radio Services Division. These replacements and accessories correspond to an agreement between Motorola and Waukesha County, where Motorola

will cover the cost to replace the radio units if Waukesha County purchases the batteries at a cost of \$80,600. Additionally, the Sheriff Department radios require additional accessories, including carrying cases, engraving, and remote speaker microphones totaling \$21,200.

This ordinance also authorizes the use of \$101,800 of Radio Services fund balance to offset these operating expenses. Departments incorporate annual radio replacement charges into their budgets via interdepartmental charges that are deposited into the Radio Services Fund for future replacements. There is no tax levy impact associated with this ordinance.

MOTION: Paulson moved, second by Michalski to approve Ordinance 176-O-111. Motion carried 7-0.

**Ordinance 176-O-112: Authorize The Department Of Health And Human Services To Accept A Cash Donation Of \$34,000, Authorize The Placement Of A Recognition Marker And Modify The 2022 Budget Of The Department To Appropriate Additional Expenditures**

Setzer, Roberts, and Tranel were present to discuss this ordinance which authorizes the department to accept and appropriate \$34,000 of operating expenses to upgrade visitation rooms in the Health and Human Services building, including but not limited to paint, furniture and fixtures, and program supplies for the rooms. These expenditures are funded with a donation from a group of Waukesha residents to support the activities of the Children and Families Division. The donors will be recognized on a plaque outside or near one of the rooms.

MOTION: Paulson moved, second by Nelson to approve Ordinance 176-O-112. Motion carried 7-0.

**Resolution 176-R-007: Authorizing Resolution For Participation In The Department Of Natural Resources Municipal Dam Grant Program**

Mattano and Navin were present to discuss this resolution which authorizes the Parks and Land Use Department to apply for grant funding from the Wisconsin DNR under the state's municipal dam grant program. Staff plan to apply for this grant to partially fund repairs on three separate sections of the School Section Lake dam's berm. The repairs on these three sections will occur over the course of three years and the total project cost for these repairs is \$70,000.

This grant program requires a 50% local match for project expenses and the grant funding covers the other 50% of project costs. Based on the project costs the grant will cover \$35,000 of the total expenses and \$35,000 will be provided via an in-kind local match. Since these projects will occur over the course of three years, the total impact to each year's budget is approximately \$11,700 of grant funding. The local match will consist of already budgeted staff time for three Parks and Land Use positions, billable department equipment, and highway staff time and equipment associated with grass mowing. This resolution does not appropriate the grant funding into the 2022 budget and only provides permission for staff to apply for the funding. This resolution results in no tax levy impact.

MOTION: Paulson moved, second by Michalski to approve Resolution 176-R-007. Motion carried 7-0.

**Approve Minutes of January 19**

MOTION: Wysocki moved, second by Gaughan to approve the minutes of January 19. Motion carried 7-0.

**Next Meeting Dates**

- March 16
- April 6

**Executive Committee Report of February 14**

Heinrich said the Executive Committee approved two ordinances and the scope and timeline for the Register of Deeds audit, and heard a report on the Wisconsin Counties Association Legislative Exchange.

**State Legislative Update**

Ignatowski discussed mental health crises/law enforcement issues brought up at the WCA legislative exchange, several workforce related bills in the legislature, and the Governor's State of the State address related to additional funding.

MOTION: Wysocki moved, second by Foti to adjourn at 10:06 a.m. Motion carried 7-0.

Respectfully submitted,

*Thomas A. Michalski*

Thomas A. Michalski  
Secretary