

# Waukesha County Board of Supervisors

## Minutes of the Finance Committee Wednesday, September 21, 2022

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

**Present:** Supervisors Jim Heinrich, Larry Bangs, James Batzko, Darryl Enriquez, Tyler Foti, Joel Gaughan, and Richard Morris.

**Also Present:** Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Mary Pedersen, Mary Emery of the Waukesha Preservation Alliance, Health & Human Services Director Liz Aldred, Health & Human Services Deputy Director Lisa Roberts, Clinical Services Manager Kirk Yauchler, Accounting Services Coordinator Kristen Tranel, Clinical Services Coordinator Jenny Wrucke, Budget Management Specialist Stephanie Hall, Accounting Services Manager Danielle Igielski, Airport Manager Kurt Stanich, Business Managers Rhiannon Cupkie and Josh Joost, Budget Manager Bill Duckwitz, Engineering Services Manager Karen Braun, Community Development Manager Kristin Silva, Public Works Director Allison Bussler, Facilities Manager Shane Waeghe, Inspector Jim Gumm, Financial Analyst Cathy Kienast, Parks & Land Use Director Dale Shaver, Parks System Manager Steve Brunner, Corporation Counsel Erik Weidig, Risk/Purchasing Manager Laura Stauffer, Workforce Development Board Director Laura Catherman, and Senior Financial Analysts Alex Klosterman and Marissa Schlichting.

### **Public Comment**

Emery spoke against razing the old Human Services building due to its historical significance.

### **Contract Procurement Process for Auditing Services**

Spaeth advised the contract for three operational audits was awarded to Baker Tilly US, LLP, the highest rated proposer. Three contractors submitted bids for consideration.

**MOTION:** Morris moved, second by Foti to approve the contract procurement process for auditing services. Motion carried 7-0.

### **Ordinance 177-O-058: Modify The Department Of Health And Human Services 2022 Budget To Accept The Collaborative Crisis Intervention Services To Youth (CCISY) Grant Funding And Appropriate Additional Expenditures**

Yauchler, Wrucke, and Tranel were present to discuss this ordinance which authorizes the Health and Human Services Department to accept CCISY grant funding of \$103,777. The grant period runs from 7/1/2022 through 6/30/2023 and this ordinance modifies the 2022 budget to increase operating expenses and general government revenues by \$47,799 for the remainder of the year. The remaining \$55,978 will be included in the 2023 proposed budget. There is an option to continue grant funding for four additional state fiscal years. The funding will be used to improve access, services, and outcomes for youth under the age of 21 who are experiencing mental health crises. This ordinance results in no direct impact to tax levy.

**MOTION:** Batzko moved, second by Enriquez to approve Ordinance 177-O-058. Motion carried 7-0.

**Ordinance 177-O-059: Modify The Waukesha County Department Of Health & Human Services 2022 Budget To Accept The Regional Crisis Stabilization Facility Grant From The Wisconsin Department Of Health Services And Appropriate Additional Expenditures**

Yauchler, Wrucke, and Tranel were present to discuss this ordinance which authorizes the Health & Human Services Department to accept the Regional Crisis Stabilization Facility grant from the State of Wisconsin Department of Health Services of \$278,200 and modify the 2022 budget to increase operating expenditures and general government revenues \$20,350 for the current year. The funding period for this grant is from July 2022 through September 30, 2023 so only a portion of this funding is to be appropriated in the current year. For 2022, these funds will cover new consulting and training expenses and existing personnel expenses. Remaining funds will be included in the department's 2023 proposed budget. Continuation of funding is available for two more federal fiscal years and is expected to run through September 2025. This ordinance does not result in a direct tax levy impact.

MOTION: Gaughan moved, second by Bangs to approve Ordinance 177-O-059. Motion carried 7-0.

**Review Revenues Section of the Capital Projects Plan**

Hall reviewed fund balances and revenues included in the 2023-2027 Capital Projects Plan.

MOTION: Morris moved, second by Gaughan to recommend approval of the revenues included in the Capital Projects Plan. Motion carried 7-0.

**Ordinance 177-O-055: Modify The 2022 Department Of Public Works, Airport Operations Fund Budget For Increased Contracted Snow Removal Expenses**

Stanich and Cupkie discussed this ordinance which modifies the Airport Operations budget by increasing operating expenses by \$310,500 and increasing the use of Airport Operations Fund balance by \$310,500 due to an increase in contracted snow removal services and materials needed for the remainder of 2022. Snow removal contract costs are projected to be \$225,000 above budget in 2022 due to an increase in the number of snow events. The 2021-2022 winter season had 32 deployments to address snowfalls, compared to a typical season that has 21 deployments. The cost increase is also due to Airport Management adjusting the snow removal priority areas which increased costs. Staff are working with the Department of Administration on solutions which include re-negotiating vendor payments and evaluating whether to bring some or all of snow removal in-house. In addition, the Airport is responsible for purchasing de-icer materials which are projected to be \$85,500 above budget.

MOTION: Gaughan moved, second by Batzko to approve Ordinance 177-O-055. Motion carried 7-0.

**Ordinance 177-O-054: Authorize The Execution Of Subgrantee Agreements And HUD Grant Agreement For The Community Development Block Grant (CDBG) And Home Investment Partnership (HOME) Programs For The 2023 Program Year**

Silva discussed this ordinance which authorizes the County Executive to execute agreements with the Federal Government to accept up to \$3,096,021 of Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) grants and program income estimated at \$300,000.

