

## **Executive Committee Meeting Minutes**

**Monday May 14, 2018**

Chair Decker called the meeting to order at 8:30 a.m.

**Present:** Supervisors Paul Decker (Chair), Dave Swan, Dave Zimmermann, Jim Heinrich, Larry Nelson, Christine Howard, and Peter Wolff.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Internal Audit Manager Lori Schubert, Corporation Counsel Erik Weidig, UW-Extension Director Jerry Braatz, Airport Manager Kurt Stanich, Public Works Director Allison Bussler, Ethics Board Chair Dave Hickey, Inspector Jim Gumm, and Budget Management Specialist Bill Duckwitz. Minutes recorded by Beth Schwartz, County Board Office.

### **Future Meeting Date**

- June 18, 2018

### **Committee Welcome and Opening Remarks by Chair**

Chair Decker thanked the committee members for serving on the Executive Committee. He noted the importance of each Executive Committee member communicating information back and forth between their respective committees.

### **Nomination and Election of Secretary**

MOTION: Zimmermann moved, second by Heinrich to elect Wolff as Secretary. Motion carried 7-0.

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

The duties of the committee are to act as the committee of budget and policy oversight for the Federated Library System Board, the Community Development Block Grant (CDBG) Board and the Department of UW-Extension Education. The committee formulates long range capital and strategic plans, oversees the County Board's Internal Audit function, works with the Wisconsin Counties Association (WCA), recommends projects and programs to foster community and economic development throughout the county, etc.

### **Discuss and Consider the Following Audit Reports: Proposed Scope for IT Division Audit and Internal Audit Work Plan**

Schubert discussed the proposed scope for the Information Technology (IT) Division audit as outlined in her memo dated April 18, 2018 to the Executive Committee. Among the audit objectives are to assess the effectiveness and compliance with policies and procedures for change management, mobile devices, and software compliance, and potentially physical security controls and system software status. This audit will be contracted via the County's RFP process.

Schubert went on to review the 2018-2020 Internal Audit Work Plan as outlined which included information on internal audit or contracted audit, audit description, and audit timeline.

MOTION: Zimmermann moved, second by Howard to approve the proposed scope for the Information Technology (IT) Division audit and the 2018-2020 Audit Work Plan. Motion carried 7-0.

**Discuss and Consider Ordinance 173-O-008: Repeal And Recreate Parts Of Sections 2-2 And 2-11 Of The Waukesha County Code Of Ordinances To Modify Those Sections In The Ethics Code Relating To Conflicts Of Interest**

Weidig discussed this ordinance to modify the Ethics code as it pertains to conflicts of interest including modifying the definitions of “anything of value” and “nominal value,” modifying conflict of interest provisions regarding gifts, influence peddling, and campaign contributions.

MOTION: Howard moved, second by Wolff to approve Ordinance 173-O-008. Motion carried 7-0.

**Discuss and Consider Ordinance 173-O-009: Authorize Waukesha County University Of Wisconsin Extension Office To Accept Grant Funds And Modify The 2018 Budget To Appropriate The Greater Milwaukee Foundation Grant Revenue For The Tower Hill Neighborhood Initiative Project**

Braatz discussed this ordinance which authorizes UW-Extension to accept \$30,000 from the Greater Milwaukee Foundation. The 2018 budget is modified to increase operating expenses by \$25,929, including contracted services of \$25,500 for education programming focused on physical housing conditions and curb appeal, exterior housing conditions, weatherization, and energy efficiency. The remaining operating expenses are for office operations along with \$4,071 of interdepartmental charges for office technology and overhead costs. Program efforts will also focus on community leadership which may lead to the creation of an organization that may be eligible for Community Development Block Grant funds in the future. This ordinance has no direct impact on the tax levy.

MOTION: Wolff moved, second by Swan to approve Ordinance 173-O-009. Motion carried 7-0.

