

Minutes of the Finance Committee

Wednesday, October 18, 2017

Chair Heinrich called the meeting to order at 8:16 a.m.

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

Also Present: Chief of Staff Mark Mader, Parks & Land Use Director Dale Shaver, Principal Buyer Cindy Greco, Budget Manager Linda Witkowski, Judiciary Committee Chair Peter Wolff, District Attorney Sue Opper, Office Services Coordinator Dani Danielski, Victim Witness Program Coordinator Jen Dunn, Medical Examiner Dr. Lynda Biedrzycki, Office Services Coordinator Nicole Bauer, Emergency Preparedness Director Gary Bell, Radio Systems Manager Chris Petterson, Operations & Training Manager Sherri Stigler, Emergency Management Coordinator Kathy Schwei, Sheriff Eric Severson, Jail Administrator Mike Giese, Business Manager Lyndsay Johnson, Inspector Jim Gumm, Financial Analyst Josh Joost, Senior Correctional Facility Manager Angela Wollenhaupt, Clerk of Courts Kathy Madden, Business Manager Bob Snow, Circuit Court Supervisor Wendy Muelling, Land Resources Manager Perry Lindquist, Corporation Counsel Erik Weidig, Principal Assistant Corporation Counsel Maureen Atwell, Deputy Treasurer Terry Schultz and Senior Financial Analysts Rob Dunn, Clara Daniels, Mark Yatchak, and Steve Trimborn. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of October 4, 10, and 11 (2 sets)

MOTION: Paulson moved, second by Morris to approve the minutes of October 4, 10, and 11 (2 sets). An amendment was made to the minutes of October 4 at the request of Heinrich. Motion carried 6-0 as amended.

Schedule Next Meeting Date(s)

- October 20 and 23

Chair's Executive Committee Report of October 16

Heinrich advised the Executive Committee, at their last meeting, approved the Orchard Ridge Landfill Eastern Expansion Agreement, tentatively approved the 2018 operating budget for UW-Extension, and heard standing committee reports.

Contract Procurement Process for Data Connectivity-Remote Locations

Shaver and Greco were present to discuss this item. Shaver advised this five-year contract for the Sheriff's and Parks & Land Use departments was awarded to Spectrum Enterprises and Verizon Wireless, the highest rated proposers, for a total cost of \$99,992. No other vendors submitted proposals. The proposal was not within budget for Parks & Land Use and the difference will be absorbed by cost savings in other areas. Shaver said by having Wi-Fi/g-connectivity at the parks, golf courses, and ice arenas they should realize an \$80 to \$100 per year savings, just in connectivity costs. There are, however, some upfront costs and those have been budgeted for. He expects a two-year return on investment.

MOTION: Michalski moved, second by Whittow to approve the contract procurement process for data connectivity-remote locations. Motion carried 6-0.

Discuss and Consider the 2018 Operating Budget for the Following Departments:

District Attorney

Opper and Dunn discussed the proposed 2018 budget for the District Attorney's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Dunn distributed information on additional budget highlights including Victim Assistance Program grant funding. Total all funds, both revenues and expenditures total \$2,718,446 – an increase of \$31,440 or 1.2% from the adopted 2017 budget. The County tax levy totals \$1,856,337 – an increase of \$33,000 or 1.8%. The number of full-time equivalent (FTE) positions remains unchanged at 32.05. No major concerns were voiced.

MOTION: Paulson moved, second by Morris to tentatively approve the 2018 operating budget for the District Attorney's Office. Motion carried 6-0.

Medical Examiner

Biedrzycki discussed the proposed 2018 budget for the Medical Examiner's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Biedrzycki distributed statistics on deaths due to fentanyl and other drugs, suicides, etc. Total all funds, both revenues and expenditures total \$2,284,765 – an increase of \$89,956 or 4.1% from the adopted 2017 budget. The County tax levy totals \$1,005,610 – an increase of \$20,000 or 2.0%. The number of FTE positions increased 0.03 for a total of 16.75. No major concerns were voiced.

