

**Minutes of the Executive Committee  
September 19, 2016**

Chair Decker called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

**Committee Members Present:** Chairman Paul Decker, Dave Swan, Dave Zimmermann, Jim Heinrich, Peter Wolff, Christine Howard, and Larry Nelson.

**Others Present:** Chief of Staff Mark Mader, Human Resources Manager James Richter, Sheriff Eric Severson, Business Manager Lyndsay Johnson, Senior Correctional Facility Manager Margaret Schnabl, Jail Administrator Michael Giese, Inspector James Gumm, Budget Management Specialist Bill Duckwitz, Supervisor Darlene Johnson, Information Technology Manager Mike Biagioli, Accounting Services Manager Larry Dahl, Director of Parks and Land Use Dale Shaver, Park System Manager Steve Brunner, and Business Manager Peter Mudek. Minutes Recorded by Administrative Specialist Beth Schwartz.

**Future Meeting**

October 3, 2016 (Budget), October 17, 2016 (Regular Business)

**Correspondence**

Swan encouraged committee members to attend a statewide transportation town hall event at the County's highway department. Hosts for the meeting include Director of Public Works Allison Bussler, City of Waukesha Mayor Shawn Reilly and Town of Genesee Wisconsin Towns Association (WTA) Unit Chairperson Sharon Leair.

**Review, Discuss and Consider 2017-2021 Capital Projects Plan Relative to:**

**IT- Sheriff: Item 49, IT- Countywide: Items 50-51**

Presenters of these projects included Dahl, Richter, Biagioli, Severson, Johnson, and Giese.

*Item 49 Jail Security System Recording & Display Equipment Replacement:* Johnson said the Sheriff's Department is requesting to replace the current DVR system, nearing the end of its life, with a server-based recording system. The server based system provides fail safe recording capabilities which will continue to allow the jail to continue to transition to a fully digital security electronics system. This project also includes \$30,000 to complete a study to review available technologically evolved alternatives for the replacement of the current video visitation system. Severson said that when the Courthouse renovations are complete, it is likely that additional cameras will be added to the prisoner pathway. Heinrich asked if grants were available for this project. Johnson said the funds for this equipment replacement comes out of the jail assessment fund balance. Severson commented that most of the time grants are for innovation projects, whereas this is considered a replacement.

*Item 50 Jail Video Visitation System Replacement:* Johnson said this is a new project. Since the implementation of the current video visitation system in 2005, there have been technological improvements in video visitation systems that would result in a reduction of staff involvement in the video visitation process and create staff efficiencies. This will also make the video visitation process more convenient for the general and professional public as well as reduce the risk of contraband entering the facility. The new video visitation system will also generate additional ongoing money for the Sheriff's Department. New features in video visitation systems include internet visits, visit tracking, and conflict checking. Johnson compared this replacement system to the enhanced video chatting technology on today's cell phones. In answering Swan's question, Geise said inmates have no constitutional right to a face-to-face visitation. However, for attorney client visits, staff supervised in-person visits will be retained. Wolff spoke to improvements in technology for video visitations being helpful for defense attorneys. Wolff also said the Judiciary Committee approved Items 49 and 50 unanimously in an advisory vote.

*Item 51 HRIS / Payroll System Implementation:* Richter said this project addresses the procurement and replacement of the human resources (HR) and payroll system. Based on a 2016 study in the first year of this project, it has been determined that the current system is near the end of its life cycle. The current vendor is no longer providing enhancements which does not provide the opportunity to create efficiencies and effective workflows and processes. The new system will allow for process improvements in the area of integration between existing systems, a centralized database, the minimization of shadow systems, ability to establish electronic vs manual workflows and processes, more effective communications with management and employees, streamlined payroll processing, management query and reporting tools, and more cost effective software delivery by using cloud based systems. Specific HR and payroll areas to be improved include benefits administration (including interfaces with third-party benefit providers), HR administration, Affordable Care Act management, new hire reporting to meet federal requirements, recruiting, employee self-service, document management, performance management, management reporting, and dashboards. Multiple questions were asked by supervisors and answered by staff.

