

**177<sup>th</sup> BOARD YEAR****LEGISLATIVE ITEMS RECEIVED FOR COMMITTEE REFERRAL**

File No.	Rec/Ref:	To:	Title
177-O-087	01/03/23 01/03/23	PW FI	ORD: Sale Of Excess Right-Of-Way At CTH ES And CTH Y In The City Of New Berlin
177-O-088	01/04/23 01/04/23	EX JU FI	ORD: Modify 2023-2027 Capital Plan And 2023 Capital Budget To Create Capital Project 202316, Medical Examiner's Office Renovation, Funded With American Rescue Plan Act Revenue
177-O-089	12/29/22 12/29/22	EX	ORD: Amend County Board Operating Procedures And Rules By Amending The Text Of The Code, Chapter 4
177-A-029	01/04/23	EX	APPT: Richard Bjodstrup Appointment Of County Representative To The Pretty Lake Management District Board
177-A-030	01/04/23	EX	APPT: Roman Schulteis Appointment Of County Representative To The Waukesha County ADRC Advisory Board
177-A-031	01/04/23	EX	APPT: Pamela Franke Appointment Of County Representative To The Waukesha County ADRC Advisory Board
177-O-090	01/04/23 01/04/23	JU FI	ORD: Modify The Medical Examiner's Office Fees And Modify The Medical Examiner's 2023 Budget For Additional Fee Revenue And Increase Operating Expenses
177-O-091	01/03/23 01/03/23	JU FI	ORD: Modify The Dept Of EP 2023 Budget And Authorize The Dept To Accept Homeland Security Local Exercises 2022 - Regional Active Assailant Grant From FEMA, Administered Through WEM

1 SALE OF EXCESS RIGHT-OF-WAY  
2 AT CTH ES AND CTH Y IN THE  
3 CITY OF NEW BERLIN  
4

5 WHEREAS, Waukesha County operates and improves a system of county highways; and  
6

7 WHEREAS, the County's adopted Capital Plan in previous years contained Project 9903 to  
8 reconstruct and improve CTH Y from CTH I to I-43 in the City of New Berlin; and  
9

10 WHEREAS, certain rights-of-way have been acquired to carry out this project; and  
11

12 WHEREAS, the County now possesses certain excess rights-of-way, which could be returned to  
13 private ownership; and  
14

15 WHEREAS, under Section 83.08(4) of the Wisconsin Statutes, the County Board is empowered  
16 to sell excess right-of-way at private sale for fair market value to owners of adjacent property;  
17 and  
18

19 WHEREAS, Waukesha County has received an offer to purchase excess right-of-way from John  
20 N. Martin, Trustee of the John N. Martin Revocable Trust dated April 8, 2019, the owner of the  
21 adjacent parcel, in the amount of Two Thousand Dollars (\$2,000).  
22

23 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES  
24 ORDAIN that the following described parcel, containing 0.6482 acres of land more or less, is  
25 declared to be excess highway right-of-way:  
26

27 All that part of the Southeast ¼ of Section 29, Town 6 North, Range 20 East, City of New Berlin,  
28 Waukesha County, Wisconsin, bounded and described as follows: commencing at the Southwest  
29 corner of the Southeast ¼ of said Section 29, thence north 00°32'06" west along the west line of  
30 the southeast ¼ of said section, 454.08 feet, thence north 89°27'54" east, 122.25 feet to the point  
31 of beginning. Thence north 89°27'54" east, 12.00 feet, thence south 25°30'26" east, 83.97 feet,  
32 thence along an arc of a curve 69.90 feet curving to the left, said curve having a radius of  
33 8,534.47 feet, chord bearing south 54°09'18" west, chord length 69.90 feet, thence north  
34 04°10'16" east, 116.92 feet, to the point of beginning.  
35

36 Containing 3,590 square feet, 0.0824 acres more or less.  
37

38 also  
39

40 All that part of the Southeast ¼ of Section 29, Town 6 North, Range 20 East, City of New Berlin,  
41 Waukesha County, Wisconsin, bounded and described as follows: commencing at the Southwest  
42 corner of the Southeast ¼ of said Section 29, thence north 00°32'06" west along the west line of  
43 the southeast ¼ of said section, 615.92 feet, thence north 89°27'54" east, 134.25 feet to the  
44 easterly right of way of Racine avenue (C.T.H. "Y") and the point of beginning. Thence  
45 continuing along said easterly right of way of C.T.H. "Y" north 00°32'06" west, 49.49 feet to the  
46 southerly right of way of the connector road; thence continuing along said southerly right of way  
47 of the connector road north 89°58'00" east, 269.58 feet; thence continuing along said southerly  
48 right of way of the connector road southeasterly along an arc of a curve 53.73 feet curving to the

49 right, said curve having a radius of 195.00 feet, chord bearing south 82°08'23" east, chord length  
50 53.56 feet; thence south 07°40'47" east, 36.58 feet, thence south 49°47'41" west, 198.00 feet;  
51 thence north 00°32'06" west, 123.38 feet; thence south 89°27'54" west, 174.70 feet, to the point  
52 of beginning.

