

## Minutes of the Finance Committee

Wednesday, October 21, 2021

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

**Present:** Supervisors Jim Heinrich (Chair, via phone), 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, Judiciary Committee Chair Peter Wolff, District Attorney Sue Opper, Victim Witness Program Coordinator Jen Dunn, Office Services Coordinator Julie Delain, Medical Examiner Dr. Lynda Biedrzycki, Emergency Preparedness Director Gary Bell, Senior Financial Analyst Rob Dunn, Community Development Manager Kristin Silva, Business Manager Steve Trimborn, Treasurer Pam Reeves, Deputy Treasurer Terry Schultz, Human Resources Manager Renee Gage, Senior Human Resources Analyst Natalie Durr, Budget Manager Bill Duckwitz, Facilities Manager Shane Waeghe, Business Manager Rhiannon Cupkie, Corporation Counsel Erik Weidig, Risk/Purchasing Manager Laura Stauffer, Budget Management Specialist Michelle Beasley, Financial Analyst Michelle Czech, and Senior Financial Analysts Clara Daniels, Stephanie Kirby, and Alex Klosterman.

### **Approve Minutes of October 7, 13, and 14 (2 sets)**

MOTION: Nelson moved, second by Gaughan approve the minutes of October 7, 13, and 14 (2 sets). Motion carried 7-0.

### **Next Meeting Date**

- October 26

### **Discuss and Consider 2021 Operating Budgets for the Following Departments:**

#### *District Attorney*

Opper, Dunn, and Delain discussed the proposed 2021 operating budget for the District Attorney's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Both revenues and expenditures total \$3,166,105 – an increase of \$119,124 or 3.9% from the 2020 adopted budget. The County tax levy totals \$2,031,337 – an increase of \$75,000 or 3.8%. The number of full-time equivalent (FTE) positions decreased 0.03 for a total of 33.50. No major concerns were voiced.

MOTION: Nelson moved, second by Michalski tentatively approve the 2021 budget for the District Attorney's Office. Motion carried 7-0.

#### *Medical Examiner*

Biedrzycki discussed the proposed 2021 operating budget for the Medical Examiner's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Both revenues and expenditures total \$2,159,019 – an increase of \$64,289 or 3.1% from the 2020 adopted budget. The County tax levy totals \$1,129,955 – an increase of \$69,345 or 6.5%. The number of full-time equivalent (FTE) positions decreased 0.07 for a total of 15.21. No major concerns were voiced.

MOTION: Gaughan moved, second by Foti to tentatively approve the 2021 budget for the Medical Examiner's Office. Motion carried 7-0.

*Emergency Preparedness*

Bell, Czech and Dunn were present to discuss the proposed 2021 operating budget for the Department of Emergency Preparedness as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Revenues total \$2,909,463 – an increase of \$282,977 or 10.8%. The County tax levy totals \$6,517,298 – an increase of \$100,000 or 1.6%. Expenditures total \$9,124,138 – an increase of \$399,245 or 4.6%. The number of FTE positions decreased 0.03 for a total of 68.24. No major concerns were voiced.

MOTION: Wysocki moved, second by Foti to tentatively approve the 2021 budget for the Emergency Preparedness Department. Motion carried 7-0.

**Ordinance 175-O-047: Amend The 2020 Budget To Accept Additional Community Development Block Grant Coronavirus (CDBG-CV) Funds For The 2020 Program Year And Modify The Budget**

Silva discussed this ordinance which authorizes Parks and Land Use Department to accept and appropriate an additional \$1,335,096 of U.S. Department of Housing and Urban Development (HUD) funding to be used to prevent, prepare for, and respond to the coronavirus (COVID-19), authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

The 2020 Parks and Land Use Department adopted budget included HUD funding of \$1,405,009 for the CDBG program. The budget was modified for a higher-than-budgeted allocation by enrolled ordinance 174-99 and for an earlier round of CARES funding in the amount of \$861,236 by enrolled ordinance 175-99. This ordinance will bring the CDBG total 2020 modified budget to \$3,660,354.

The exact distribution of funding is unknown at this time because specific allocations will need to be approved by the Community Development Block Grant Board. Eligible funding includes mortgage assistance, rent assistance, small business assistance, homeless programs, food/nutrition, medical, City of Waukesha Small Business Alliance, and administration. This ordinance results in no direct levy impact.

MOTION: Nelson moved, second by Gaughan to approve Ordinance 175-O-047. Motion carried 7-0.

**Ordinance 175-O-049: Cancel 2017 Unredeemed Checks Issued By County Treasurer**

Reeves and Schultz discussed this ordinance and said upon approval, uncashed checks on the list referenced by the ordinance will be cancelled and funds totaling \$13,410.98 will be placed in a liability account of the Unclaimed Property Fund. Pursuant to Wisconsin Statue 59.64(4)(e), any individual or entity in whose favor the checks were drawn shall have six years from the date of passage to have the check reissued without interest. The funds for any new check issued and cashed will be drawn from the liability account. Whatever funds remain unclaimed after six years will be transferred to an appropriate revenue account in the General Fund. During the six-year period of time, the funds will be invested and the investment income earned will be allocated to the General Fund. This ordinance requires no additional tax levy.

MOTION: Michalski moved, second by Wysocki to approve Ordinance 175-O-049. Motion carried 7-0.

**Ordinance 175-O-048: Approve 2021 Position Changes Through Creation, Abolishment, Reclassification, Title Change, and Equity Adjustment**

Gage, Durr, and Duckwitz were present to discuss this as outlined. Staff discussed the proposed 13.5 FTE new positions and 10 FTE abolished positions for a net increase of 3.5 positions. Multiple reclassifications and title changes are also being proposed. The total estimated net tax levy impact of this ordinance is \$630,400.

MOTION: Gaughan moved, second by Michalski to approve Ordinance 175-O-048. Motion carried 7-0.

**Fund Transfer 2020-400-02: Public Works Department – Transfer Funds from Operating Expenses to Fixed Assets**

Waeghe and Cupkie discussed this transfer as outlined which will align available funds within the Building Improvement Plan operating budget into the proper appropriation units to address project needs. Staff has identified a need to replace water heaters at the Human Services Center (\$21,550), replace the MUA storage unit at Highway Operations (\$19,900), install parking lot cameras (\$14,100) and install a water quality management system at the Mental Health Center (\$20,900). The full Building Improvement Plan has sufficient funds for these four projects. However, the funds are available in the operating expenses appropriation unit and these projects are classified as fixed assets. Operating expense appropriations are available mostly due to less maintenance work needed than anticipated and the prioritization of the projects listed above.

MOTION: Foti moved, second by Nelson to approve Fund Transfer 2020-400-02. Motion carried 7-0.

**Closed Session**

MOTION: Wysocki moved, second by Nelson to convene in closed session at 11:10 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, GERALYN Pagenkopf vs. Waukesha County, and to approve the closed session minutes of July 22, 2020. Motion carried 7-0.

The committee reconvened in open session at 11:52 a.m.

MOTION: Wysocki moved, second by Foti to adjourn at 11:52 a.m. Motion carried 7-0.

Respectfully submitted,

*Thomas A. Michalski*

Thomas A. Michalski  
Secretary