

## Minutes of the Finance Committee

Wednesday, September 16, 2020

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

**Present:** Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tyler Foti, Joel Gaughan, and Larry Nelson. **Absent:** Ted Wysocki.

**Also Present:** Chief of Staff Sarah Spaeth, Business Manager Josh Joost, Deputy Inspector Patrick Esser, Financial Analyst Cathy Kienast, Administrative Services Manager Randy Setzer, Accounting Services Coordinator Lisa Davis, County Clerk Meg Wartman, Business Services Administrator Donn Hoffmann, IT Infrastructure Administrator Rick McMillin, Budget Management Specialist Michelle Beasley, Public Works Director Allison Bussler, Engineering Services Manager Karen Braun, Senior Civil Engineer Kevin Yanny, Facilities Manager Shane Waeghe, Parks & Land Use Director Dale Shaver, Parks System Manager Rebecca Mattano, Parks System Manager Steve Brunner, Business Manager Steve Trimborn, Budget Manager Bill Duckwitz, and Citizen Gary Foxe.

### Public Comments

Foxe spoke in opposition to Capital Project #202125, CTH F at Lyndsay Road.

### Approve Minutes of September 2

MOTION: Paulson moved, second by Nelson to approve the minutes of September 2. Motion carried 6-0.

### Next Meeting Date

- October 7

### Chair's Executive Committee Report of September 14

Heinrich said the Executive Committee, at yesterday's meeting, approved two ordinances and two appointments, and reviewed the 2021-2025 Capital Projects Plan.

### Review Correspondence

Copies of a memo from Supervisors Steve Whittow and Keith Hammitt regarding a fund transfer request from the Public Works Department were distributed for informational purposes.

### **Ordinance 175-O-043: Modify The Waukesha County Sheriff's Department 2020 Budget To Accept The Law Enforcement Drug Trafficking Response Grant From The State Of Wisconsin Department Of Justice And To Authorize Grant Expenditures**

Joost and Esser discussed this ordinance which modifies the 2020 Sheriff's Department budget by \$47,250 by appropriating Intergovernmental Revenue from the State Department of Justice Law Enforcement Drug Trafficking Response Grant. The funds will provide an additional \$17,000 in equipment, \$15,000 in training, \$10,250 in supplies, and \$5,000 in drug buy money. These are all costs associated with starting a drug interdiction program. This program would be operated with existing staff and future equipment replacement will likely be paid for using other grant funds. This ordinance results in no direct additional tax levy impact.

MOTION: Nelson moved, second by Gaughan to approve Ordinance 175-O-043. Motion carried 6-0.

**Ordinance 175-O-044: Modify The Waukesha County Sheriff’s Department 2020 Budget To Accept The BJA FY 20 Coronavirus Emergency Supplemental Funding Program Grant From The Department Of Justice, Office Of Justice Programs, And To Authorize Grant Expenditures**

Joost and Esser discussed this ordinance which modifies the 2020 Sheriff’s Department budget by \$58,008 by appropriating Intergovernmental Revenue from the US Department of Justice Office of Justice Assistance. The funds are for a Skytron disinfecting unit (\$40,800) for the Jail Division and for other supplies (\$17,208) such as masks and gloves associated with officer safety. This ordinance results in no direct additional tax levy impact.

MOTION: Michalski moved, second by Nelson to approve Ordinance 175-O-044. Motion carried 6-0.

**Ordinance 175-O-046: Modify The Waukesha County Clerk’s 2020 Budget To Accept The Help America Vote Act Election Security Subgrant And Authorize Grant Expenditures**

Wartman, Hoffmann, and McMillin were present to discuss this ordinance to accept a subgrant award of \$128,650 from the Wisconsin Elections Commission for the Waukesha County Clerk’s Office for costs associated with enhancing election technology and election security improvements.

This ordinance modifies the 2020 County Clerk’s budget by increasing general government revenues by \$128,650, operating expenses by \$121,584, fixed assets by \$7,000, and interdepartmental charges by \$66 as shown in the following table.