53  
54 Containing 24,647 square feet, 0.5658 acres more or less.

55  
56 Subject to the following restrictions:

57  
58 All public and private utilities located upon or under the above-described lands, whether  
59 by permit or easement, shall have continued right of occupancy and continued right of  
60 ingress and egress for personnel and equipment for the purpose of maintaining or  
61 improving their transmission and/or distribution facilities located wholly or partially  
62 within the above-described lands as of the date of this instrument.

63  
64 This parcel is encumbered by a 50-foot Michigan-Wisconsin Pipeline Easement.

65  
66 This parcel is being sold as a landlocked excess property and shall have no right of access  
67 to CTH Y (Racine Avenue), CTH ES (National Avenue) or any adjacent streets, alleys,  
68 driveways or rights of way.

69  
70 This property shall not be considered an independent lot and shall not be used for the  
71 construction of buildings or improvements. Notwithstanding, this parcel may be  
72 assembled with an adjacent property and developed in accordance with all applicable  
73 codes, zoning regulations, statutes and municipal requirements.

74  
75 BE IT FURTHER ORDAINED that the Public Works Department is authorized to sell such  
76 excess rights-of-way to John N. Martin, Trustee of the John N. Martin Revocable Trust dated  
77 April 8, 2019, in the amount of Two Thousand Dollars (\$2,000).

78  
79 BE IT FURTHER ORDAINED that the County Executive and County Clerk are authorized to  
80 sign the necessary documents to effectuate the approved sale.

81  
82 BE IT FURTHER ORDAINED that proceeds from the sale of this land be deposited into the  
83 Department of Public Works – Transportation Fund.

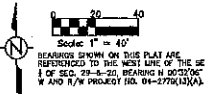
FISCAL NOTE  
SALE OF EXCESS RIGHT-OF-WAY  
AT CTH ES AND CTH Y IN THE  
CITY OF NEW BERLIN

This ordinance authorizes the sale of about 0.6482 acres of land that was originally acquired as right-of-way for a highway improvement project (#9903) on County Trunk Highway (CTH) Y (Racine Avenue), from CTH I (Beloit Road) to Interstate 43 in the City of New Berlin. The project was completed in 2010. The land has been determined to be excess right-of-way. The Department of Public Works (DPW) has received an offer of \$2,000 from the owner of the adjacent parcel. The net proceeds will be accounted for in the DPW – Transportation Fund. No additional funds are being appropriated with this ordinance.

