

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, July 21, 2021

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, Recycling/Solid Waste Supervisor Analiese Smith, Business Manager Steve Trimborn, Emergency Preparedness Director Gary Bell, Financial Analyst Michelle Czech, Health & Human Services Director Liz Aldred, Adolescent & Family Services Manager Ron Pupp, Accounting Services Manager Danielle Igielski, Administrative Services Manager Randy Setzer, Business Services Administrator Donn Hoffmann, Administration Director Andy Thelke, Budget Manager Bill Duckwitz, Business/Collections Services Manager Lyndsay Johnson, Principal Financial Projects Analyst Bob Ries, Senior Financial Analyst Kayla Kaboskey, County Board Chair Paul Decker, Public Works Director Allison Bussler, Business Manager Rhiannon Cupkie, Facilities Manager Shane Waeghe, Senior Civil Engineer Ed Hinrichs, Engineering Services Manager Karen Braun, Senior Civil Engineer Kevin Yanny, County Board Supervisor Chris Mommaerts, and citizens Greg Malcolm, Joan Caird, Kristian Hennem, Tom and Barbara Klein, Deb Edwards, Edward and Nancy Meier, John Heintz Taylor and Frances Heintz Taylor.

Approve Minutes of June 16

MOTION: Michalski moved, second by Paulson to approve the minutes of June 16. Motion carried 7-0.

Next Meeting Date

- August 18

Executive Committee Report of July 19

Heinrich said the Executive Committee approved one ordinance and three appointments and defeated one ordinance.

Ordinance 176-O-040: Amend The 2021 MRF Budget To Increase Expenditures For A Portion Of One Time Costs Associated With A New Eddy Current

Smith and Trimborn discussed this ordinance which authorizes the appropriation of \$142,403 of additional expenditure authority in the 2021 Material Recycling Fund budget for the County's share of new eddy current equipment. This ordinance also increases the use of Material Recycling Fund balance to cover the costs. The department estimates that total costs are \$349,806, offset by \$65,000 of grant funding from the "Recycling Partnership" Aluminum Beverage Can Capture Recycling Grant Program. The remaining \$284,806 of project costs would be split evenly between Waukesha County and the City of Milwaukee per intergovernmental agreement. Based on the additional 200 tons of sellable aluminum products (the County's share, out of approximately 400 total additional tons at the facility), staff estimate additional material sales revenue of \$190,200 and a return on

investment in less than one year after installation. Additionally, this equipment would reduce landfill disposal fees by \$24,000 with \$12,000 being the County's portion.

MOTION: Michalski moved, second by Gaughan to approve Ordinance 176-O-040. Motion carried 7-0.

Ordinance 176-O-045: Modify The Emergency Preparedness 2021 Budget To Accept State Of Wisconsin Telephonic-Assisted Cardiopulmonary Resuscitation Program Funding And Appropriate Grant Revenues And Expenditures

Bell discussed this ordinance which authorizes the Department to accept and appropriate \$4,975 of Wisconsin Department of Health Services telephonic-assisted cardiopulmonary resuscitation (T-CPR) grant awards in the 2021 budget. The funding will cover \$400 for recertification and \$4,575 in personnel costs associated with the overtime of telecommunicators incurred while training. This ordinance results in no direct tax levy impact.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 176-O-045. Motion carried 7-0.

Ordinance 176-O-047: Authorize The Department Of Health And Human Services To Cease Juvenile Secure Detention Operations At The Juvenile Center; Create, Abolish, And Reclassify Positions To Continue Services Through A Contracted Solution; And Modify The 2021 Non-Departmental Budget

Aldred, Setzer, and Pupp discussed this ordinance which authorizes the Department to cease juvenile secure detention operations at the Juvenile Center facility and instead provide these services through a contract with other counties' juvenile secure detention programs.

Setzer said the need for secure detention has continued to decrease over the years. Currently, the County contracts with Washington County to house females in secure detention. He noted the new contract should be ready next week. Pupp distributed historical data on center placements. Other methods that were used, such as electronic monitoring and intensive supervision, during COVID-19 were successful and will continue when appropriate.

