

## **Minutes of the Finance Committee**

**Wednesday, May 3, 2017**

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

**Present:** Supervisors Jim Heinrich, Tom Michalski, Richard Morris, Duane Paulson, and Ted Wysocki. Steve Whittow arrived at 8:23 a.m. **Absent:** Tim Dondlinger.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Landscape Architect Nicki Jensen, Parks System Manager Steve Brunner, Budget Manager Linda Witkowski, Administration Director Norm Cummings, Senior Financial Analyst Clara Daniels, Medical Examiner Dr. Lynda Biedrzycki, and Office Services Coordinator Nicole Bauer. Recorded by Mary Pedersen, County Board Office.

### **State Legislative Update**

Spaeth gave an update on the bus shelter bill, biennial budget, and the federal swap bill.

### **Approve Minutes of April 19 and 25**

MOTION: Wysocki moved, second by Morris to approve the minutes of April 19. Motion carried 5-0.

MOTION: Morris moved, second by Michalski to approve the minutes of April 25. Motion carried 5-0.

### **Announcements**

Paulson said input on the definition of a special event affecting the Airport should be directed to Public Works Director Allison Bussler.

### **Next Meeting Date**

May 17

### **Contract Procurement Process for Lake Country Trail STH 67 Underpass, Capital Project #201607**

Jensen gave history on this project and advised the contract was awarded to Corre, Inc., the highest rated proposer, for a total contract cost of \$110,702.58. The budgeted amount is \$219,000. Six contractors submitted proposals for consideration.

Paulson questioned whether departments sometimes over-budget projects so they can come in under-budget. Brunner said other fees are included in the budgeted amount.

Whittow arrived at 8:23 a.m.

Heinrich asked for an estimate for this portion of the project only. Brunner said approximately \$108,000. Heinrich asked that these estimates be provided in the future. At Michalski's request, Brunner discussed the funding sources.

MOTION: Michalski moved, second by Morris to approve the contract procurement process for Lake Country Trail STH 67 underpass, Capital Project #201607. Motion carried 6-0.

### **Review Finance Committee Future Agenda Items List**

The committee reviewed and revised the future agenda items list.

### **Year-End Special Revenue and General Funds Report**

Witkowski reviewed the 2016 year-end report on General Funds and Special Revenue Funds. Those funds with positive budget variances at year-end included Transportation (\$206,200); Community Development Block Grant (\$149,500); Emergency Preparedness (\$83,400); District Attorney (\$119,500); Circuit Court Services (\$515,700); Medical Examiner (\$700); Sheriff (\$492,600); Corporation Counsel – Child Support (\$63,100); Health & Human Services (HHS) – Administration Services (\$111,200); HHS – Intake & Shared Services (\$91,400); HHS – Economic Services & Support (\$350,700); HHS – Family & Adolescent (\$147,600); Clinical Services (\$78,200); Criminal Justice Collaborating Council (\$1,100); HHS Public Health Division – General Fund (\$155,700); HHS – Veterans Services (\$7,700); HHS – Aging and Disability Resource Center – General Fund (\$235,300); Register of Deeds (\$254,800); UW-Extension (\$62,400); Parks & Land Use (\$689,000); Public Works – General Fund (\$497,400); County Executive (\$92,400); County Board (\$78,400); County Clerk (\$171,900); Administration (\$273,700); Corporation Counsel (\$241,700); and Non-Departmental (\$708,000). Those funds that showed unfavorable budget variances were Land Information Systems (-\$80,400); HHS – Children and Family (-\$415,900); and Treasurer (-\$1,888,500).

MOTION: Michalski moved, second by Whittow to accept the year-end report on Special Revenue and General Funds. Motion carried 6-0.

### **Review of Medical Examiner Contracts**

Cummings advised the primary goals were to share costs with two other counties and enable us to afford a third forensic pathologist, which was key. Witkowski reviewed information on expenses in the Medical Examiner's Office including personnel and operating costs, and interdepartmental charges. Expenses in 2016 totaled \$1,872,303: \$362,065 for Walworth County, \$211,150 for Washington County, and \$1,299,090 for Waukesha County. Witkowski said staff are monitoring these contracts to ensure the County is recovering all contracted costs and so far, this has been a favorable experience. Biedrzycki explained the contracts with Walworth and Washington counties, both of which are different in scope.

MOTION: Wysocki moved, second by Whittow to adjourn at 9:39 a.m. Motion carried 6-0.

### **Tour of the Medical Examiner's Office**

Biedrzycki led the remaining committee members on a tour of the Medical Examiner's Office.

Respectfully submitted,

Thomas A. Michalski  
Secretary