*William Duckwitz*

William Duckwitz  
Budget Manager  
12/28/2022

**PLAT OF SURVEY FOR:**  
 WAUKESHA COUNTY DEPT. OF PUBLIC WORKS  
 515 W. MORELAND BLVD., RM 220  
 WAUKESHA, W. 53188



**LEGAL DESCRIPTION (PARCEL A)**

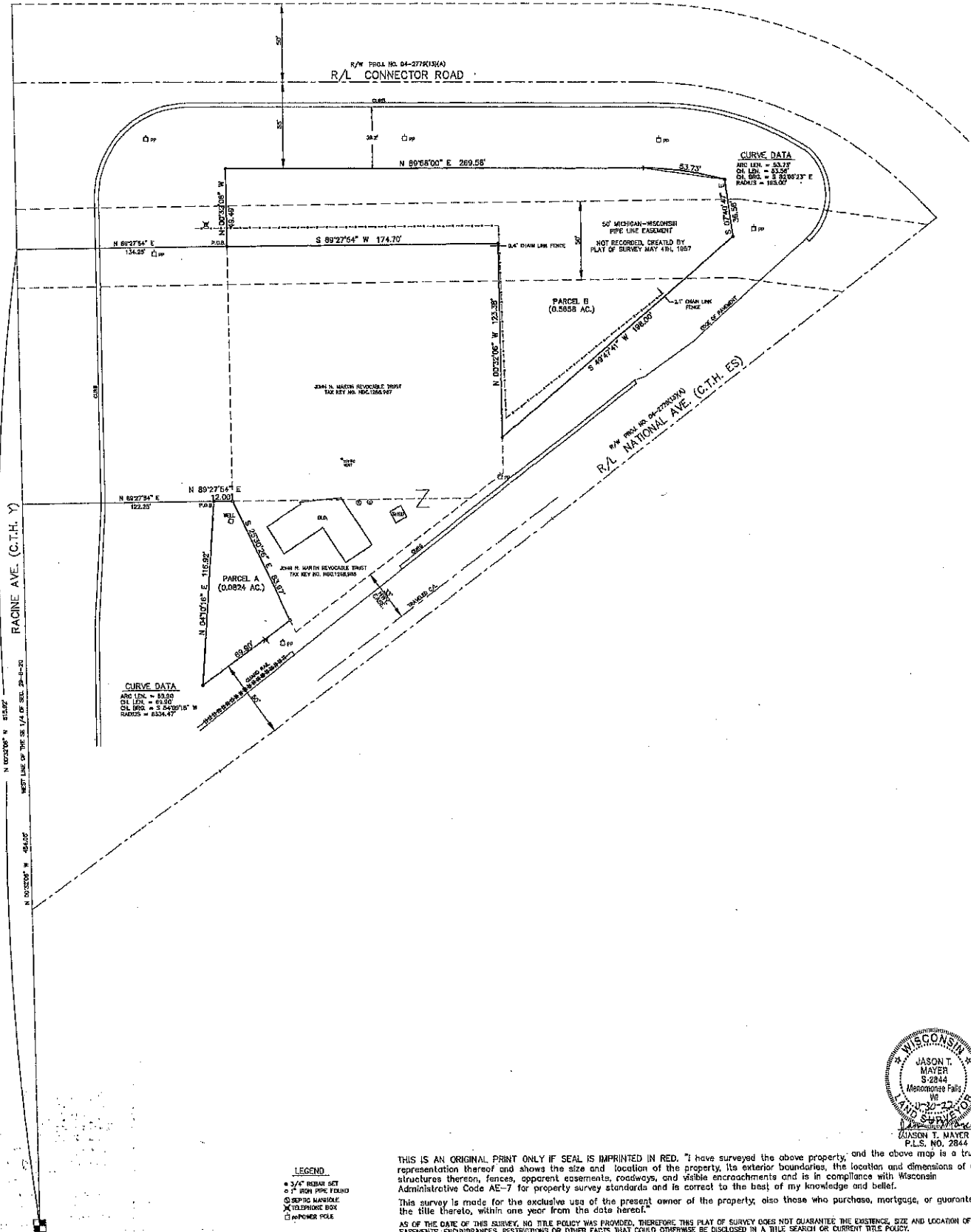
ALL THAT PART OF THE SOUTHWEST 1/4 OF SECTION 29, TOWN 6 NORTH, RANGE 20 EAST, CITY OF NEW BERLIN, WAUKESHA COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST 1/4 OF SAID SECTION 29, THENCE NORTH 00°32'00" WEST ALONG THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION, 454.00 FEET, THENCE NORTH 89°27'54" EAST, 122.25 FEET TO THE POINT OF BEGINNING. THENCE NORTH 89°27'54" EAST, 12.00 FEET, THENCE SOUTH 25°30'26" EAST, 63.97 FEET, THENCE ALONG AN ARC OF A CURVE 69.90 FEET CURVING TO THE LEFT, SAID CURVE HAVING A RADIUS OF 8534.47 FEET, CHORD BEARING SOUTH 54°09'18" WEST, CHORD LENGTH 69.90 FEET, THENCE NORTH 04°01'01" EAST, 116.92 FEET, TO THE POINT OF BEGINNING.

CONTAINING 3,590 SQUARE FEET, 0.0824 ACRES MORE OR LESS.

**LEGAL DESCRIPTION (PARCEL B)**

ALL THAT PART OF THE SOUTHWEST 1/4 OF SECTION 29, TOWN 6 NORTH, RANGE 20 EAST, CITY OF NEW BERLIN, WAUKESHA COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST 1/4 OF SAID SECTION 29, THENCE NORTH 00°32'00" WEST ALONG THE WEST LINE OF THE SOUTHWEST 1/4 OF SAID SECTION, 454.00 FEET, THENCE NORTH 89°27'54" EAST, 134.25 FEET TO THE EASTERLY RIGHT OF WAY OF RACINE AVENUE (C.T.H. "Y") AND THE POINT OF BEGINNING. THENCE CONTINUING ALONG SAID EASTERLY RIGHT OF WAY OF C.T.H. "Y" NORTH 00°32'00" WEST, 48.49 FEET TO THE SOUTHERLY RIGHT OF WAY OF THE CONNECTOR ROAD; THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY OF THE CONNECTOR ROAD NORTH 89°58'00" EAST, 298.58 FEET; THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY OF THE CONNECTOR ROAD SOUTHEASTERLY ALONG AN ARC OF A CURVE 53.73 FEET CURVING TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 195.00 FEET, CHORD BEARING SOUTH 82°08'23" EAST, CHORD LENGTH 53.56 FEET; THENCE SOUTH 07°46'47" EAST, 36.50 FEET, THENCE SOUTH 49°47'41" WEST, 106.00 FEET, THENCE NORTH 00°32'00" WEST, 123.36 FEET, THENCE SOUTH 89°27'54" WEST, 174.70 FEET, TO THE POINT OF BEGINNING.

CONTAINING 24,647 SQUARE FEET, 0.5658 ACRES MORE OR LESS.