**Discuss and Consider Appointment 171-A-026: Chuck Wood to the Community Development Block Grant (CDBG) Board**

MOTION: Swan moved, second by Wolff to approve Appointment 171-A-026. Motion 7-0.

**Discuss and Consider Appointment 171-A-027: Robert Kolb to the Health and Human Services Board**

MOTION: Howard moved, second by Zimmerman to approve Appointment 171-A-027. Motion 7-0.

**Review, Discuss and Consider 2017-2021 Capital Projects Plan Relative to:  
Parks and Land Use: Items 38-48**

Presenters of these projects included Shaver, Brunner, and Mudek.

*Item 38 Energy Efficiency Improvements:* Shaver said this project was designed to replace every bulb with LED high efficiency lighting.

*Item 39 Camp Pow Wow Expansion:* Shaver said this project provides outdoor recreational opportunities for adults and children with disabilities, a lodge in Menomonee Park as the camp's home base. Amenities include a full-service kitchen, restrooms with showers, nurse's office, covered patio, indoor and outdoor fireplace, and heat and air conditioning. Expansion of the current facility will improve functional issues for the camp program and campers' personal health needs including separation of private nurse room, Americans with Disabilities Act (ADA) code updates, restroom expansion and improved energy efficiency. Site improvements will include accessible path connections and educational signage will increase usability and access of the site for camp programs. The project will not move along until half the cost has been fundraised as per the partnership agreement.

*Item 40 2020 Orthophotography:* Shaver said this project will fund the acquisition of new orthophotography in 2020 to continue the series and provide high quality imagery to support a variety of user needs including real estate analysis, development projects, property history analysis, research projects, emergency management, public infrastructure documentation and regulatory and planning activities in the County. In addition, a new Light Detection and Ranging (LIDAR) data set will be acquired. Beyond creating an updated elevation dataset, the new LIDAR dataset will allow data users to automatically detect areas of elevation change. Decker inquired about flood plain analysis. Shaver said the data helps to analyze and validate and then it is submitted to the Federal Emergency Management Agency (FEMA).

*Item 41 Wanaki Golf Course Bridge Replacement:* Shaver said this project will improve the flow of the Fox River, reduce the total number of bridge structures, and provide safe, compliant and aesthetic crossings of the

river. The project proposes reducing six current bridges down to four structures to maintain golf course playability, allowing for use by course maintenance equipment, while reducing on-going structure maintenance cost. Costs are updated to reflect higher-than-anticipated replacement costs for the bridge that will accommodate heavier equipment loads based on project alterations needed to satisfy permitting requirement and construction market conditions. Bridge construction is moved up to 2017 to help obtain more competitive project bids. Shaver answered Decker's question about the steel truss bridge which saves thousands of dollars. Answering Swan's question, Shaver said the weight limit of this bridge is 20,000 pounds.

*Item 42 Phase I: Waukesha-Brookfield Multi-Use Trail Project:* Shaver said the initial phase of the project will include a two-mile segment of trail from a proposed trailhead located on North Avenue south of Watertown Road to a proposed trailhead located near the intersection of River Road and Brookfield Road. The trail will cross three roadways and the Fox River three times. The second phase, extending the trail segment to Frame Park in the City of Waukesha, will need to be considered as a future capital project. During the design phase, WisDOT notified the County of a requirement to construct a bridge over an active rail line along this segment as opposed to an at-grade crossing which would significantly increase costs. This segment will need to be re-evaluated for alternative routes or crossings to avoid bridge construction costs.

*Item 43 Minooka Restroom Shelter:* Shaver said this project is for the construction of a new restroom and shelter at picnic area 3 at Minooka Park. The features include restrooms, an open shelter, and a grilling area. This project will offer sufficient space to accommodate larger groups to serve the area's multi-purpose field regularly used for sporting events and activities. The cost update for the project is based on final design work completed in 2016, which identified additional cost for required site work and utilities. Shaver said REI and Laacke & Joys will rent snow shoes and other winter sports equipment. Zimmerman asked if the cost was correct, as it seemed high, but Shaver said it is consistent with other projects. Although it may seem expensive, once out for bid it confers with the cost of pay for the job. Similar project costs are compared and every detail of construction is tracked. Shaver indicated he would send the Committee details regarding the cost increases.