This ordinance authorizes the creation, abolishment, and reclassification of positions. This ordinance also modifies the 2021 Non-Departmental budget to increase personnel costs and use of General Fund balance by \$67,000 to cover above-budget severance/retention costs. This proposal would eliminate the need for most 24/7 staffing at the Juvenile Center and would abolish 8.50 FTE positions including 6.50 FTE juvenile center workers and 2.00 FTE juvenile center supervisors. The Department also budgets for 1.29 FTE of temporary extra help and overtime expenses at the Juvenile Center which would not be needed going forward resulting in additional cost reductions. The department would still need to monitor and coordinate care for the juveniles and this ordinance reclassifies the existing 1.00 FTE juvenile center coordinator position to 1.00 FTE human services supervisor position and creates a 1.00 FTE social worker and a 1.00 FTE human services support specialist position. The net reduction in FTE resulting from this proposal would be 7.79 FTE. This ordinance is projected to have a favorable ongoing tax levy impact of \$451,000.

Wysocki was concerned that he was not able to see the contract prior to considering this ordinance and that families will have to travel farther.

MOTION: Nelson moved, second by Gaughan to approve Ordinance 176-O-047. Motion carried 7-0.

Ordinance 176-O-044: Modify The 2021-2025 Capital Plan And 2021 Capital Project Budget To Modify Scope For Capital Project #202014 HHS Electronic Medical Record Module Improvements And Retitle Project To HHS Technology System Enhancements

Setzer, Hoffmann, and Igielski were present to discuss this ordinance which modifies the 2021-2025 Capital Plan to modify the scope and budget for this project. The expanded scope of the project would include a new contract management application estimated to cost \$174,000. The ordinance would also increase project budget authority by \$36,000 for the Public Health application replacement based on additional functionality needs identified during its experience with the COVID-19 pandemic. The ordinance would increase project budget authority by \$210,000 in total.

This ordinance would also increase the revenue budget by \$210,000 to offset the new costs. Guidance from the U.S. Treasury indicates that projects that enhance public health, behavioral health, and other HHS services and data systems are eligible for funding under the American Rescue Plan Act (ARPA) – Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program. This includes existing project expenditure authority prior to this ordinance of \$520,000 which will offset the need for Capital Project Fund balance that was previously assumed for these project costs.

The estimated ongoing levy impact for the new contract management application is estimated at \$16,000 annually and would need to be prioritized within the department's future tax levy targets. The module is expected to generate operating efficiencies and reduce risk in establishing and managing contracts.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 176-O-044. Motion carried 7-0.

Annual Comprehensive Financial Report (ACFR) Overview

Igielski gave an overview of the 2020 financial report as outlined in her handout including financial statement highlights as they relate to fund balances for the general, special revenues, debt service, capital projects, Bridges Library, enterprise, and internal service funds.

MOTION: Michalski moved, second by Paulson to accept the 2020 Annual Comprehensive Financial Report. Motion carried 7-0.

Presentation on American Rescue Plan Act (ARPA) Funding

Thelke distributed information on the funding and explained Waukesha County's allocation, timeline, rules for use, revenue loss/replacement, next steps, and ARPA management structure at the County level. Waukesha County's proportional allocation is \$78,510,723.

Ordinance 176-O-048: Modify 2021 Budget To Accept The US Department Of Treasury American Rescue Plan Act (ARPA) Grant Through The Coronavirus State And Local Fiscal Recovery Funds Program, Create The Special Purpose Grant Fund, And Create 1.0 FTE Senior Financial Analyst Position

Thelke, Duckwitz, and Igielski discussed this ordinance which modifies the 2021 budget to accept federal ARPA Grant Funding through the Coronavirus State and Local Fiscal Recovery Funds Program, including funding for pandemic response and to cover costs for administering and implementing the grant. This ordinance also creates 1.0 FTE regular, sunset senior financial analyst position and establishes a special revenue fund to manage grant-funded contracts. This ordinance authorizes the

County to accept \$78,510,723 of ARPA funding as part of the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program. This funding is provided in two installments, the first in May of 2021 and the second in May of 2022. These proceeds must be obligated by December 31, 2024 and spent by December 31, 2026 or otherwise returned to the federal government. This ordinance funds estimated 2021 expenses with grant revenues and does not result in an ongoing tax levy impact.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 176-O-048. Motion carried 7-0.

