

## Waukesha County Board of Supervisors

### Minutes of the Finance Committee Wednesday, March 20, 2024

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

**Present:** Supervisors Jim Heinrich, Larry Bangs, James Batzko, Joel Gaughan, Richard Morris, Gary Szpara. **Absent:** Supervisor Darryl Enriquez

**Also Present:** Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, Chairman Paul Decker, Senior Landscape Architect Lynda Fink, Parks System Manager Steve Brunner, Community Development Manager Kristin Silva, Business Manager Steve Trimborn, Risk/Purchasing Manager Laura Stauffer, Principal Risk Manager Analyst Mark Jatczak, Senior Financial Analyst Willem Weigel, Principal Financial Analyst Linda Hein, Director of Administration Andy Thelke, Human Resources Manager Renee Gage, Senior Human Resources Analyst Natalie Durr, Human Services Manager Ron Pupp, Principal Assistant Corporation Counsel Debbie Price, Financial Analyst Christianne Hill, County Clerk Meg Wartman

#### **Discuss and Consider Ordinance 178-O-108 Modify The 2024-2028 Capital Plan And 2024 Capital Projects Budget To Appropriate Additional Expenditures For Capital Project #202212, Fox River Park Improvements**

Fink presented that this ordinance modifies the 2024-2028 Capital Plan and 2024 Capital Budget to increase expenditure authority for Capital Project #202212, Fox River Park Improvements by \$111,400. The increase in project expenditures is needed to cover an expanded scope and resulting higher-than-budget bid results. The additional project costs are covered with additional grant funds from multiple sources noted in the ordinance.

**MOTION:** Szpara moved, second by Batzko to approve Ordinance 178-O-108. Motion carried 6-0

#### **Discuss and Consider Ordinance 178-O-109 Modify The 2024-2028 Capital Plan And The 2024 Capital Budget To Create Capital Project #202419 Naga-Waukee Beach House Repair**

Fink presented that this ordinance modifies the 2024-2028 Capital Plan and 2024 Capital Budget to create Capital Project #202419 Naga-Waukee Beach House Repair for immediate repairs to the building to allow for continued use of the facility, and to prevent further degradation. The project is expected to cost \$192,000 and would be funded with Parkland Management and Land Acquisition (Tarmann) Fund balance.

**MOTION:** Morris moved, second by Gaughan to approve Ordinance 178-O-109. Motion carried 6-0

**Discuss and Consider Ordinance 178-O-107 Modify The 2024 Community Development Fund Budget To Accept Additional Home Investment Partnership (HOME) Program Income And Carryover Budget Authority From 2023 To 2024**

Trimborn and Silva 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, CDBG-CV, Emergency Rental Assistance (ERA #2), and HOME-ARPA grants from 2023 to 2024.

The committee requested a more detailed report on the CDBG/HOME projects. Going forward Silva will include the previous month's CDBG and HOME committee reports in advance of the Finance Committee meeting presentation.

MOTION: Gaughan moved, second by Bangs to approve Ordinance 178-O-107. Motion carried 6-0

**Year-End Claims Report**

Stauffer and Jatczak discussed the year-end 2023 claims report which showed 122 claims were opened and 55 remained open at year-end. The total incurred was \$925,020. Stauffer said 39 general liability claims were opened and 22 remained open. The total incurred was \$602,532. Regarding auto liability, 11 claims were opened and 2 remained open. The total incurred was \$9,065. She noted that 30 auto physical damage claims were opened, 5 remained open and the total incurred was \$153,803. In the area of property damage, 42 claims were opened, 26 remained open, and the total incurred was \$159,620. Staff reviewed some of the larger claims that opened and closed in 2023.

MOTION: Bangs moved, second by Batzko to accept the year-end claims report. Motion carried 6-0

**Discuss and Consider RFP #2024009 Shelter Care Service**

Pupp said this RFP is for shelter care services. One proposal was received and the recommendation is to award this 5-year contract to Norris, Inc. in the amount of \$8,464,716. Services to begin July 1, 2025.

MOTION: Morris moved, second by Gaughan to award RFP #2024009 to Norris, Inc. Motion carried 6-0

**Capital Projects Cost Performance Report and Approve Closeout Reserves**

Weigel 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 Parks and Land Use Capital Project Reserve Account be increased by \$10,000 for the Pewaukee to Brookfield Trail project, and the Highway Project Reserve Account be increased by \$15,000 for CTH XX, Pebble Brook Creek Bridge and CTH C, Hasslinger Drive Intersection projects. After funds have been reserved, the projects will be closed.

