

## **Minutes of the Finance Committee (Amended)**

**Tuesday, March 24, 2020**

Chair Heinrich called the meeting to order at 5:30 p.m.

**Present:** Supervisors Jim Heinrich, Duane Paulson, Tim Dondlinger, Richard Morris, Tom Michalski, and Tyler Foti. **Absent:** Ted Wysocki.

**Also Present:** Chief of Staff Mark Mader, County Board Supervisor Darlene Johnson, Senior Civil Engineer Kevin Yanny, Human Resources Manager Renee Gage, Community Development Manager Kristin Silva, Parks System Manager Steve Brunner, and Business Manager Josh Joost.

### **Public Comment**

Johnson spoke on behalf of the three municipalities in support of the combined \$30,000 contribution to keep the CTH ES Fox River Bridge open during the re-decking project.

### **Approve Minutes of February 19**

MOTION: Paulson moved, second by Dondlinger to approve the minutes of February 19. Motion carried 6-0.

### **Motion to Allow the Committee Secretary to Approve the Last Set(s) of Minutes on Behalf of the Committee**

MOTION: Morris moved, second by Paulson to allow the Secretary Michalski to approve the last set(s) of minutes on behalf of the committee. Motion carried 6-0.

### **Ordinance 174-O-113: Establish Salaries For Register Of Deeds, Treasurer, And County Clerk For 2021-2024**

Gage discussed this ordinance as outlined which would increase the annual salaries for the Register of Deeds, Treasurer, and County Clerk. 2.25% in each of the next four years (2021-2024). It was noted that any changes in compensation must be adopted in advance of processing nomination papers and the election. Reasonable salaries are necessary to attract qualified candidates to these full-time elected department head positions. They cannot participate in the County's performance management compensation program. The total cost for the four years ranges from \$276,612 to \$302,357 with prior year increases ranging from \$6,220 to \$6,652. Hourly rates for elected officials are calculated annually based on annual wage divided by an assumed 2,080 annual work schedule. Elected officials are paid according to days worked within the regular payroll pay schedule.

MOTION: Paulson moved, second by Morris to approve Ordinance 174-O-113. Motion carried 6-0.

### **Ordinance 174-O-115: Modify The 2020 Sheriff's Department Budget, Authorize The Sheriff's Department To Amend The 2020-2024 Police Services Contract With The City Of Pewaukee, And Create Two Sunset Positions Funded By The City Of Pewaukee Contract, Beginning July 1, 2020**

Joost discussed this ordinance which modifies the existing municipal police patrol services contract with the city of Pewaukee, and creates one regular, full-time (1.00 FTE) deputy sheriff position

(salary range \$53,976 - \$72,738), and one regular, full time (1.00 FTE) detective position (salary range \$71,552 - \$77,459). These positions and related costs would be funded entirely by the City contract. The positions would be authorized to begin on July 1, 2020, and the term of the existing contract ends on December 31, 2024. If the City chooses not to continue funding either position in future, the unfunded position will sunset.

This ordinance also modifies the 2020 Sheriff’s Department budget by increasing expenditure authority and municipal revenue charges by \$157,913 to cover the first-year costs associated with this contract amendment, as detailed in the table below. One-time equipment costs will be recovered over the life of the contract.

<b>Appropriation Unit</b>	<b>Description</b>	<b>Amount</b>
Personnel	Salary and Benefit Costs	\$ 129,593.00
Operating	Ammunition, Weapon, Taser, Emergency Supplies, etc.	\$ 14,320.00
Interdepartmental	Vehicle Repair, Vehicle Maintenance, EUTF Charges	\$ 14,000.00
	Total	\$ 157,913.00

The expenditures and revenues shown in the table above reflect a partial year (six months) because the position will start in July. This ordinance is funded entirely with municipal contract revenue and does not result in a direct levy impact.

MOTION: Morris moved, second by Dondlinger approve Ordinance 174-O-115. Motion carried 6-0.

**Ordinance 174-O-106: Modify 2020 Capital Budget To Increase Construction Expenditures For Capital Project #201004 CTH ES, Fox River Bridge**

Yanny discussed this ordinance which modifies the 2020 Capital Project budget to increase expenditure authority by \$148,000 for Project #201004 (CTH ES, Fox River Bridge). Project cost increases are based on recently received bid results, assuming a lower-cost “road close” alternative which requires lower levels of traffic control expenses by the contractor. The project was also bid in 2019 and was over budget resulting in additional funding included in the 2020 budget. Yanny said it would be better to address bridge rehabilitation needs now than waiting to see if the bidding environment proves more favorable in the future. This ordinance results in no additional tax levy impact.

Staff discussed proposed amendments to the ordinance that would address locals’ concerns and keep the bridge open during construction which were approved by the Public Works Committee on March 12.

This ordinance modifies the 2020 Capital Project budget to increase expenditure authority by \$194,000 for Project # 201004 CTH ES, Fox River Bridge, and increases use of Capital Project Fund balance by \$164,000 and general government revenue by \$30,000.

