

Minutes of the Public Works Committee

Thursday, June 13, 2019

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

Present: Supervisors Keith Hammitt, Darlene Johnson, Jennifer Grant, Richard Morris, Tom Schellinger, and Steve Whittow. Whittow left the meeting at 9:30 a.m. **Absent:** Dave Swan (Chair).

Also Present: Legislative Policy Advisor Sarah Spaeth, Senior Civil Engineers Karen Braun and Bruce Barnes, Senior Financial Analyst Rhiannon Cupkie, Waukesha Metro Transit Manager Brian Engelking, Wisconsin Coachlines President Tom Dieckelman, County Board Supervisors Tom Michalski and Jim Heinrich, Engineering Services Manager Carolyn Gellings, Budget Management Specialist Bill Duckwitz, and Michael Radtke of EMCS, Inc.

Approve Minutes – May 16, 2019

MOTION: Whittow moved, second by Johnson to approve the minutes of May 16. Motion carried 6-0.

Executive Committee Report – May 20, 2019

Spaeth said the Executive Committee, at their last meeting, discussed and approved the follow-up report on the FMIS audit, the audit scope for the Health & Wellness Center, the legal advertising contract with the Waukesha Freeman, two appointments, and two ordinances. They also heard an update on customer service data and reviewed county board sizes and salaries.

Future Meeting Dates

- July 11, 2019
- August 15, 2019

Discuss And Consider Ordinance 174-O-036 Laying Out, Relocation And Improvement Of County Trunk Highway M N. Calhoun Rd. To N. 124th Street Waukesha County Project I.D. 2759-03-00. Revision #2

Braun and Gellings discussed this ordinance as outlined which authorizes the second revision to the laying out, relocation and improvement of the CTH M, North Avenue, in the City of Brookfield and the Village of Elm Grove. The County will acquire rights of way and other interests as shown on the Plat of Right of Way Required for CTH M North Avenue N. Calhoun Road to N. 124th St. project.

MOTION: Morris moved, second by Whittow to approve Ordinance 174-O-036. Motion carried 6-0.

Discuss And Consider Ordinance 174-O-038 Modify 2019 Capital Budget To Increase Design Expenditures For Capital Project 201603 CTH O & CTH I Intersection Reconstruction

Barnes discussed this ordinance as outlined which modifies the 2019 capital project budget to increase expenditure authority by \$65,000 for design expenses for the CTH O & CTH I intersection

reconstruction project. The ordinance also increases the use of capital project fund balance by \$65,000 to fund these expenditures. Overall design costs (including both the federally-funded and County share) are projected to increase by \$121,000, from \$223,000 to \$344,000 (includes both design and WisDOT Review expenses). The impact to the County's share of costs is partially offset by an increase in federal funding by \$56,000, from \$178,000 to \$234,000. This results in a net increase in the County's share of design costs by \$65,000, from \$45,000 to \$110,000.

Barnes said additional design work is needed to help limit the increase in projected construction costs. Based on this design work, staff will identify estimated increases for the construction phase (planned for 2020) in the proposed 2020-2024 Capital Plan. The impact of these cost updates will be offset by cost reductions elsewhere in the plan. Capital project fund balance is used to fund this cost increase so no additional tax levy impact is expected.

MOTION: Whittow moved, second by Schellinger to approve Ordinance 174-O-038. Motion carried 6-0.

2018 Transit Report

Cupkie and Engelking discussed the year-end 2018 report on transit routes and contracts with the City of Waukesha which included per route data such as total rides, revenue hours and miles, operating expenses and revenues, and operating investment.

Answering Grant's question, Cupkie said the goal is 10 riders per revenue hour and the department prefers to make adjustments to the route rather than eliminate it completely. Hammitt questioned if the County is being good stewards of the taxpayers by keeping routes that aren't performing well. To answer Johnson's question, Engelking said Uber and Lyft are not competitors with our transit commuter routes because of the cost difference.

Whittow left the meeting at 9:30 a.m.

Discuss And Consider Ordinance 174-O-037 Modify 2019 Transit Budget For Additional 2018 Local Share Costs

Cupkie and Engelking discussed this ordinance which authorizes the transfer of \$92,638 of appropriations from the Contingency Fund to cover additional operating expense related to an independent audit of the 2018 Transit program. Contingency funds are being requested because this is a one-time payment that was unanticipated in the 2019 budget.

The County's transit program is provided through third-party contracts and is administered by the City of Waukesha. Federal and state funding covers a specific percentage of transit costs which varies from year to year and the County funds the remainder as a local share. After fiscal year end, auditors determine whether the County's transit system was billed at a rate that was higher or lower than it was eligible. In this case, auditors determined that federal and state reimbursements were too high by \$92,638 in 2018, and that the county has to pay for this additional local share.

In previous years, the opposite situation has occurred and the auditors determined that the County had been eligible for higher levels of federal and state reimbursements, resulting in additional revenue to the County. These additional revenues contributed to favorable budget results in prior years which had a positive impact on General Fund balance. The Contingency Fund is funded each

year with General Fund balance and at year-end, any remaining funds lapse to the General Fund balance. This ordinance does not result in a direct levy impact.

MOTION: Morris moved, second by Schellinger to approve Ordinance 174-O-037. Motion carried 5-0.

Legislative Update

Spaeth updated the Committee on the Joint Finance Committee's votes on the state budget related to transportation, children and families, and health services.

MOTION: Johnson moved, second by Morris to adjourn at 9:35 a.m. Motion carried 5-0.

Respectfully submitted,

Darlene M. Johnson

Darlene M. Johnson
Secretary