MOTION: Wysocki moved, second by Whittow to tentatively approve the 2018 operating budget for the Medical Examiner's Office. Motion carried 6-0.

Fund Transfer 2017-220-1: Medical Examiner – Transfer Funds from the Contingency Fund to Operating Expenses

Biedrzycki indicated costs for medical services have increased due to new vendors, general increased pricing for all vendors, and additional tests required for synthetic opioids. Synthetic opioids were first identified in specimens mid-2016 and are now a common finding in opioid related deaths. The department has reviewed their test usage and are closely monitoring test ordering, as well as developing strategies to minimize testing costs without losing critical data. The department has allocated an additional proportion of operational budget funds towards medical services/toxicology to address these issues in 2018. The department will also monitor these costs closely to determine if additional budget action will be required in 2018. The Contingency Fund has sufficient funds to cover this transfer request.

MOTION: Morris moved, second by Paulson to approve Fund Transfer 2017-200-01, Medical Examiner. Motion carried 6-0.

Emergency Preparedness

Bell and staff discussed the proposed 2018 budget for the Emergency Preparedness Department as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Total all funds, revenues total \$2,794,961 – a decrease of \$86,883 or 3.0% from the adopted 2017 budget. The County tax levy totals \$5,927,294 – an increase of \$237,000 or 4.2%. Expenditures total \$8,415,751 – an increase of \$141,449 or

1.7%. The number of FTE positions remains unchanged at 68.86. Wysocki had concerns with annual equipment reserves which staff noted was unique to this department.

MOTION: Paulson moved, second by Morris to tentatively approve the 2018 operating budget for the Emergency Preparedness Department. Motion carried 5-1. Wysocki voted no.

Ordinance 172-O-049: Authorize The City Of Oconomowoc Fire Services To Join Waukesha County Dispatch Center At A Revised Pro-Rated Rate

Bell discussed this ordinance which authorizes the Emergency Preparedness Department to enter into an agreement with the City of Oconomowoc Fire District to join the Waukesha County Communications Center for central dispatch services. In accordance with the agreement and consistent with Waukesha County Enrolled Ordinance 157-39, the City will make a one-time capital contribution to the County of \$24,560.26 due on the effective date of the agreement (November 1, 2017). This represents 15% of the normal rate because it does not include City police services within its scope. Should the City and County later agree to police services, an additional payment of 85% of the standard rate will be due. This agreement will not require any additional staff since the County is already dispatching the Dousman Fire District group. Other operating expenses related to increased call volume are estimated to be minimal by Emergency Preparedness and will be absorbed within the existing budget. This ordinance has no impact on 2017 tax levy. The capital contribution will be reserved for future capital expenditures or equipment replacement. Related revenues and expenditures will be included in future budgets.

MOTION: Morris moved, second by Whittow to approve Ordinance 192-O-049. Motion carried 6-0.

Sheriff

Severson and staff discussed the proposed 2018 budget for the Sheriff's Department as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Total all funds, both revenues and expenditures total \$40,808,960 – an increase of \$1,083,207 or 2.7% from the adopted 2017 budget. The County tax levy total \$28,516,481 – an increase of \$415,000 or 1.5%. The number of FTE positions increased 1.32 for a total of 372.39. Wysocki indicated he will propose an amendment to increase the tax levy \$100,000 for additional personnel.

MOTION: Wysocki moved, second by Michalski to tentatively approve the 2018 operating budget for the Sheriff's Department. Motion carried 5-1. Paulson voted no.

Paulson, due to past experience, said he could not support Wysocki's amendment. Not because he does not support the Sheriff's Department but because a new sunset position he helped create years ago is still filled even though it should have been abolished years ago. The Sheriff's Department provided further explanation pertaining to the partial FTE position.

MOTION: Wysocki moved, second by Morris to increase tax levy in the Sheriff's Department's Personnel budget \$100,000. This amendment was discussed at length.

Motion defeated 3-3. Heinrich, Michalski, and Paulson voted no.