**Discuss and Consider Ordinance 173-O-015: Approve Amendment No. 2 To First Amended And Restated Hangar Land Lease Agreement Between Waukesha County And Stein’s Aircraft Services, LLC**

Bussler and Stanich were present to discuss this ordinance which amends an existing contract between the County and Stein’s Aircraft Services (SAS) signed in 2015. Under the current contract, the County agreed to allow SAS to construct a fuel farm at the Waukesha County Airport and begin selling fuel to customers. The County agreed to waive lease payments that SAS would owe for the fuel farm through 2020, taking into account the investment SAS was making in fuel farm infrastructure, and that SAS would be contractually required to complete construction of a hangar by April 1, 2018. It was noted that this would become County property at the end of the contract in 2033. The value of these forgone land lease payments, prior to the required date for hangar completion, is about \$110,000 (over 36 months waived). The original contract also stated that if SAS did not build the hangar by April 1, 2018, SAS would be required to pay back three years’ worth of land lease payments for the land set aside for the new hangar (approximately \$100,000).

Bussler said SAS has not fulfilled their contractual obligation to build a hangar and their permission to perform fuel operations has been suspended per the provisions of the current agreement. If the provisions of this ordinance are approved, the timeline for building will be extended and SAS will be permitted to resume fueling operations.

Under the amendment, SAS will be required to begin making land lease payments for the fuel farm beginning June 2018, starting at \$1,500 per month through June 2019, increasing to \$2,000 per month through March 2020, and then at the original contract amount thereafter (\$3,226 per month). During

this time, the County will also resume receiving fuel flowage revenue (\$0.10 for every gallon sold at the airport), which is estimated to be about \$20,000 annually.

Under this amended contract, SAS will be given until December 31, 2018 to notify the County whether they intend to build a hangar or not. If SAS agrees to build the hangar, they must execute a land lease agreement by March 30, 2019 and begin construction within 90 days.

If SAS chooses to not build a hangar, they will be permitted to continue fueling through June 2019, but will cede the permanent land improvements SAS built for the fuel farm as stipulated in the current contract (i.e., concrete slab, fencing, and other related equipment) to the County, originally estimated to be worth about \$225,000. This amended contract would also waive the requirement for SAS to payback three years' worth of land lease payments for the land set aside for the new hangar (\$100,000, mentioned previously). Also, if SAS does not build the hangar, the County will not receive the annual land lease revenues going forward (\$35,788, in 2018 dollars). Bussler said staff will begin working on an RFP in the event one is needed in the future.

Zimmermann asked why the hangar needs to be built. Bussler said there is not enough space long-term for current configuration and tanks. Heinrich asked if SAS was penalized for breaking their contract.

MOTION: Zimmermann moved, second by Swan to approve Ordinance 173-O-015. Motion carried 6-1. Heinrich voted no.

#### **Discuss and Consider the Following Appointments**

MOTION: Zimmermann moved, second by Wolff to approve the appointments en masse.

- Appointment 173-A-001: Michele DeYoe to the Community Development Block Grant Board
- Appointment 173-A-002: Joan Francoeur to the Community Development Block Grant Board
- Appointment 173-A-003: Karl Nilson to the Wisconsin River Rail Transit Commission
- Appointment 173-A-004: Tom Farley to the Waukesha County Ethics Board
- Appointment 173-A-005: Tom Michalski to the Park & Planning Commission
- Appointment 173-A-006: Jeffrey Genner to the Health & Human Services Board
- Appointment 173-A-007: Mike O'Brien to the Health & Human Services Board
- Appointment 173-A-008: Larry Nelson to the Health & Human Services Board
- Appointment 173-A-009: Duane Paulson to the Health & Human Services Board
- Appointment 173-A-010: Timothy Dondlinger to the Wisconsin PACE Commission

Motion carried 7-0.

MOTION: Wolff moved, second by Zimmermann to adjourn at 10:17 a.m. Motion carried 7-0.

Respectfully submitted,

Peter Wolff  
Committee Secretary