THIS IS AN ORIGINAL PRINT ONLY IF SEAL IS IMPRINTED IN RED. I have surveyed the above property, and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location and dimensions of all structures thereon, fences, apparent easements, roadways, and visible encroachments and is in compliance with Wisconsin Administrative Code AE-7 for property survey standards and is correct to the best of my knowledge and belief.

This survey is made for the exclusive use of the present owner of the property, also those who purchase, mortgage, or guarantee the title thereto, within one year from the date hereof.

AS OF THE DATE OF THIS SURVEY, NO TITLE POLICY WAS PROVIDED. THEREFORE THIS PLAT OF SURVEY DOES NOT GUARANTEE THE EXISTENCE, SIZE AND LOCATION OF ANY EASEMENTS, ENCROACHMENTS, RESTRICTIONS OR OTHER FACTS THAT COULD OTHERWISE BE DISCLOSED IN A TITLE SEARCH OR CURRENT TITLE POLICY.

THIS INSTRUMENT WAS DRAFTED ON 11-30-2022, BY JASON T. MAYER, P.L.S., WAUKESHA COUNTY DEPT. OF PUBLIC WORKS (282)518-7740.

N./D/PW/Engineer/Survey projects for DPW/NotIn Property



47 WHEREAS, it is anticipated that the county will need to recruit for a future pathologist vacancy,  
48 which will be challenging due to a nationwide shortage of medical professionals entering this  
49 field and the high workload for this position; and

50  
51 WHEREAS, an important factor in attracting qualified candidates will be the quality of facility  
52 and work environment, and a capital project to renovate the existing space and acquire new  
53 technology is expected to help address deficiencies and improve the likelihood of a successful  
54 recruitment; and

55  
56 WHEREAS, this project would be funded with ARPA grant revenues through the "revenue loss"  
57 category, which are eligible to pay for general government services, which can include capital  
58 projects such as this one.

59  
60 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
61 that the 2023-2027 Capital Plan be modified to create Capital Project #202316, Medical  
62 Examiner's Office Renovation.

63  
64 BE IT FURTHER ORDAINED that the 2023 Capital Project budget be modified to increase  
65 expenditures by \$2,500,000 and general government revenues from the American Rescue Plan  
66 Act by \$2,500,000 for capital project #202316, Medical Examiner's Office Renovation.

FISCAL NOTE

MODIFY 2023-2027 CAPITAL PLAN AND 2023 CAPITAL BUDGET TO CREATE  
CAPITAL PROJECT 202316, MEDICAL EXAMINER'S OFFICE RENOVATION, FUNDED  
WITH AMERICAN RESCUE PLAN ACT REVENUE

This ordinance modifies the 2023-2027 Capital Plan to create capital project #202316, Medical Examiner's Office Renovation, and increases the 2023 Capital Project budget by \$2,500,000 for this project. It is anticipated that the county will need to recruit for a forensic pathologist position in the near future, which will be a challenge due to a nationwide shortage in this field and the high workload for this position. One important factor in attracting qualified candidates will be the quality of the facility and work environment, and this renovation project is expected to help address deficiencies in the facility. This includes reconfiguring office space for a more efficient layout, replacing out-of-date furniture, and acquiring technology that is more in-line with industry standards.

During the budget and concept phase, the architectural design firm will conduct a review of other medical examiner offices in the region to develop design recommendations, factoring in a space use assessment and an inventory of technological features to enhance operational efficiency and help meet an increasing workload. Examples of possible technology enhancements include purchasing a computed tomography (CT) scan machine, which would provide more immediate scan results and eliminate the need to purchase third-party scanning services, and remote scene investigation capability to reduce travel, when appropriate.

This project would be funded with federal American Rescue Plan Act (ARPA) grant revenues through the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program, which provides funding to local governments to compensate them for revenue loss due to the COVID-19 pandemic, according to a formula developed by the U.S. Treasury. ARPA revenues claimed through this "revenue loss" category are eligible to pay for general government services, which include capital projects, such as this one.

The current proposed project budget is a preliminary estimate, and more refined cost estimates will be determined after the architectural design firm conducts their review of other facilities in the region and completes the budget and concept phase. If the projected costs exceed the budget, county administration may request a budget modification through an ordinance.

This project is not anticipated to result in a material ongoing tax levy impact. There will likely be annual software and maintenance costs associated with new technology, which may be offset by eliminating the need to purchase outside technology services.

