

Minutes of the Finance Committee

Wednesday, April 4, 2018

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

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

Also Present: Chief of Staff Mark Mader, District Attorney Sue Opper, Office Services Coordinator Dani Danielski, Risk/Purchasing Manager Laura Stauffer, Principal Risk Management Analyst Mark Jatczak, County Board Chair Paul Decker, Exposition Center Manager Teri Adlam, Business Services Manager Donn Hoffmann, Treasurer Pam Reeves, Deputy Treasurer Terry Schultz, Parks & Land Use Director Dale Shaver, Land Resources Manager Perry Lindquist, Senior Civil Engineer Ed Hinrichs, Senior Financial Analyst Bill Duckwitz, Citizen Michael Starich, Business & Collections Services Manager Andy Thelke, and Financial Analyst Kayla Kaboskey. Recorded by Mary Pedersen, County Board Office.

Contract Procurement Process for Prisoner Extradition Services

Opper said this five-year contract was awarded to Wisconsin Lock and Load Prisoner Transports, the highest rated proposer, for a total contract cost of \$120,000. The first year budgeted cost and first year contract cost are both \$24,000. Two contractors submitted RFPs for consideration.

MOTION: Morris moved, second by Michalski to approve the contract procurement process for prisoner extradition services. Motion carried 5-0.

Year-End Claims Report

Jatczak discussed the report titled "Worker's Compensation 2013-2017 Claims History Summary" as outlined. In 2017, a total of 101 claims were opened and 46 claims remained open at year-end with one claim currently in litigation. The total incurred was \$890,510. Since 2013, 483 claims have opened, 65 remained open at year-end 2017, and the total incurred was \$4,555,092. Jatczak discussed some of the larger claims that opened and closed.

Stauffer discussed the report titled "Waukesha County Claims History 2013-2017" as outlined. In 2017 there were a total of 20 claims and at year-end three claims remained open. The total incurred was \$21,843. Regarding auto liability, eight claims were opened, two remained open, and the total incurred was \$22,648. A total of 34 auto physical damage claims were opened, seven remained open, and the total incurred was \$187,835. Also, 42 property damage claims were opened, nine remained open, and the total incurred was \$131,649. Since 2013, a total of 490 claims were opened, 39 remained open at year-end 2017, and the total incurred was \$2,560,458. Stauffer discussed some of the larger claims that opened and closed.

MOTION: Michalski moved, second by Wysocki to accept the year-end claims report. Motion carried 5-0.

Approve Minutes of March 21

MOTION: Wysocki moved, second by Whittow to approve the minutes of March 21. Motion carried 5-0.

Next Meeting Date

- May 16

Contract Procurement Process for Alcohol Concessionaire, Exposition Center

Adlam indicated this three-year contract was awarded to Zilli Hospitality Group, the highest rated proposer, and will generate \$109,091 in County revenues for each year of the contract. Zilli Hospitality Group was the only vendor to submit an RFP for consideration.

MOTION: Michalski moved, second by Morris to approve the contract procurement process for alcohol concessionaire, Exposition Center. Motion carried 5-0.

Contract Procurement Process for Consulting Services – Strategic Cloud Computing Roadmap

Hoffmann advised this contract was awarded to Ardent Management Consulting, the highest rated proposer for a total contract cost of \$65,770. The budgeted amount is \$75,000. Five contractors submitted RFPs for consideration.

MOTION: Michalski moved, second by Whittow to approve the contract procurement process for consulting services – strategic cloud computing roadmap. Motion carried 5-0.

Annual Report of the Treasurer's Office

Reeves and Schultz were present to review the annual report as outlined including receipts and disbursements, account balances; 2016 tax rolls collected in 2017 for each town, city, and village; tax deed properties sold in 2017, agricultural land use conversions, parcel counts, and tax levy collected from 2011 to 2016. Heinrich advised of an error on page three, of which Reeves concurred. A corrected copy will be forwarded to the County Board.

MOTION: Whittow moved, second by Wysocki to accept the Annual Report of the Treasurer's Office. Motion carried 5-0.

Ordinance 172-O-097: Modify The 2018 Budget For The Department Of Parks And Land Use To Appropriate Expenditures For The Repair Of The School Section Lake Dam, Transfer Contingency Funds And Authorize The Department Of Parks And Land Use To Apply For And Accept State Grants

Shaver and Lindquist discussed this ordinance which modifies the Parks & Land Use Department's 2018 budget by appropriating \$200,000 in operating expenses to repair the School Section Lake dam. Shaver distributed historical information on School Section Lake. The dam structure required emergency repairs in January 2018 to temporarily stabilize the berm which resulted in a drop in the lake level. The proposed project would replace and reinforce impacted areas after investigating and analyzing the existing dam structure. This ordinance requires the execution of a written agreement with the School Section Lake Management District that limits future County liability for dam repairs prior to the expenditure of funds. To address the project costs, this ordinance authorizes the transfer of \$100,000 from the County's 2018 Contingency Fund to the Department's general fund budget. This ordinance further authorizes the Department to apply for and accept State Department of Natural

Resources grant funding, estimated at 50% of total dam repair costs. The budget is modified to increase general government revenues by \$100,000 for the grant funding.

MOTION: Wysocki moved, second by Whittow to approve Ordinance 172-O-097. Motion carried 5-0.

Ordinance 172-O-099: Modify 2018 Capital Budget To Increase Expenditures For Capital Project 201814 CTH KF, JK Intersection

Hinrichs discussed this ordinance which appropriates an additional \$200,000 of expenditure authority for the County Trunk Highway (CTH) KF, CTH JK intersection project in the Town of Lisbon to cover higher-than-anticipated construction costs. Funds are available in Capital Project fund balance due to below budget spending on previously closed capital projects resulting in no direct tax levy impact. The CTH VV, CTH E intersection project in the Town of Merton is also projected to finish below budget by about \$200,000.

MOTION: Morris moved, second by Whittow to approve Ordinance 172-O-099. Motion carried 5-0.

Year-End Proprietary Funds Report

Thelke reviewed the year-end report on the County's enterprise and internal service funds. Those funds that showed a net income were the Naga-Waukeee Golf Course (\$84,067); Vehicle/Equipment Replacement (\$155,221); Radio Services (\$84,300); Communications (\$4,298); and Health Insurance (\$2,245,914). Those funds that showed a net loss were the Wanaki Golf Course (-\$256,796); Moor Downs Golf Course (-\$27,887); Naga-Waukeee Ice Arena (-\$78,157); Eble Park Ice Arena (-\$19,954); Materials Recycling (-\$938,487); Airport (-\$147,178); Central Fleet (-\$151,193); Records Management (-\$9,715); Risk Management/Workers Compensation (-\$288,874); Collections (-\$1,057); and End User Technology (-\$478,243).

MOTION: Wysocki moved, second by Morris to accept the year-end proprietary funds report. Motion carried 5-0.

State Legislative Update

Spaeth advised the legislature is in recess and no legislative activities are expected until after they return in January. Prior to recess, the legislature signed into law the juvenile justice bill. The governor signed 60+ bills, some of which will positively or negatively impact the County. These pertain to seized funds by the Sheriff's Department, Tax Incremental Financing districts, the Public Health Division, etc. Spaeth is hopeful tweaks will be made to the juvenile justice bill to better benefit the County.

MOTION: Whittow moved, second by Morris to adjourn at 10:39 a.m. Motion carried 5-0.

Respectfully submitted,



Thomas A. Michalski
Secretary