

Waukesha County Board of Supervisors

Minutes of the Finance Committee Wednesday, March 22, 2023

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

Present: Supervisors Jim Heinrich, Larry Bangs, James Batzko, Darryl Enriquez, Richard Morris, Joel Gaughan and Gary Szpara

Also Present: Chief of Staff Sarah Spaeth, Administrative Specialist Barbara Hollander, Chairman Paul Decker, Emergency Preparedness Directory Gary Bell, Financial Analyst Britan Smith, Business Manager Steve Trimborn, Airport Manager Kurt Stanich, Business Manager Rhiannon Cupkie, Engineering Services Manager Karen Braun, Senior Civil Engineer Ed Hinrichs, Budget Manager Bill Duckwitz, Collections Svcs. Manager Lyndsey Johnson, Risk/Purchasing Manager Laura Stauffer, Principal Risk Management Analyst Mark Jatczak, Corporation Counsel Erik Weidig, Accounting Services Manager Danielle Igielski, Senior Financial Analyst Marisa Schlichting

Approve Minutes of February 22

MOTION: Gaughan moved, second by Szpara to approve the minutes of February 22. Motion carried 7-0

Next Meeting Date

April 19

Executive Committee Report of March 20

Heinrich reported that the committee affirmed the decision of the Parks and Planning Commission and determined that the Chapter 18 Administrative Review process does not apply to conditional use permits, approved one ordinance and four appointments.

Announcements

Reminder to take customer service surveys where appropriate.

Discuss and Consider Ordinance 177-O-109 First Amendment To Lease With CCATT LLC At UW-Milwaukee Waukesha Campus

Bell presented that this ordinance authorizes the extension of an existing agreement with CCATT LLC to lease county land for two years, from November 18, 2022, through November 17, 2024. Under the extension, CCATT LLC will pay the county \$46,580 in rental charges from November 18, 2022 through November 17, 2023, and \$48,443 (4% increase) from November 18, 2023 through November 17, 2024.

MOTION: Morris moved, second by Bangs to approve Ordinance 177-O-109. Motion carried 7-0

Discuss and Consider Ordinance 177-O-105 Modify The 2023 Community Development Fund To Accept Additional Home Program Income, And Carryover Budget Authority From 2022 To 2023

Trimborn presented that this ordinance authorizes the Community Development Fund budget to accept additional funding for the HOME program and modifies the budget accordingly. The ordinance also

authorizes the carryover of expenditure authority for the CDBG, HOME, Coronavirus (CV), HOME-ARPA, and Emergency Rental Assistance (ERA#2) grants from 2022 to 2023 (\$6,623,930.)

Heinrich requested CDBG ordinance 105 be broken out to two ordinances in the future – separating a carryover from accepting new money.

MOTION: Enriquez moved, second by Gaughan to approve Ordinance 177-O-105. Motion carried 7-0

Discuss and Consider Ordinance 177-O-106 Modify The 2023 Community Development Fund Budget To Accept Actual Home Investment Partnership (HOME) Program Funds, And Actual Community Development Block Grant (CDBG) Program Funds

Trimborn presented that this ordinance modifies the 2023 Community Development Block Grant (CDBG) and Community Development HOME Investment Partnership Program (HOME) operating expenditures appropriations to match the HUD-approved CDBG and HOME programs grant amounts. The 2023 HUD awarded amounts for the County's CDBG program is at \$1,424,017, which is \$37,549 less than the 2023 adopted budget appropriation of \$1,461,566. In addition, the 2023 HUD awarded amounts for the County's HOME program is \$1,632,417, which is \$2,038 less than the 2023 adopted budget appropriation of \$1,634,455.

This ordinance also authorizes the subgrantee agreements necessary to cover allocations to be made by the County Executive, Community Development Block Grant Board, and the HOME Consortium Board for changes in funding.

MOTION: Batzko moved, second by Szpara to approve Ordinance 177-O-106. Motion carried 7-0

Discuss and Consider Ordinance 177-O-107 Modify The 2022 Department of Public Works, Airport Operations Fund Budget for Increased Contracted Snow Removal Expenses and Increased Fuel, Lease, And Recovery Revenue

Stanich and Cupkie presented that this ordinance would modify the 2022 Department of Public Works Airport Operations Fund budget to increase expenses \$80,000 for above budget snow removal costs, and fund the increased expenses with higher fuel, lease, and recovery revenue. Department management is working with the Department of Administration on solutions to the over-budget expenses, which include re-negotiating vendor payments and evaluating whether to bring some or all of snow removal in-house.