*William Duckwitz*

William Duckwitz  
Budget Manager  
12/29/2022  
JE# 2023-00000004



<b>Project Title:</b>	Medical Examiner's Office Renovation	<b>Project #:</b>	202316
<b>Department:</b>	Public Works - Buildings	<b>Project Type:</b>	Renovation/Upgrade
<b>Phase:</b>	Formation	<b>Sponsor:</b>	Public Works
<b>Budget Action:</b>	New	<b>Manager:</b>	Allison Bussler, DPW Director
<b>Date:</b>	December 29, 2022	<b>Map / Image:</b>	

CAPITAL BUDGET SUMMARY						
Year	2023	2024	2025	2026	2027	Total
Project Phase	Design/Constr					Project
Expenditure Budget	\$2,500,000	\$0	\$0	\$0	\$0	\$2,500,000
Revenue Budget	\$2,500,000	\$0	\$0	\$0	\$0	\$2,500,000
Net Costs After Revenues Applied	\$0	\$0	\$0	\$0	\$0	\$0
<b>COST DOCUMENTATION</b>			<b>REVENUE</b>			
Architect (Budget Concept & Design)	\$100,000	American Rescue Plan Act -				
Construction	\$2,200,000	Coronavirus State and Local Fiscal				
Contingency	\$200,000	Recovery Funds			\$2,500,000	
Total Project Cost	\$2,500,000	Total Revenue			\$2,500,000	
<b>EXPENDITURE BUDGET</b>	<b>\$2,500,000</b>	<b>REVENUE BUDGET</b>			<b>\$2,500,000</b>	

**Project Scope & Description**

This project would renovate the Medical Examiner's Office to provide a more efficient layout for office operations, modernize the appearance, replace aging furniture, acquire industry-standard technology, and support future growth in operations. The budget and concept phase of this project will include a consultant review of other medical examiner facilities in the region to inform the design process.

This project is funded with federal American Rescue Plan Act (ARPA) grant revenues through the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program, which provides funding to local governments to compensate them for revenue loss due to the COVID-19 pandemic, according to a formula developed by the U.S. Treasury. ARPA revenues claimed through this "revenue loss" category are eligible to pay for general government services, which include capital projects, such as this one.

Both design and construction phases are budgeted in 2023 to provide flexibility to initiate construction before 2024, if the design and construction bidding process warrants it, and to utilize grant funds in advance of the grant deadline. Construction funds will not be spent until a standing committee of the County Board approves the project bid process.

**Location:** The Medical Examiner's Office, Law Enforcement Center, 515 W. Moreland Blvd, Waukesha, Wisconsin 53188

**Analysis of Need**

The Medical Examiner's Office was originally constructed in 1993 on the ground floor of the Law Enforcement Center building. The facility was later renovated in 2009 to expand cooler storage, autopsy, and tissue preparation area. This additional space was created by relocating office space to the floor above that previously served as balliff roll call/locker room space. The project also replaced the existing garage with a new two-vehicle garage. Current Medical Examiner operations are split between two floors, with 7,188 square feet of space on the ground floor, including the autopsy room, tissue storage room, the freezer and coolers, the sallyport, and other space. On the first floor, there is 5,126 square feet for office space and a reception area.

Waukesha County will eventually need to recruit for a future pathologist vacancy, which is anticipated to be challenging because of a nationwide shortage of forensic pathologists due to fewer medical professionals entering this field. Additionally, there is a high workload, with 765 autopsies/external examinations during 2021, or about 383 per pathologist (compared to the industry of 250/pathologist annually). The county believes that an important factor in attracting qualified pathologist candidates will be facility quality and work environment. The current office space that was repurposed in 2009 was never adequately remodeled for its current purpose, lacks room for growth in medical staff, and includes outdated furniture. There is also underutilized space elsewhere in the facility. The county is also interested in upgrading and acquiring new technology that is in-line with industry standards.

**Alternatives**

1. Medical Examiner staff could continue to operate out of the existing facility as is, but the status quo could deter future pathologist candidates.
2. Just replace furniture and acquire new technology. While this would benefit operations, the inefficient layout and appearance would remain.

**Ongoing Operating Costs**

There will likely be annual software and maintenance costs associated with new technology, which may be offset by eliminating the need to purchase outside technology services. Reconfiguring the facility layout is expected to provide for more efficient office operations.

**Previous Action**

None

1 AMEND WAUKESHA COUNTY BOARD OF SUPERVISORS' OPERATING  
2 PROCEDURES AND RULES BY AMENDING THE TEXT OF THE  
3 CODE OF ORDINANCES, CHAPTER 4  
4

5 WHEREAS, the Waukesha County Board of Supervisors' (the "Board") Operating Procedures  
6 and Rules (the "Rules") are codified in Chapter 4 of the Waukesha County Code; and  
7

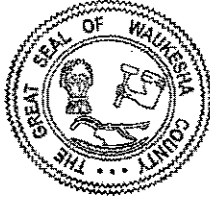
8 WHEREAS, the Rules establish the manner in which the Board and its committees are  
9 constituted and conduct business to ensure orderly administration; and  
10

11 WHEREAS, the Board finds it desirable to amend the Rules as they relate to consideration of  
12 resolutions.  
13

14 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
15 that Chapter 4-85 of the Waukesha County Code of Ordinances be amended and restated as  
16 follows:  
17