The project was bid with two project alternatives (“road open” and “road closed” during construction), where the “road closed” alternative was anticipated to require lower traffic control costs. Bids received for both alternatives exceeded budget, with the “road closed” alternative estimated to exceed budget by \$148,000, and the “road closed” alternative estimated to exceed

budget by \$214,000 (\$66,000 more than the “closed” alternative). The Village of Mukwonago contacted the County seeking to find a cost-effective solution for the County that would allow the bridge to remain open during construction and eliminate the need for significant traffic detours (i.e., mitigate most of the additional \$66,000 cost to the County).

As part of this solution, the County is proposing to delay the start date of construction to late summer, to avoid federally required work protecting migratory birds, estimated to reduce costs \$20,000. Officials with the Village and Town of Mukwonago have indicated that they intend to provide \$30,000 of funding to also partially offset costs (subject to Village and Town Board approval), leaving a net increase of \$16,000 for the County’s share of costs for the “road open” alternative.

Overall, the cost update under this solution totals \$194,000, and will be funded with \$164,000 of Capital Project Fund balance and \$30,000 of funding from the Village and Town of Mukwonago. This solution is contingent upon a formal commitment from the municipalities to provide \$30,000 of funding. If this funding commitment is not received, the County will proceed with the lower-cost, “road closed” alternative. This ordinance is funded with one-time use of Capital Project Fund balance and municipal revenues, resulting in no additional tax levy impact.

MOTION: Morris moved, second by Dondlinger to approve Ordinance 174-O-106. Motion carried 6-0.

**Contract Procurement Process for Engineering/Design Services for CTH C at Hasslinger Dr.** Yanny advised the contract was awarded to EMCS, Inc., the highest rated proposer, for a total contract cost of \$65,099.54. The budgeted amount is \$160,000. Two contractors submitted proposals for consideration.

MOTION: Michalski moved, second by Paulson to approve the contract procurement process for engineering/design services CTH at Hasslinger Dr. Motion carried 6-0.

**Ordinance 174-O-114: Modify The 2020 Budget To Accept Additional Home Investment Partnership (HOME) Program Funds, Community Development Block Grant (CDBG) Funds, Program Income Funds, And Home Program Fees For The 2020 Program Year**

Silva discussed this ordinance which modifies the 2020 Park and Land Use Community Development Grant Fund to increase appropriation authority for operating expenditures by \$211,974 to match the HUD approved CDBG grant and HOME program award amounts. The 2020 HUD awarded amounts for the County’s CDBG program is \$1,464,022 which is \$59,013 higher than the 2020 adopted budget appropriations of \$1,405,009. In addition, the 2020 HUD awarded amounts for the County’s Home Investment Partnership (HOME) program is at \$1,447,991 which is \$152,961 higher than the 2020 adopted budget appropriations of \$1,295,030. The adopted budget is not based on the final HUD grant notification due to timing delays in receiving the Federal budget appropriation grant award notification. This ordinance also modifies the 2020 budget to appropriate additional operating expenditures of \$390,763 including \$117,201 for the CDBG program and \$273,562 for the HOME program for higher program income received in 2019 than budgeted to match HUD records. The additional budget expenditures are offset with the related program income resulting in no tax levy impact. The ordinance also increases the HOME program charges for service revenue fees by \$31,199 to \$74,240 and appropriates \$27,199 to operating expenditures for subgrantee loans and \$4,000 to interdepartmental charges for copy and postage costs.

Furthermore, this ordinance authorizes sub grantee agreements necessary to cover allocations to be made by the County Executive, Community Development Block Grant Board and HOME Consortium Board for the increased funding. This ordinance results in no direct tax levy impact.

MOTION: Paulson moved, second by Foti to approve Ordinance 174-O-114. Motion carried 6-0.

**Contract Procurement Process for Engineering/Design Services for Moorland Rd. (CTH O) West Beloit Rd. to W. National Ave.**

Yanny advised the contract was awarded to RA Smith, the highest rated proposer, for a total contract cost of \$850,000 (estimated, to be negotiated). The budgeted amount is \$211,000 (20% County share). Seven contractors submitted proposals for consideration.

MOTION: Michalski moved, second by Morris to approve the contract procurement process for engineering/design services for Moorland Rd. (CTH O) West Beloit Rd. to W. National Ave. Motion carried 6-0.

**Contract Procurement Process for Real Estate Brokerage Services for Wanaki Golf Course**

Brunner advised the contract was awarded to Colliers International, the highest rated proposer, for a 6% commission of the sale price which is estimated at \$1,520,000 for an estimated commission of \$91,200. Three firms submitted proposals for consideration.

MOTION: Morris moved, second by Paulson to approve the contract procurement process for real estate brokerage services for Wanaki Golf Course. Motion carried 6-0.

MOTION: Dondlinger moved, second by Foti to adjourn at 6:35 p.m. Motion carried 6-0.

Respectfully submitted,

*Thomas A. Michalski*

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Secretary