<b>Appropriation Unit</b>	<b>Description</b>	<b>Amount</b>
Operating	Network Security Coverage (3 years)	\$44,299
Operating	Network Vulnerability Test	\$35,000
Operating	Safe, Laptop, Router, Security Camera, Cell Phone (including annual plan), and USB Sticks	\$27,985
Operating	Vulnerability Assessment Tool	\$10,000
Operating	Security Seminar for Municipal Clerks	\$2,000
Operating	Software Installation Services	\$2,300
Interdepartmental	Cell Phone Administration Fee	\$66
Fixed Asset	Network Monitoring System	\$7,000
<b>Total</b>		<b>\$128,650</b>

The grant must be spent or committed by February 15, 2021. The majority of this ordinance results in no direct tax levy impact. This grant will prepay for three years of the annual network security coverage which will provide security for the entire County’s network. Over the three years, DOA-IT staff will monitor and evaluate if the additional annual operating cost-to-continue for the network security coverage is needed and justified. If the network security coverage were to continue after the

three years, future operating costs will need to be managed within the budget. There would also be ongoing charges to continue cell phone usage of about \$580 per year.

MOTION: Nelson moved, second by Gaughan to approve Ordinance 175-O-046. Motion carried 6-0.

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

Beasley reviewed fund balances and revenues as outlined in the 2021-2025 Capital Projects Plan.

### **Fund Transfer 2020-400-01: Public Works Department – Transfer Funds from Fixed Assets (Culvert Replacement Program) to Fixed Assets (CTH Y, Pilak Creek Bridge Replacement)**

Braun and Yanny discussed this fund transfer totaling \$60,000 and said The CTH Y and Pilak Creek Tributary Bridge Replacement project bids came in over budget and waiting to re-bid the project is not recommended for many reasons, one being that this will adversely affect the Waukesha Water Utility's construction for the Lake Michigan Water route in Spring 2021. The Culvert Replacement Plan has been identified as an appropriate source of additional funds for the CTH Y and Pilak Creek project which she explained in detail as outlined in the fund transfer.

To answer Heinrich's question regarding the timing of the project, Yanny indicated the culverts are failing now and need to be replaced. Braun said alternate routes are available to residents.

MOTION: Paulson moved, second by Michalski to approve Fund Transfer 2020-400-01, Public Works Department. Motion carried 6-0.

### **Discuss the Following Capital Projects: Courthouse Project – Secure Courtroom Construction #201418 (pg. 3); Courthouse Project Step 2 – Renovate 1959 Courthouse #201705 (pg. 4); CTH M, Calhoun Rd. to East County Line #201008 (pg. 13); CTH O, CTH HH to Grange #202102 (pg. 25); CTF F at Lyndsay Rd. #202105 (pg. 26); UW-Waukesha Site Infrastructure Improvements Phase II #202103 (pg. 26); and Pewaukee Boat Launch Reconstruction #202104 (pg. 27)**

Bussler, Shaver, and staff reviewed the above-listed capital projects as outlined in the 2021-2025 Capital Projects Plan. No major concerns were raised.

MOTION: Paulson moved, second by Michalski to recommend approval of the following Capital Projects to the Executive Committee: Courthouse Project – Secure Courtroom Construction #201418; Courthouse Project Step 2 – Renovate 1959 Courthouse #201705; CTH M, Calhoun Rd. to East County Line #201008; CTH O, CTH HH to Grange #202102; CTF F at Lyndsay Rd. #202105; UW-Waukesha Site Infrastructure Improvements Phase II #202103; and Pewaukee Boat Launch Reconstruction #202104. Motion carried 6-0.