MOTION: Enriquez moved, second by Szpara to approve Ordinance 177-O-107. Motion carried 7-0

Discuss and Consider Ordinance 177-O-111 Modify the 2023-2027 Capital Plan And 2023 Capital Budget For Cost Increases And Estimated Revenues For Capital Project 201610 CTH O, CTH I To CTH ES, And Transfer Funds From Capital Project 202102 CTH O, CTH HH To Grange Avenue, If Approved

Braun and Hinrichs presented that this ordinance is intended to address \$5,403,800 in net estimated above-budget project costs for capital project 201610, which rehabilitates County Trunk Highway (CTH) O (Moorland Road), from CTH I (Beloit Road) to CTH ES (National Avenue), in the City of New Berlin. The Department of Public Works is seeking an additional \$5,189,000 in revenue to offset most of the construction cost increase.

This ordinance modifies the 2023-2027 Capital Plan and the 2023 Capital Projects budget for project #201610 CTH O, CTH I to CTH ES, to appropriate additional expenditures of \$214,800 and increase general government revenues by \$214,800. This ordinance also modifies the 2023-2027 Capital Plan to reduce federal funding and increase county expenditures by \$5,189,000 for project #201202 CTH O, CTH HH to Grange Avenue, and transfers funds to project #201610 CTH O, CTH I to CTH ES, if this transfer is approved by both the Wisconsin Department of Transportation and the Waukesha County Department of Public Works.

MOTION: Szpara moved, second by Morris to approve Ordinance 177-O-111. Motion carried 7-0

Capital Projects Cost Performance Report and Approve Closeout Reserves

Duckwitz discussed this report which included information on capital project title, project status (percent complete), expenditures, and balances. Enrolled ordinance 146-73 established a reserve account for certain highway capital projects in which bills are received after project completion for work funded in part with federal and state aid. The ordinance required Finance Committee concurrence to reserve funds as projects are closed. It is requested that the highway project reserve account be increased by \$25,000 for CTH I Fox River Bridge, CTH O & I Intersection Reconstruction and CTH D Calhoun Road to 124th St. Rehabilitation. After funds have been reserved, the projects will be closed.

MOTION: Batzko moved, second by Morris to accept the 2022 capital projects cost performance report. Motion carried 7-0

MOTION: Enriquez moved, second by Bangs to increase the Highway Project Reserve Account \$25,000 for the CTH I Fox River Bridge (\$5,000), CTH O & I Intersection Reconstruction (\$15,000) and CTH D Calhoun Road to 124th St. Rehabilitation (\$5,000.) Motion carried 7-0

Year-End Collections Report

Johnson was present to discuss the report titled "Collections Division Delinquent Collection/Referral Analysis 2022 Year-End Report" as outlined. At the end of 2022, collections totaled \$4,324,130 and of that, \$2,451,446 was retained by the County. Twelve-month collections increased 2.2% from 2021 and 19.8% from 2020.

MOTION: Gaughan moved, second by Enriquez to accept the year-end collections report. Motion carried 7-0

Year-End Claims Report

Jatzak and Stauffer discussed the year-end 2022 claims report which showed 106 claims were opened and 44 remained open at year-end. The total incurred was \$389,947. Stauffer said 38 general liability claims were opened and 14 remained open. The total incurred was \$79,521. Regarding auto liability, 10 claims were opened and 5 remained open. The total incurred was \$60,899. She noted that 29 auto physical damage claims were opened, 6 remained open and the total incurred was \$103,043. In the area of property damage, 29 claims were opened, 19 remained open, and the total incurred was \$146,484. Staff reviewed some of the larger claims that opened and closed in 2022.

MOTION: Bangs moved, second by Batzko to accept the year-end claims report. Motion carried 7-0

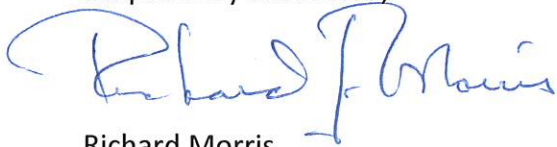
CLOSED SESSION:

Gaughan moved, second by Enriquez to convene in closed session 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. County of Waukesha and approve the closed session minutes of 9-21-22 and 12-14-22. Motion carried 7-0

The Committee returned to open session at 10:10 a.m.

MOTION: Gaughan moved, second by Enriquez to adjourn at 10:16 a.m. Motion carried 7-0

Respectfully submitted,

A handwritten signature in blue ink that reads "Richard Morris". The signature is written in a cursive style with a large initial "R" and "M".

Richard Morris
Secretary – Finance Committee