18 Sec. 4-85 Resolutions Ruled Out of Order  
19

- 20 (a) Sec. 4-85 Resolutions Ruled Out of Order. (a) A decision of the county  
21 board chairperson ruling a resolution out of order for falling outside the  
22 scope of the powers and duties of counties set forth in Chapter 59 of the  
23 Wisconsin Statutes may be appealed by any county board supervisor  
24 submitting a written appeal to the county board office within 5 business  
25 days of the decision stating the reasons why the resolution should be  
26 considered in order. The appeal will be placed on the agenda of the  
27 executive committee's next scheduled meeting. A majority vote of the  
28 executive committee membership is necessary to overrule the decision of  
29 the county board chairperson.  
30
- 31 (b) If a county board supervisor wishes to bring forward for consideration by  
32 the board a resolution that has been or would be ruled out of order, with or  
33 without appeal, for falling outside the scope of the powers and duties of  
34 counties set forth in Chapter 59 of the Wisconsin Statutes, the county  
35 board supervisor must submit a proposed written resolution as required  
36 under sections 4-91 and 4-92 of this Code with a request to the county  
37 board office to send a copy of the proposed resolution to the full county  
38 board for co-sponsorship. No such resolution shall proceed unless at least  
39 one-fifth of the county board members elect agree that the resolution  
40 should be considered by the board. If one-fifth members elect support is  
41 achieved the resolution shall proceed directly to the full county board of  
42 supervisors and placed on the agenda of the next scheduled meeting.



WAUKESHA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

**MEMO:**

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DATE: January 4, 2023  
TO: Chairman Paul Decker  
FROM: Paul Farrow  
RE: Appointment of County Representative to the Pretty Lake Management District Board

I am pleased to submit to the County Board for your consideration, the appointment of Mr. Richard ("Rick") Bjodstrup as a replacement for Supervisor Christine Mommaerts as the Waukesha County representative on the Pretty Lake Management District Board. Mr. Bjodstrup has owned property on Pretty Lake since 1978 and has been a Citizen Lake Monitoring Network volunteer for Pretty Lake for the last 23 years. Mr. Bjodstrup served on the Pretty Lake Management District from 2000 through 2003 and is a graduate of the WI Lake Leaders Institute (crew 4). Snorkeling is his favorite water activity, so water quality is important to him. He is well qualified to help the district fulfill its mission to maintain high quality water in Pretty Lake. It is this background that makes Rick an outstanding appointee to the Pretty Lake Management District Board.

Thank you for your swift consideration.

PF:kb

cc: Alan Barrows  
Dale Shaver

Referred on: 01/04/23

File Number: 177-A-029

Referred to: EX



WAUKESHA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

**MEMO:**

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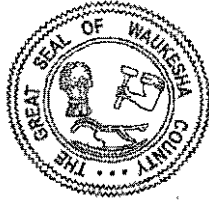
DATE: January 4, 2023  
TO: Chairman Paul Decker  
FROM: Paul Farrow  
RE: Appointment of County Representative to the Waukesha County ADRC  
Advisory Board

I am pleased to submit to the County Board for your consideration, the appointment of Mr. Román Schulteis to the ADRC Advisory Board. Mr. Schulteis, originally of Germantown, Wisconsin, is a retired Waukesha County Resident. He previously served for one term as a Washington County Board Supervisor and was a volunteer firefighter in Menomonee Falls. He is a widowed father of two adult daughters and grandpa to two grandchildren. Mr. Schulteis currently resides in the apartments at the Assisted Living at Compass Point in Dousman, WI. If appointed, Mr. Schulteis' term will expire in August of 2026.

Thank you for your swift consideration.

PF:kb

cc: Mary Smith



**WAUKESHA COUNTY**  
**OFFICE OF THE COUNTY EXECUTIVE**

**MEMO:**

---

DATE: January 4, 2023  
TO: Chairman Paul Decker  
FROM: Paul Farrow  
RE: Appointment of County Representative to the Waukesha County ADRC  
Advisory Board

I am pleased to submit to the County Board for your consideration, the appointment of Ms. Pamela Franke to the ADRC Advisory Board. Ms. Franke is recently retired from SeniorLAW at Legal Action of Wisconsin and is currently employed by the Food Pantry Serving Waukesha County as a Volunteer Coordinator. She has worked closely with the Elder Benefit Specialists in both Waukesha County and other nearby counties and was previously a children's social worker in Racine County. If appointed, Ms. Franke's term will expire in August of 2026.

Thank you for your swift consideration.