### **Ordinance 175-O-040: Authorize Application For And Acceptance Of County Conservation Grant For Okauchee Lake, Oconomowoc And Fox River System Watersheds 2021 Muskellunge Stocking**

Mattano discussed this ordinance which authorizes the Department of Parks and Land Use to apply for and accept up to \$6,000 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 department indicates that the grant funds are incorporated into the department's 2021 budget request. The total estimated cost to complete this project is approximately \$12,000, with half coming from the State grant, and remaining project costs of up to \$6,000 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: Nelson moved, second by Foti to approve Ordinance 175-O-040. Motion carried 6-0.

**Ordinance 175-O-041: Modify Budget For Capital Project 202003, Retzer Adventure Trail Renovation**

Brunner discussed this ordinance which modifies the 2020 Capital Project budget to increase expenditure authority by \$79,000 to cover above-budget pavement costs for the Retzer Adventure Trail Renovation project (#202003). The ordinance also authorizes an increase in the revenue budget of \$79,000 for additional Community Development Block Grant (CDBG) funds to cover the increased expenditures. The low bid received for the project is \$139,950 which is approximately \$72,500 over the estimated budget of \$67,400 for this portion of the project. The \$79,000 grant funding will be added to the existing project total budget of \$209,000; the new total budget will be \$288,000. This project is funded mostly through revenue from the Waukesha Rotary Club (\$45,000), the Friends of Retzer Nature Center group (\$45,000), the Wisconsin Department of Natural Resources Stewardship Grant (\$24,000), and CDBG (\$150,000). The County's portion of the project is \$24,000. The use of CDBG grant funding for the additional expenditures results in no impact to the tax levy.

MOTION: Gaughan moved, second by Nelson to approve Ordinance 175-O-041. Motion carried 6-0.

**Ordinance 175-O-042: Modify Project Scope And Budget For Capital Project 202002, Menomonee Park Dog Exercise Area**

Brunner discussed this ordinance which modifies the 2020 Capital Project budget to decrease project expenditure authority by \$125,000 and reduce the revenue budget by \$125,000 for project 202002 Menomonee Park Dog Exercise Area. This ordinance also modifies the scope of the project to accommodate the lower budget by eliminating the construction of a new parking lot, and instead adds onto an existing parking lot. Officials with the Village of Menomonee Falls initially indicated a willingness to provide \$125,000 towards the construction of the dog exercise area. The funding is no longer available and, therefore, the project scope must be modified and the cost must be reduced. The project was approved in the 2020-2024 capital plan with a total budget of \$500,000; the new total budget will be \$375,000. This project will be funded through a partnership with the Village of Sussex (\$125,000). The County's portion of the project is \$250,000 and is funded with Tarmann Parkland Acquisition Fund balance. There is no direct tax levy impact related to this ordinance.

MOTION: Michalski moved, second by Foti to approve Ordinance 175-O-042. Motion carried 6-0.

**Ordinance 175-O-045: Modify The Department Of Health And Human Services 2020 Budget To Accept The Cares COVID-19 Test Coordination Grant Funding And Appropriate Additional Expenditures**

Setzer discussed this ordinance which authorizes the Department of Health and Human Services to accept a grant award of \$513,200 from the State of Wisconsin Department of Health Services. This ordinance also modifies the department's 2020 budget by increasing general government revenues by \$513,200. This ordinance appropriates personnel expenses by \$275,000 for the purposes of hiring a full-time limited term testing coordinator and funding limited term contact tracers and disease investigators for school strike teams with the goal of containing outbreaks in schools. Operating expenditures are increased by \$238,200 to pay for the cost of sending COVID tests to an alternate lab with a quicker response time when a quicker response time is warranted (i.e., two days instead of over a week with the state lab).

MOTION: Paulson moved, second by Gaughan to approve Ordinance 175-O-045. Motion carried 6-0.

**State Legislative Update**

Spaeth updated the committee on the Speaker's Task Force on racial disparities and policing policies as well as State revenue projections.

MOTION: Gaughan moved, second by Foti to adjourn at 10:22 a.m. Motion carried 6-0.

Respectfully submitted,

*Thomas A. Michalski*

Thomas A. Michalski  
Secretary