Budget Assumptions/Kick-Off Information

Thelke and Duckwitz were present to discuss the proposed 2022 budget process. Thelke said departments have submitted their budgets and are currently under analysis. ARPA was a big item of discussion during the process but not much of that funding is included in the proposed budget. Thelke went on to highlight investment income, inflation, health insurance, personnel costs, charges for services, debt service, and public safety.

Mid-Year Department of Administration Budget Status Report

Thelke and Johnson gave an update on the Department of Administration's 2021 strategic objectives as outlined in their handout. These objectives involve enterprise content management, Administration support for other departments, customer service satisfaction, cloud study implementation, LEAN-Continuous Improvement, compensation plan monitoring, employee engagement and development, employee survey results-communication and recognition, promote health and wellbeing, Risk Management-Workers Compensation, Collections success, and American Job Center customer satisfaction. No concerns were voiced.

MOTION: Paulson moved, second by Nelson to accept the mid-year Department of Administration budget status report. Motion carried 7-0.

Mid-Year Status Report on Department of Administration Capital Projects

Thelke and Johnson gave an update on Department of Administration capital projects as outlined in their handout including enterprise content management, payroll/human resource information system, and property tax and cashing replacement. No concerns were voiced.

MOTION: Michalski moved, second by Wysocki to accept the mid-year report on Department of Administration capital projects. Motion carried 7-0.

Ordinance 176-O-042: Modify 2021 Budget And Approve Contingency Fund Transfer For Building Improvement Plan

Waeghe and Bussler discussed this ordinance to approve a transfer of Contingency Fund appropriations to the Public Works Building Improvement Plan (BIP) program of \$300,000 to help fund two urgent maintenance projects at a total cost of \$160,000 and provide additional funds to cover additional unplanned urgent building or mechanical maintenance needs. An unusually high total of unplanned maintenance has required the deferral of non-emergency maintenance projects. The Contingency Funds are being requested because boilers at the highway operations building are failing and require immediately replacement; bid received is for \$120,000. Additionally, the replacement of a failing compressor is estimated to cost \$40,000. The balance of the contingency funds will allow the department to respond to additional major system maintenance in 2021. This is a one-time maintenance project expense and does not result in a direct tax levy impact.

Heinrich noted that this has been an unusual year and the Finance Committee had requested Public Works staff come back when they ran out of money and they have run out of money.

MOTION: Nelson moved, second by Michalski to approve Ordinance 176-O-042. Motion carried 7-0.

Public Comments

Cairn, J. Heintz Taylor, F. Heintz Taylor, Hennum, E. Meier, T. Klein, B. Klein, N. Meier, and Edwards spoke in support of Ordinance 176-O-043 (see below). Cairn, J. Heintz Taylor, F. Heintz Taylor, Hennum, T. Klein, B. Klein, N. Meier, Malcolm, and Edwards also distributed supplemental information. (See Public Works Committee minutes of June 20 and July 15 and Executive Committee minutes of July 19).

Ordinance 176-O-043: Amend 2021-2025 Capital Plan To Defund Capital Project #201613 CTH D, Moraine Hills Drive Intersection And Modify 2021 Capital Projects Budget

Mommaerts discussed this ordinance to modify the 2021-2025 Capital Plan and defund and effectively eliminate capital project #201613 CTH D, Moraine Hills Drive Intersection and look at other options. Mommaerts reviewed her supporting information that was emailed to the County Board challenging the Public Works Department's claims on accident data and alternative safety measures. Bussler and staff clarified misinformation with regards to the accident statistics and safety alternatives. Bussler said eliminating the project now would result in a net cost to the County of about \$133,000. Hinrichs explained the project in detail.

Wysocki said he supports the ordinance primarily based on the approval by the Public Works Committee, who he felt had the most expertise per County Board committee. He supports trying alternative safety measures first.

This issue was discussed and debated in length.

MOTION: Wysocki moved, second by Michalski to approve Ordinance 176-O-043. Motion defeated 1-6. Heinrich, Michalski, Gaughan, Nelson, Foti, and Paulson voted no.

Legislative Update

Ignatowski said the redistricting bill was recently vetoed by the governor and the budget was signed.

MOTION: Paulson moved, second by Gaughan to adjourn at 12:50 p.m. Motion carried 7-0.

Respectfully submitted,

Thomas A. Michalski

Thomas A. Michalski
Secretary