PF:kb

cc: Mary Smith

1       MODIFY THE MEDICAL EXAMINER'S OFFICE FEES AND MODIFY THE MEDICAL  
2       EXAMINER'S 2023 BUDGET FOR ADDITIONAL FEE REVENUE AND INCREASE  
3       OPERATING EXPENSES  
4

5       WHEREAS, the Waukesha County Medical Examiner's Office is mandated by § 979.01,  
6       Wisconsin Statutes, to investigate deaths to ensure safety, health, and welfare of the county; and  
7

8       WHEREAS, the Waukesha County Board sets the fees for all services rendered by the Medical  
9       Examiner's Office which may not "exceed an amount that is reasonably related to the actual and  
10      necessary cost of providing the service" pursuant to § 59.36, Wisconsin Statutes; and  
11

12      WHEREAS, the fee can be increased on an annual basis, but may not exceed the annual  
13      percentage change in the U.S. Consumer Price Index (CPI) for the 12 months ending on  
14      December 31 of the year before pursuant to § 59.365, Wisconsin Statutes; and  
15

16      WHEREAS, these fees include cremation permits, transport fees, and death certificate signing  
17      fees; and  
18

19      WHEREAS, the fees are increased annually through the budget process and authorized by the  
20      County Board; and  
21

22      WHEREAS, the December 31 U.S. CPI change, which is the statutory limit on fee increases, is  
23      not known until mid-January of the budget year, which is after the budget has been adopted by  
24      the County Board; and  
25

26      WHEREAS, due to the lag in CPI reporting a final adjustment based on actual CPI change  
27      cannot be approved until February at the earliest; and  
28

29      WHEREAS, the U.S. CPI change from December 31, 2021 to November 30, 2022 is now known  
30      and is 6.8% which is higher than the 2023 budgeted increase of about 5%; and  
31

32      WHEREAS, the Medical Examiner's Office has experienced increasing costs due to higher  
33      caseload and higher price levels for items such as medical testing and medical supplies; and  
34

35      WHEREAS, the Medical Examiner's Office would like to adjust their fee rates to the statutory  
36      allowed amounts to help cover higher costs; and  
37

38      WHEREAS, the fee increases included in this ordinance are estimates based on the most recent  
39      November 2022 CPI figures, and county administration will provide updated increases based on  
40      December 2022 CPI figures for County Board consideration before the January County Board  
41      meeting.  
42

43      THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
44      that the Medical Examiner's Office fees as indicated in Table 1 on file with the Department of  
45      Administration and made part of this ordinance by reference be approved effective February 1,  
46      2023.

47  
48 BE IT FURTHER ORDAINED that the Medical Examiner's Office 2023 budget be modified by  
49 increasing fines and licenses revenue by \$9,450, charges for services revenue by \$1,866, and  
50 operating expenditures by \$11,316.

FISCAL NOTE

**MODIFY THE MEDICAL EXAMINER'S OFFICE FEES AND MODIFY THE MEDICAL EXAMINER'S 2023 BUDGET FOR ADDITIONAL FEE REVENUE AND INCREASE OPERATING EXPENSES**

This ordinance would authorize the Waukesha County Medical Examiner's Office to increase some of its fees to the amount permitted by state law to help cover increasing costs. State statute 59.365 limits the increase in medical examiner fees to the increase in the Consumer Price Index (all urban consumers, U.S. city average) for the 12 months ending on December 31 on the year before the increase. Each year, the County Board sets the Medical Examiner fee rates through the budget process (County Code Sec. 18-21). The 2023 budget, which was developed during June 2022, before final CPI numbers are known, conservatively assumed about a 5% increase in Medical Examiner fees. The latest figures from the U.S. Bureau of Labor Statistics show a 6.8% increase from November 30, 2022 compared to December 31, 2021. For demonstration purposes, the adjusted rates, assuming the allowable increase through November, are shown in the table below. The final December CPI will not be available until about mid-January, and this ordinance will be updated to reflect the final numbers for County Board Consideration prior to the County Board meeting.

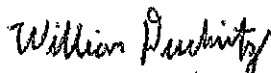
<u>Fee Type</u>	<u>2022 Current Rate</u>	<u>2023 Adopted Rate</u>	<u>Proposed 2023 Rate (a)/(b)</u>	<u>Est. Add'l Annual Revenue</u>	<u>Partial-Year Impact</u>
Cremation Permit	\$ 265	\$ 278	\$283	\$13,500	\$9,450
Transport	\$ 204	\$ 214	\$218	\$1,600	\$1,138
Death Certificate Signing	\$ 85	\$ 89	\$91	\$968	\$728
<b>Total</b>				<b>\$16,068</b>	<b>\$11,316</b>

(a) Rounded to nearest dollar.

(b) To be updated with December CPI prior to County Board meeting.

If approved, the adjusted rate increase would go into effect on February 1, 2023 and is estimated to increase revenues (above the budgeted rates) on an annualized basis (February 2023-February 2024) by \$16,068. Due to the lag in CPI information and the February effective date, the partial-year impact in 2023 is estimated to increase revenues about \$11,316.

