

Minutes of the Finance Committee

Wednesday, September 18, 2019

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

Present: Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tim Dondlinger, Tyler Foti, Richard Morris, and Ted Wysocki.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, County Board Supervisor Darlene Johnson and Dave Swan, Emergency Preparedness Director Gary Bell, Senior Financial Analyst Rob Dunn, Federated Library Director Connie Meyer, Administration Director Andy Thelke, Accounting Services Manager Danielle Igielski, Budget Management Specialist Bill Duckwitz, Business Services Manager Donn Hoffmann, Principal IT Professional John Gorski, Business Manager Josh Joost, Public Works Director Allison Bussler, Senior Financial Analyst Rhiannon Cupkie, Facilities Manager Shane Waeghe, Engineering Services Manager Carolyn Gellings, Departmental Secretary Tony Di Frances, Budget Manager Linda Witkowski, Parks & Land Use Director Dale Shaver, Business Manager Peter Mudek, and Parks System Managers Steve Brunner and Rebecca Mattano.

Approve Minutes of September 4

MOTION: Paulson moved, second by Morris to approve the minutes of September 4. Motion carried 7-0.

Next Meeting Date

- October 2

Chair's Executive Committee Report of September 9 & 16

Heinrich indicated the Executive Committee, at their last two meetings, examined the 2020-2024 Capital Projects Plan, approved an ordinance and several appointments, and determined sale prices for County-owned foreclosed land less than \$5,000.

Ordinance 174-O-054: Approve 1st Amendment Of Lease With U.S. Cellular Operating Company LLC At Menomonee Park

Bell and Dunn discussed this ordinance which approves an amendment to an existing agreement between the County and U.S. Cellular Operating Company LLC to lease space to operate a telecommunications base station at Menomonee Park for use as a cellular tower. The amendment will extend the lease by adding four five-year optional renewal terms and sets the amended rent at \$35,875 annually with 4% annual inflation. The ordinance also modifies the lease to add additional insurance requirements and clarify that upon termination, the lessee shall remove the tower and all related equipment and restore the site, less wear and tear at the lessee's expense. This ordinance results in no additional direct tax levy impact.

MOTION: Dondlinger moved, second by Morris to approve Ordinance 174-O-054. Motion carried 7-0.

Ordinance 174-O-055: Authorize Department Of Emergency Preparedness Telecommunicator Training Program

Bell and Dunn discussed this ordinance which authorizes the Department's Communications Division to offer and charge a fee for county telecommunicator training to outside agencies when seats are available. Waukesha County staff who are certified in adult learning currently conduct trainings for other County staff.

The fee charged for attending a training session will be determined by comparable fees of other entities offering similar trainings. It is estimated that this training fee will generate approximately \$500 in training revenue resulting from interest from two outside entities in 2019. Future revenues will vary depending on demand and available seating. This ordinance does not appropriate any additional expenditure authority because the cost to provide the trainings are already included within their 2019 operating budget and 2020 budget request. The additional revenues received from these trainings will lapse to General Fund Balance. Staff will consider incorporating this revenue into future budget requests.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 174-O-055. Motion carried 7-0.

Ordinance 174-O-053: Modify 2019 County Library Levy Fund Budget To Appropriate Expenditures To Transfer To The Bridges Library System And Increase Fund Balance Revenues

Meyer and Igielski discussed this ordinance as outlined which authorizes the Waukesha County Library Levy Fund to transfer the accumulated fund balance of \$611,251, which is legally restricted for Library System purposes, to the Bridges Library System, a legally separate entity per Wisconsin State Statute 43.19(2)(a).

This fund balance was generated by revenues exceeding expenditures within the Waukesha County Federated Library System. When Jefferson County and Waukesha County joined to become the Bridges Library System, the funds were transferred into the County Library Levy Fund to allow for the tracking of fund balance generated before and after the Bridges Library System was created. Since this funding is restricted for library system purposes, this ordinance transfers the restricted fund balance into the Bridges Library System Fund to make it available for Library System purposes.

The revenue received within the Bridges Library System will lapse to Bridges Library System fund balance, which will be available for future use as approved by the appointed Bridges Library System board. This ordinance results in no tax levy impact.

MOTION: Morris moved, second by Wysocki to approve Ordinance 174-O-053. Motion carried 7-0.