*Item 44 Menomonee Park Beach House Renovation:* Shaver said this project proposes remodeling of the beach house to replace the original mechanical systems, lighting, windows, and doors/frames while updating ADA accessibility to current code compliance. The lifeguard room will move to the front of the building facing the beach to improve safety. The project proposes to improve the former changing rooms, add more functional activity space, and partially enclose the previous open shelter areas of the beach house for increased seasonal rentals. The cost update includes additional design services for utility and site improvements. The current project scope is contingent upon award of grants.

*Item 45 Lake Country Trail State Trunk Highway (STH) 67 Underpass:* Shaver said due to growth in the area, the major north-south connection from the City of Oconomowoc to Interstate 94, STH 67, will be improved and widened to three lanes in each direction to accommodate increased traffic. To create a safe crossing of this major roadway for trail users, a box tunnel was installed by WisDOT in 2015 as part of the STH 67 construction project, for future conversion into a trail underpass. The project cost and schedule have been updated to reflect Federal Transportation Alternatives Program (TAP) requirements for design and construction. This project is being delayed to accommodate the TAP funding timeline.

*Item 46 University of Wisconsin Waukesha Site Infrastructure Improvements:* Shaver said this project will repair and replace existing deteriorating concrete walks, terraces, stairways, asphalt parking lots and update the conditions for ADA code compliance, safety, stormwater management, and improved ease of maintenance and campus function. All concrete projects will include erosion and sediment control, site preparation, drainage improvements, excavation, demolition, pavement installation and vegetative

restoration. The project also includes consideration for reducing or eliminating concrete to save future operations and maintenance costs. For this new project, the Public Works and Parks and Land Use departments collaborated on ways to reduce maintenance costs such as making landscape modifications that match the number of available staff. Shaver said they have received a block grant for this project.

*Item 47 Pavement Management Plan 2013-2017 and Item 48 Pavement Management Plan 2018-2022:*

Shaver said this is in cooperation with the Public Works Department who retained a consultant service to update the Pavement Management Plan, originally done for the Parks System in 1995. The Plan establishes a uniform procedure for pavement maintenance by establishing a Pavement Condition Index (PCI). The PCI is a rated scale of 1-100 based on the state of the asphalt. Pavement repairs are scheduled based on a rating. A PCI rating over 70 is satisfactory and pavement ratings improve up to a scale maximum of 100. The goal is to maintain an average pavement PCI rating of 70 (“satisfactory”) or better. The Expo center is not included in the current scope pending the completion of the Expo Master Plan. Money may be allocated to the Expo Center for minor repairs as necessary. This project is partially funded with Tarmann Parkland Acquisition Fund Balance in accordance with the policy adopted in enrolled ordinance 170-87. In 2017, the major projects include the Muskego Park entrance road and campground road, and Retzer Nature Center roadway.

**Schedule and Follow up on Capital Projects for Future Meetings**

Mader and Decker said if anything comes up in the Committees to bring it to the Executive Committee for discussion.

**County Board Committee Reports by Committee Chairs for the Following 2016 Meetings:**

Public Works of September 15 – Swan reported the committee approved multiple bids, considered an ordinance, and discussed and considered the capital projects related to Public Works.

Health and Human Services of September 15- Heard an overview of programs including Birth-to-Three, After-Hours, Medical Assistance adult unit, Adult Protective Services, and approved the Health and Human Services Board appointments at the Mental Health Center.

Judiciary and Law Enforcement of August 23 & September 16- Wolff reported the committee discussed and considered capital projects related to Judiciary and Law Enforcement, and an ordinance.

Parks and Land Use of August 16- Zimmerman reported the committee considered ordinances and heard an overview of the Environmental Health Division.

Human Resources of August 16 – Nelson reported the committee considered an ordinance.

Finance of August 17 & September 7- Heinrich reported the committee considered ordinances, heard reports on the digitizing of records, the payroll system upgrade, an annual report on property values, and an update on alcohol treatment fees and revenue goals.

Motion: Wolff moved, second by Zimmerman to adjourn the meeting at 10:34 a.m. Motion carried 7-0.

Respectfully submitted,

Peter Wolff  
Committee Secretary