This ordinance also modifies the Medical Examiner's 2023 budget to increase operating expenses by \$11,316, funded with the higher fee revenues. The Medical Examiner's Office has been experiencing increased costs due to higher caseload and higher price levels. Due to supply chain issues, the department has been getting their medical supplies from vendors based on availability rather than based on price, which is how it was historically done. Third-party medical services costs have also been increasing. For example, the toxicology testing services provider has increased their fees about 6% from 2021 to 2022. Due to rising costs and an increase in caseload, the department has submitted either a funds transfer or an ordinance to request increasing their operating budget appropriation for the last 3 years (2020-2022). The 2023 adopted budget included an increase in operating expenses of about \$27,600 to help address increasing costs.



William Duckwitz  
Budget Manager  
01/04/2023  
SMH  
JE#2023-00000005



**TABLE 1: MEDICAL EXAMINER FEES\***

<u>Fee Type</u>		<u>Current Rate</u>		<u>Proposed Rate</u>
Cremation Permit	\$	265	\$	283
Transport	\$	204	\$	218
Death Certificate Signing	\$	85	\$	91

\*Rounded to Nearest dollar

1 MODIFY THE DEPARTMENT OF EMERGENCY PREPAREDNESS 2023 BUDGET AND  
2 AUTHORIZE THE DEPARTMENT TO ACCEPT THE HOMELAND SECURITY LOCAL  
3 EXERCISES 2022 -- REGIONAL ACTIVE-ASSAILANT GRANT FROM THE FEDERAL  
4 EMERGENCY MANAGEMENT AGENCY (FEMA), ADMINISTERED THROUGH  
5 WISCONSIN EMERGENCY MANAGEMENT (WEM)  
6

7 WHEREAS, Waukesha County recognizes the potential threat an active shooter poses to the  
8 citizens of Waukesha County; and  
9

10 WHEREAS, undertaking active shooter training before disasters occur reduces the risk to the  
11 safety of community members, while saving taxpayer dollars; and  
12

13 WHEREAS, Waukesha County plans to participate jointly in a scheduled regional exercise  
14 focusing on an active shooter scenario to assess response capabilities and to identify areas  
15 needing improvement prior to a real event, which is required by Wisconsin Emergency  
16 Management (WEM) for eligibility of grant funding; and  
17

18 WHEREAS, the exercise would incorporate Health and Human Services, the Sheriff's  
19 Department, several police and fire departments, school districts, hospital systems, and the  
20 American Red Cross; and  
21

22 WHEREAS, the Department of Emergency Preparedness has been notified by WEM of their  
23 anticipated grant award in the amount of \$17,065 to fund this training, but WEM still needs to  
24 process and consider the Department's proposed grant budget; and  
25

26 WHEREAS, the department is requesting the authorization to accept and appropriate this grant in  
27 advance of the formal award to accommodate the schedule of a full-scale exercise before the  
28 deadline of December 31, 2023, which usually takes over a year to plan.  
29

30 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
31 that the Waukesha County Department of Emergency Preparedness be authorized to accept the  
32 Homeland Security Local Exercises 2022 -- Regional Active-Assailant Grant funding from the  
33 Federal Emergency Management Agency (FEMA), administered through Wisconsin Emergency  
34 Management (WEM).  
35

36 BE IT FURTHER ORDAINED that the Department of Emergency Preparedness 2023 budget be  
37 modified by appropriating \$17,065 for operating expenditures for the active shooter training  
38 exercise and increasing general government revenues by \$17,065 for the corresponding grant  
39 award.

FISCAL NOTE

MODIFY THE DEPARTMENT OF EMERGENCY PREPAREDNESS 2023 BUDGET AND  
AUTHORIZE THE DEPARTMENT TO ACCEPT THE HOMELAND SECURITY LOCAL  
EXERCISES 2022 – REGIONAL ACTIVE-ASSAILANT GRANT FROM THE FEDERAL  
EMERGENCY MANAGEMENT AGENCY (FEMA), ADMINISTERED THROUGH  
WISCONSIN EMERGENCY MANAGEMENT (WEM)

This ordinance authorizes the Waukesha County Department of Emergency Preparedness to accept grant funds administered through Wisconsin Emergency Management (WEM). The funding will be provided by the Federal Emergency Management Agency (FEMA). The intent of this project is to promote the collaborative planning, emergency response, and the closure of capability gaps to minimize impacts during a real active-shooter incident.

This funding will be used for hiring a contractor to assist in the development and delivery of a full-scale exercise to test plans such as the fire departments' mass casualty plan, the County's Mass Fatality Plan, a communications plan, and the Family Assistance Center Plan. The exercise this grant would fund would incorporate Health and Human Services, the Sheriff's Department, several police and fire departments, school districts, hospital systems, and the American Red Cross.

This ordinance will increase the Department of Emergency Preparedness operating expense budget by \$17,065 and general government revenues by \$17,065.

This ordinance results in no additional direct levy impact.

*William Duckwitz*

William Duckwitz  
Budget Manager  
12/29/2022  
JE#2023-0000021