Review Revenues Section of the Capital Projects Plan

Duckwitz explained fund balances and revenues as outlined in the proposed 2020-2024 Capital Projects Plan.

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

Review the Following Capital Projects as Outlined in the 2020-2024 Capital Projects Plan: a) Information Technology Project Pages 43 and 44; b) Public Works Project Pages 4, 11, 15, 17, 19, 21, 22, 24, and 27; and c) Parks & Land Use Project Pages 36-40

Capital Project #201615 – Security System Recording & Display Equipment Replacement

Joost, Gorski, Hoffmann, and committee members discussed this project as outlined in the Capital Projects Plan. No major concerns were voiced.

Capital Project #202014 – Health & Human Services Electronic Medical Record Module Improvements

Hoffmann, Gorski and committee members discussed this project as outlined in the Capital Projects Plan. No major concerns were voiced.

MOTION: Dondlinger moved, second by Morris to recommend approval of Capital Projects #201615 and #202014 to the Executive Committee. Motion carried 7-0.

Capital Project #202007 – Administration Center First Floor Reconfiguration

Bussler, staff, and committee members discussed this project as outlined in the Capital Projects Plan. Bussler indicated the study could have approximately three options. The reasons for the study included customer service, efficient use of space and personnel, among others.

Wysocki referred to what he felt was excellent signage at DuPage County. He stressed the importance of the courthouse project being a priority and would not support this project. Bussler noted this project will not save money on the courthouse project. Paulson suggested an app that shows the building and office/department locations. Morris said front lobby signage might work better and could be part of the courthouse project. Dondlinger said the Treasurer's Office approach will not work and recommended this be an analysis plan.

MOTION: Morris moved, second by Wysocki to recommend approval of Capital Project #202007 to the Executive Committee. Motion defeated 0-7.

Capital Projects #201302 – CTH YY, Underwood Creek Structure; #201603 – CTH O & I Intersection Reconstruction; #201611 – CTH C, Hasslinger Drive Intersection; #201614 – CTH E, Woodland Drive Intersection; #201803 – CTH O, CTH ES to CTH D Rehabilitation; #202013 – CTH O, CTH D to STH 59 Rehabilitation; #202009 – CTH B, Morgan Rd Intersection; and #202012 – CTH X, West High Drive Intersection

Bussler, staff, and committee members discussed the above-listed highway-related capital projects as outlined in the Capital Projects Plan. No major concerns were voiced.

MOTION: Morris moved, second by Paulson to recommend approval of above-listed highway related Capital Projects to the Executive Committee. Motion carried 7-0.

Capital Projects #202002 – Menomonee Park Dog Exercise Area; #202003 – Retzer Adventure Trail Renovation; #202005 – Minooka Park Mountain Bike Infrastructure Improvements; #202006 – Expo Arena Furnace/Mechanical Systems; and #202008 – Joint MRF Fire Suppression System

Shaver, staff, and committee members discussed the above-listed Parks & Land Use related Capital Projects as outlined in the Capital Projects Plan. No major concerns were voiced.

MOTION: Morris moved, second by Paulson to recommend approval of above-listed Parks & Land Use related Capital Projects to the Executive Committee. Motion carried 7-0.

Ordinance 174-O-052: Authorize Application For And Acceptance Of County Conservation Grant For Okauchee Lake, Oconomowoc And Fox River System Watersheds 2020 Muskellunge Stocking

Mattano discussed this ordinance which authorizes the Department of Parks and Land Use to apply for and accept up to \$5,500 of County Conservation Aid Grant revenues from the State of Wisconsin Department of Natural Resources for the purposes of stocking muskies into Okauchee Lake and the Oconomowoc and Fox River system watersheds. The grant funds are incorporated into the Department's 2020 budget request.

The total estimated cost to complete this project is approximately \$11,000 with half coming from the State grant and remaining project costs of up to \$5,500 coming from matching contributions from two area muskellunge clubs. The Department will reimburse the muskellunge clubs for project costs based on awarded grant funds provided, upon project completion. This ordinance results in no direct tax levy impact.

MOTION: Paulson moved, second by Michalski to approve Ordinance 174-O-052. Motion carried 7-0.

State Legislative Update

Spaeth updated the committee on the progress of the old Health & Human Services building legislation.

MOTION: Dondlinger moved, second by Paulson to adjourn at 11:55 a.m. Motion carried 7-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary