

Minutes of the Finance Committee

Wednesday, January 18, 2017

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

Present: Supervisors Jim Heinrich, Tim Dondlinger, Tom Michalski, Duane Paulson, and Ted Wysocki. **Absent:** Richard Morris and Steve Whittow.

Also Present: Chief of Staff Mark Mader, Clerk of Circuit Courts Kathy Madden, Risk/Purchasing Manager Laura Stauffer, Highway Operations Manager Pete Chladil, Business Manager Betsy Forrest, Information Technology Infrastructure Administrator Al Mundt, Budget Management Specialist Bill Duckwitz, Facilities Manager Shane Waeghe, Construction Project Supervisor Jeff Lisiecki, Southeastern Wisconsin Regional Planning Commission (SEWRPC) Executive Director Ken Yunker, and SEWRPC Assistant Director Kevin Muhs. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of December 14

MOTION: Dondlinger moved, second by Michalski to approve the minutes of December 14. Motion carried 5-0.

Next Meeting Date

- February 22 (Wysocki absent)

Chair's Executive Committee Report

Heinrich highlighted the following items discussed at the last Executive Committee meeting.

- Approved ordinance 171-O-072 titled "Delegation Of Authority To Approve Functional Executive Classification Changes For Highways In Rural Areas."
- Went into closed session to discuss MMFHC vs. Waukesha County.
- Heard presentations on the Wisconsin Workforce Development Association Board and the Regional Transit Leadership Council Executive Committee.

Announcements

Paulson requested a thorough explanation of Ordinance 171-O-072 on the County Board floor.

Nomination and Election of Secretary

MOTION: Paulson moved, second by Dondlinger to elect Michalski as secretary. Motion carried 5-0.

Ordinance 171-O-073: Modify 2017 Budget Of The Circuit Court Services To Appropriate Expenditures For The Purchase Of New Jury Box Seating With Reserved Fund Balance From Juror Service Fee Donations From Prior Years

Madden discussed this ordinance which authorizes the use of \$7,400 to purchase upgraded jury chairs. Madden said she has received complaints and the chairs are very old and show wear. Funds are available due to prior year donations from jurors who have chosen not to accept some or all of their statutory service payment or travel reimbursement payments. The Voluntary Juror Donation

Program allows the use of these funds for jury improvement needs. This ordinance results in no additional direct tax levy impact.

Heinrich asked if the chairs were plush and brought up the possibility of bed bugs. Madden said the chairs will be covered in a durable faux black leather. Dondlinger asked if \$500 per chair was typical whereby Madden said yes. She indicated she did not buy the least nor the most expensive. Madden also noted she had a difficult time finding an area vendor of these types of chairs.

MOTION: Wysocki moved, second by Dondlinger to approve Ordinance 171-O-073. Motion carried 5-0.

Annual Report on the Disposal of Fixed Assets

Stauffer discussed this report as outlined which included information on items transferred to/from surplus, sold surplus, and total revenues. Surplus items sold in 2016 included vehicles, office furniture, PCs, and seized assets (Sheriff's Department) and totaled \$356,321.53.

MOTION: Michalski moved, second by Paulson to accept the annual report on the disposal of fixed assets. Motion carried 5-0.

Fund Transfer 2016-400-01: Public Works – Transfer Funds from Interdepartmental Expenses to Personnel Expenses

Chladil said this fund transfer totaling \$65,000 will cover above-budget overtime costs due to additional summer projects and December weekend snowstorms. Funds are available due to lower fuel prices.

MOTION: Wysocki moved, second by Dondlinger to approve Fund Transfer 2014-400-01, Public Works. Motion carried 5-0.

Contract Procurement Process for Help Desk Services

Mundt advised this five-year contract was awarded to ABS Associates, the highest rated proposer, for a total contract cost of \$729,849. The first year contract cost (which includes a one-time implementation fee) is \$175,100 and the first year budgeted amount is \$180,000. Four contractors submitted RFPs for consideration.

MOTION: Michalski moved, second by Dondlinger to approve the contract procurement process for help desk services. Motion carried 5-0.

Contract Procurement Process for Architectural and Engineering Services for the Courthouse Project (Demo and Construction) – Capital Project #201418

Waeghe advised this three-year contract was awarded to Zimmerman Architectural Studios, the highest rated proposer, for a total contract cost of \$1,799,586. The first year cost is \$333,755 and the first year budgeted amount is \$700,000. The total amount budgeted for design is \$2,275,000. Two contractors submitted RFPs for consideration.

MOTION: Wysocki moved, second by Michalski to approve the contract procurement process for architectural and engineering services for the Courthouse Project (demo and construction). Motion carried 5-0.

Contract Procurement Process for Architectural and Engineering Services for Demolition of the Former Health & Human Services Building and Parking – Capital Project #201503

Waeghe advised this two-year contract was awarded to FEH Design, the highest rated proposer, for a total contract cost of \$125,000. The first year cost is \$90,144. The total budgeted amount for design, demolition, and parking is \$3,320,000. The contract cost was renegotiated from \$145,313 to include 50/50 revenue sharing on the sale of all salvageable items prior to construction. Four contractors submitted RFPs for consideration.

MOTION: Paulson moved, second by Dondlinger to approve the contract procurement process for architectural and engineering services for demolition of the former Health & Human Services Building and parking. Motion carried 5-0.

Educational Presentation on the Southeastern Wisconsin Regional Planning Commission (SEWRPC) and Review Guidelines for Road Expansions

Yunker and Muhs were present to discuss this item and Copies of “Design Guidelines for Capacity Expansion of Arterial Streets and Highways” were distributed. SEWRPC serves one urban region consisting of seven counties, and 148 cities, villages, and towns. They are the advisory commission for planning to local, county, and state governments. This includes issues pertaining to highways, transit, sewage treatment facilities, water supply, water quality, flood management, land use, environmental corridors, natural areas, and parks and open space. SEWRPC has worked with Waukesha County and the seven county region since the 1960s to develop Regional Transportation Plans. Besides advisory, SEWRPC decides to which municipalities certain grant funds for road projects are awarded.

Yunker noted the Vision 2050 Plan, adopted in 2016, will be reviewed at an upcoming Waukesha County Board meeting. This plan includes Waukesha County arterial street and highway recommendations. For plan implementation, staff review and refine capacity expansion recommendations of the regional plan. Staff will also analyze and recommend the level of government – state, county, or local – and which should have jurisdictional responsibility for each arterial street and highway in the county. Arterials with existing and/or future average weekday traffic volumes exceeding design capacity are considered for capacity expansion. New arterial roadways are constructed to address capacity issues on adjacent streets and highways. State and local fiscal conditions are also taken into consideration. Planning and expansion philosophy was discussed in length.

MOTION: Wysocki moved, second by Paulson to adjourn at 10:23 a.m. Motion carried 5-0.

Respectfully submitted,

Thomas A. Michalski
Secretary