MOTION: Morris moved, second by Szpara to accept the 2023 Capital Projects Cost Performance report. Motion carried 6-0

MOTION: Morris moved, second by Batzko to increase Parks and Land Use Capital Project Reserve Account by \$10,000 for the Pewaukee to Brookfield Trail project, and increase the Highway Project Reserve Account by \$15,000 for CTH XX, Pebble Brook Creek Bridge and CTH C, Hasslinger Drive Intersection projects. Motion carried 6-0

**Year-End Collections Report**

Thelke and Hein were present to discuss the report titled "Collections Division Delinquent Collection/Referral Analysis 2023 Year-End Report" as outlined. At the end of 2023, collections totaled \$4,336,397 and of that, \$2,102,151 was retained by the County. Twelve-month collections increased 0.3% from 2022 and 2.5% from 2021.

MOTION: Gaughan moved, second by Szpara to accept the year-end collections report. Motion carried 6-0

**Discuss and Consider Ordinance 178-O-097 Establish Salaries For County Clerk, Register Of Deeds, And Treasurer For 2025 – 2028**

Thelke, Gage and Durr presented this amended ordinance would approve salary increases in 2025 for the Register of Deeds of 7%, for the Treasurer of 8.4%, and for the County Clerk of 8.4%. For 2026-2028, this ordinance approves salary increases for all three elected officials by 3% annually.

*WHEREAS, a ~~7%~~ 3% salary increase is appropriate for the Register of Deeds in 2025 and, for internal equity purposes, a ~~8.4%~~ 4.4% salary increase is appropriate for the County Clerk and the Treasurer in 2025 to be in alignment with the Register of Deeds; and*

*WHEREAS, a 3% salary increase is appropriate for the County Clerk, Register of Deeds, and Treasurer in 2026, 2027, and 2028.*

*THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA*

*ORDAINS, that effective January 1 of each calendar year, the annual salaries of the ~~County Clerk, County Clerk,~~ Register of Deeds, and Treasurer shall be:*

<u>Year</u>	<u>Annual Wage</u>	<u>Calculated Hourly Wage</u>
2025	<del>\$92,340</del> <u>\$88,873</u>	<del>\$44.39</del> <u>\$42.73</u>
2026	<del>\$95,098</del> <u>\$91,539</u>	<del>\$45.72</del> <u>\$44.01</u>
2027	<del>\$97,947</del> <u>\$94,285</u>	<del>\$47.09</del> <u>\$45.33</u>
2028	<del>\$100,880</del> <u>\$97,114</u>	<del>\$48.50</del> <u>\$46.69</u>

*BE IT FURTHER ORDAINED that effective January 1 of each calendar year, the annual salary of the County Clerk shall be:*

<u>Year</u>	<u>Annual Wage</u>	<u>Calculated Hourly Wage</u>
<del>2025</del>	<del>\$93,670</del>	<del>\$45.03</del>
<del>2026</del>	<del>\$95,075</del>	<del>\$45.71</del>
<del>2027</del>	<del>\$96,501</del>	<del>\$46.40</del>
<del>2028</del>	<del>\$97,949</del>	<del>\$47.09</del>

MOTION: Batzko moved, second by Bangs to approve Ordinance 178-O-097 as amended. Motion carried 6-0

**Closed Session**

MOTION: Gaughan moved, second by Szpara to convene into closed session at 10:00 a.m. pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with staff and Corporation Counsel who is rendering oral or written advice concerning strategy to be adopted with respect to pending litigation in the condemnation lawsuit against Waukesha County brought by Associated Bank, N.A., and to approve the closed session minutes of 2/21/24. Motion carried 6-0

The committee returned to open session at 10:19 a.m.

**Approve Minutes of February 21**

MOTION: Gaughan moved, second by Batzko to approve the minutes of February 21. Motion carried 6-0

**Next Meeting Date**

April 3

**Announcements**

Reminder about the farewell party for outgoing supervisors on April 12

**Legislative Update**

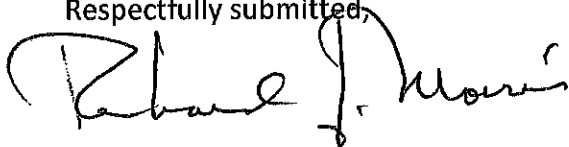
Fralely reported that both houses have adjourned. Bills are being sent to the governor for signature or veto.

**Executive Committee Report of March 18**

Heinrich reported that the committee approved the advertising contract with the Waukesha Freeman, approved two ordinances, approved four appointments and heard an update on the Budget Task Force.

MOTION: Szpara moved, second by Gaughan to adjourn at 10:25 a.m. Motion carried 6-0

Respectfully submitted,



Richard Morris  
Secretary – Finance Committee