

Minutes of the Finance Committee

Wednesday, May 4, 2016

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

Present: Supervisors Jim Heinrich, Duane Paulson, Richard Morris, Ted Wysocki, Bill Zaborowski, Tim Dondlinger, and Tom Michalski.

Also Present: Chief of Staff Mark Mader, City of Waukesha Alderman Joe Pieper, Karen Pilarski of The *Freeman*, Information Technology Manager Mike Biagioli, Construction Project Supervisor Jeff Lisiecki, Register of Deeds Jim Behrend, Emergency Preparedness Director Gary Bell, Treasurer Pam Reeves, Administration Director Norm Cummings, Budget Manager Linda Witkowski, Engineering Services Manager Gary Evans, and Senior Civil Engineers Kevin Yanny, Ed Hinrichs, and Karen Braun. Recorded by Mary Pedersen, County Board Office.

Schedule Next Date

May 18

Committee Welcome and Opening Remarks by Chair

Heinrich explained committee protocols, agenda/meeting formats, Executive Committee reports, State legislative updates, meeting approvals, correspondence, future agenda items, and the contract procurement process. Heinrich thanked the committee for accepting their appointment to this committee and noted he will be delegating tasks and assignments to committee members, particularly during the budget process. He asked the committee to review their materials prior to each meeting and be prepared. For quorum purposes, committee members were asked to contact Mary Pedersen in the County Board Office in the event of an absence or late arrival.

Nomination and Election of Vice Chair and Secretary

MOTION: Zaborowski moved, second by Morris to elect Paulson as Vice Chair of the Finance Committee. Motion carried 7-0.

MOTION: Morris moved, second by Wysocki to elect Zaborowski as Secretary of the Finance Committee. Motion carried 7-0.

Discuss Committee Duties and Responsibilities as Written in the County Code of Ordinances

Mader referred to the County Code as it relates to this committee and distributed written information on this item and the RFP process.

Contract Procurement Process for IT Application Development Services

Biagioli advised the contract was awarded to Neumeric Technologies, Stratagem, Mars IT, and Gateway Solutions, the highest rated proposers, to be used on an as needed basis not to exceed the budgeted amount of \$50,000. A total of eight vendors submitted RFPs for consideration.

MOTION: Paulson moved, second by Zaborowski to approve the contract procurement process for IT application development services. Motion carried 7-0.

Contract Procurement Process for the County Board Room Technology Upgrade (Capital Project #201619)

Biagioli advised the contract was awarded to Communications Engineering Company – Base Bid-Roll Call, the highest rated proposer, for a total contact cost of \$102,000. The amount budgeted for this project is \$115,000. A total of four vendors submitted RFPs for consideration.

MOTION: Morris moved, second by Dondlinger to approve the contract procurement process for the County Board Room technology upgrade. Motion carried 7-0.

Contract Procurement Process for Plumbing Services

Lisiecki advised the contract was awarded to Milwaukee Plumbing and Piping, Inc., Illingworth-Kilgust Mechanical, Inc., and Quick Fix Plumbing, the highest rated proposers, to be used on an as needed basis not to exceed the budgeted amount of \$152,500. A total of three vendors submitted RFPs for consideration.

MOTION: Paulson moved, second by Michalski to approve the contract procurement process for plumbing services. Motion carried 7-0.

Contract Procurement Process for Design Services for CTH Q, Oconomowoc River Bridge (Capital Project #201201)

Yanny advised the contract was awarded to GRAEF, the highest rated proposer, for a total contact cost of \$82,314. The amount budgeted for this project is \$97,000. A total of 16 vendors submitted RFPs for consideration.

MOTION: Morris moved, second by Dondlinger to approve the contract procurement process for design services for CTH Q, Oconomowoc River bridge. Motion carried 7-0.

Contract Procurement Process for Design Services for CTH ES, Fox River Bridge

Yanny advised the contract was awarded to R.A. Smith National, Inc., the highest rated proposer, for a total contract cost of \$112,934. The amount budgeted for this project is \$130,000. A total of 12 vendors submitted RFPs for consideration.

MOTION: Wysocki moved, second by Zaborowski to approve the contract procurement process for design services for CTH ES, Fox River bridge. Motion carried 7-0.

Contract Procurement Process for Construction Management Services for CTH NN, STH 83 to CTH ES (Capital Project #201006)

Hinrichs advised the contract was awarded to R.A. Smith National, Inc., the highest rated proposer, for a total contract cost of \$213,268. The amount budgeted for this project is \$190,000. The additional funds will be transferred from the project's other favorable variances or dollars budgeted for project contingency to cover the overage. A total of eight vendors submitted RFPs for consideration.

MOTION: Paulson moved, second by Morris to approve the contract procurement process for construction management services for CTH NN, STH 83 to CTH ES. Motion carried 7-0.

Contract Procurement Process for a Feasibility Study on Consolidation, Shared Services or Shared Equipment for Fire/EMS

Bell advised the contract was awarded to Fitch & Associates, LLC, the highest rated proposer. The cost was negotiated to match the budgeted amount for this project which is \$65,000. A total of seven vendors submitted RFPs for consideration.

MOTION: Morris moved, second by Zaborowski to approve the contract procurement process for a feasibility study on consolidation, shared services or shared equipment for fire/EMS. Motion carried 7-0.

Contract Procurement Process for West Bypass Real Estate Acquisition (Capital Project #200917)

Braun advised the contract was awarded to Highland Group, the highest rated proposer, for a total contract cost of \$77,425. The amount budgeted for this project is \$150,000. A total of three vendors submitted RFPs for consideration.

MOTION: Wysocki moved, second by Morris to approve the contract procurement process for West Bypass real estate acquisition. Motion carried 7-0.

Educational Presentation on the Treasurer's Office

Reeves distributed copies of "Waukesha County Treasurer's Office Timeline for Foreclosure In-Rem Process" of which she explained in detail as well as duties and responsibilities of the Treasurer's Office.

Presentation on Financial Management and Fund Balance Policies and Bond Ratings

Cummings explained, as outlined in his handouts, the County's Triple A bond rating, unassigned fund balance, issuing debt, disciplined budget policies and practices, tax receivable history (2006-2016), General and Special Revenue Funds, Fitch and Moody's rating agencies, etc.

Year-End Special Revenue and General Funds Report

Witkowski advised the General Fund at year-end 2015 reflects a positive variance of almost \$2.92 million or 1.8% of the modified expenditure budget of \$164 million. This includes under-budget spending by 2.4% or \$4.09 million of a \$164 million expenditure budget and non levy revenues under achieved by \$1.17 million of \$81.06 million budgeted. Witkowski went on to review significant revenue and expenditure impacts and data per department/fund.

Witkowski went on to review Special Revenue Funds. Significant variances include that the Tarmann Parkland Acquisition Fund finished favorably with \$287,000 in revenues over budget which will be used in future years for specified land acquisitions. The Transportation Fund includes a favorable budget variance of \$1.54 million largely due to \$520,000 of road salt underspending and over-budget revenues of \$511,000 from the State Routine Maintenance Agreement and \$138,000 in general transportation aids. The Community Development Block Grant (CDBG) Fund ended the year with a favorable fund balance of \$419,100 which represents program income and revolving loan revenues generated from the repayment or reimbursement of grant funds.

MOTION: Morris moved, second by Dondlinger to accept the year-end report on Special Revenue and General Funds. Motion carried 7-0.

MOTION: Wysocki moved, second by Paulson to adjourn at 11:23 a.m. Motion carried 7-0.

Respectfully submitted,

William J. Zaborowski
Secretary