The committee recessed at 12:53 p.m. and reconvened at 1:40 p.m.

Circuit Court Services

Madden discussed the proposed 2018 budget for Circuit Court Services as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activities. Total all funds, both revenues and expenditures total \$9,183,413 – a decrease of \$118,468 or 1.3% from the adopted 2017 budget. The County tax levy totals \$5,260,813 – a decrease of \$215,368 or 3.9%. The number of FTE positions decreased 4.05 for a total of 85.41. No major concerns were voiced.

MOTION: Paulson moved, second by Michalski to tentatively approve the 2018 operating budget for Circuit Court Services. Motion carried 6-0.

Ordinance 172-O-044: Approve Orchard Ridge Landfill Eastern Expansion Agreement

Lindquist and Mader discussed this ordinance to approve agreements negotiated by the County and affected municipalities to expand the capacity of the Orchard Ridge solid waste disposal facility. Mader distributed additional information including a map, process background, the 2004 agreement, etc. Under the new agreement, the County would receive an increase of 5% to 10% of the tonnage fee for the facility which in 2017 is approximately \$4.40/ton. The rate increases annually by 3%. The County will continue to receive \$40,000 for a residential electronics recycling program. Total revenue received at this facility in any given year fluctuates based on the amount of material received. The proposed 2018 budget includes landfill fees under the current agreement. The additional revenue will begin on the date disposal begins in the Eastern Expansion, estimated to occur in 2019. The increase in revenue, estimated at \$175,000 for a full year at current tonnages, could be appropriated in the annual budget process to offset County costs for operations and capital expenditures within the Parks and Land Use Department. This ordinance results in no new direct tax levy impact in the 2018 budget.

MOTION: Wysocki moved, second by Paulson to approve Ordinance 172-O-044. Motion carried 6-0.

Ordinance 172-O-045: Modify The 2017 Corporation Counsel, Child Support Division Budget To Appropriate Additional Revenue

Weidig and Atwell discussed this ordinance which modifies the Child Support Division's 2017 budget by increasing expenditures \$30,215 for personnel costs and operating expenses. This includes temporary extra help and benefits (\$2,215); office equipment and furniture (\$20,000); paralegal and legal (\$3,000); and travel and training (\$5,000). The expenditures will be used for certain projects, office improvements, and equipment upgrades aimed at providing long-term benefits to the Child Support Division. Any portion not expended in 2017 will be re-appropriated in 2018 through the annual carryover ordinance. These are revenues from the Wisconsin Department of Children and Families as partial reimbursement for 2016 County E-filing expenses. This ordinance has no direct impact on the 2017 tax levy.

MOTION: Paulson moved, second by Michalski to approve Ordinance 172-O-045. Motion carried 6-0.

Ordinance 172-O-047: Cancel 2014 Unredeemed Checks Issued by County Treasurer

Schultz discussed this ordinance as outlined. Upon approval of this ordinance, uncashed checks on the list referenced by the ordinance will be cancelled, and funds totaling \$7,490.13 will be placed in

a liability account of the Unclaimed Property Fund. Pursuant to Wisconsin Statue 59.64(4)(e), any individual or entity in whose favor the checks were drawn shall have six years from the date of passage to have the check reissued without interest. The funds for any new check issued and cashed will be drawn from the liability account. Whatever funds remain unclaimed after six years will be transferred to an appropriate revenue account in the General Fund. During the six-year period of time, the funds will be invested and the investment income earned will be allocated to the General Fund. This ordinance requires no additional tax levy.

MOTION: Paulson moved, second by Wysocki to approve Ordinance 172-O-047. Motion carried 6-0.

State Legislative Update

Spaeth advised a series of bills related to dementia care have been introduced and will be included on the next legislative chart. She went on to discuss current legislation and said she is hopeful changes requested by the County will be made to the small cell bill. However, she does not believe the dark stores bills will pass.

MOTION: Paulson moved, second by Whittow to adjourn at 3:14 p.m. Motion carried 6-0.

Respectfully submitted

Thomas A. Michalski
Secretary