If the Federal Housing and Urban Development (HUD) funding allocation awards are less than the estimated amount, the CDBG and HOME Consortium Boards will make appropriate reductions to subgrantee grant amounts and send a notification of any decreases to the Finance Committee. The Community Development expenditures will be limited to the amounts of the HUD award notifications. According to the Department of Parks and Land Use, all subgrantee agreements for projects will include

clauses providing for grant funding decreases, if necessary. If the final federal appropriation amount is greater than the estimated amount of \$3,096,021, an ordinance to appropriate the additional funding will require future County Board approval to increase the CDBG and HOME program expenditure appropriations and revenue budgets accordingly. This ordinance has no direct tax levy impact.

MOTION: Gaughan moved, second by Foti to approve Ordinance 177-O-054. Motion carried 7-0.

**Ordinance 177-O-056: Modify The 2022-2026 Capital Plan And 2022 Capital Project Budget To Appropriate Additional Construction Expenditures For Capital Project #202009 CTH B, Morgan Road Intersection And Decrease Expenditures In 2022 For Capital Project #201416 Repaving Program**

Braun discussed this ordinance which modifies the 2022-2026 Capital Plan and 2022 Capital Project budget to appropriate expenditure authority in the amount of \$150,000 to cover construction costs for the CTH B, Morgan Road Intersection project (#202009). This ordinance also decreases expenditure authority for 2022 for the Repaving Program project (#201416) to fund the construction costs for capital project #202009.

The repaving program is a "program project" that allocates funding each year toward the general purpose of repaving existing county trunk highways. Of the \$4.3 million budgeted for the repaving project in 2022, there is currently an unencumbered balance of \$277,870 remaining. After deducting the \$150,000 reduction in this ordinance there would be a balance \$127,870. Any unspent funds in the repaving program at year-end are carried forward into the following year and combined with those year's funds toward future repaving efforts.

MOTION: Foti moved, second by Morris to approve Ordinance 177-O-056. Motion carried 7-0.

**Approve Minutes of September 7**

MOTION: Morris moved, second by Enriquez to approve the minutes of September 7. Motion carried 7-0.

**Next Meeting Date**

- October 5

**Executive Committee Report of September 12**

Heinrich said the Executive Committee heard a presentation on the Register of Deeds operations audit and went into closed session to discuss pending litigation regarding the old Human Services building.

**Announcements**

Heinrich highlighted the recent Wisconsin Counties Association conference.

**Ordinance 177-O-057 Authorize The Waukesha County Sheriff's Department To Amend The 2020-2023 Kettle Moraine School Resource Officer Contract To Create An Additional 1.00 FTE Deputy Sheriff Position Funded By The Kettle Moraine School District Beginning November 1, 2022, And Amend The 2022 Sheriff's Department Budget Accordingly**

Gumm and Joost discussed this which ordinance authorizes the Sheriff's Department to provide an additional school resource officer (SRO) to the Kettle Moraine School District. The current contract expires August 15, 2023. The contract amendment will require the County to provide one additional deputy to the school district on a full-time basis. This will also require the County to provide an additional vehicle for this service (estimated at \$44,000) which will be purchased with General Fund balance and

paid back over a five-year period by the Kettle Moraine School District. The partial-year cost of the contract amendment for the remainder for 2022 is detailed in the table below. The estimated annualized cost of this position is \$106,507 and operating and interdepartmental expenses are \$27,730 for a total of \$134,237.

<b>Appropriation Unit</b>	<b>Description</b>	<b>2022 Amount</b>
Personnel	Deputy Sheriff	\$ 17,508
Operating	Supplies, Eqmt, Training	\$ 1,456
Interdepartmental	Vehicle Repair, Fuel	\$ 2,249
Interdepartmental	Insurance	\$ 853
<b>Total</b>		<b>\$ 22,066</b>

MOTION: Foti moved, second by Gaughan to approve Ordinance 177-O-057. Motion carried 7-0.

**Review the Following Capital Projects in the 2023-2027 Capital Projects Plan: CTH Y Y, Underwood Creek Structure 201302 (pg. 18); CTH Y – CTH L to CTH HH Rehabilitation 202301 (pg. 29); Courthouse Project Step 2 – Renovate 1959 Courthouse 201705 (pg. 3); and Lake Country Trail Connection to Jefferson County 202312 (pg. 42)**

Bussler, Braun, Waeghe, and Brunner discussed the above listed capital projects as outlined in the 2023-2027 Capital Projects Plan. Foti expressed concerns with the increasing costs for the courthouse project.

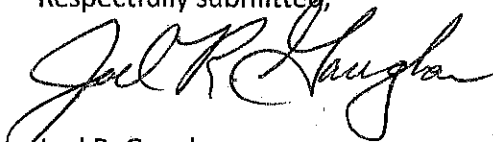
**Closed Session:** Foti moved, second by Batzko to convene in closed session at 9:43 a.m. pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with staff and Corporation Counsel who is rendering oral advice concerning strategy to be adopted with respect to pending litigation, Waukesha County vs. City of Waukesha, Geralyn Pagenkopf vs. County of Waukesha, and David Thomas vs. County of Waukesha, and to approve the closed session minutes of July 20. Motion carried 7-0.

The committee returned to open session at 10:54

MOTION: Foti moved, second by Enriquez to modify the previously approved settlement in David Thomas v. Waukesha County to allow for a 1-year right to claim future medical expenses for alleged injury. Motion carried 7-0.

MOTION: Foti moved, second by Morris to adjourn at 10:56 a.m. Motion carried 7-0.

Respectfully submitted,



Joel R. Gaughan  
Secretary