

173<sup>rd</sup> BOARD YEAR  
LEGISLATIVE ITEMS RECEIVED FOR COMMITTEE REFERRAL

File No.	Rec/Ref	Referred to:	Title
173-O-019	06/06/18 06/07/18	Land Use Finance	ORD: Accept Additional Home Investment Partnership (Home) Program Funds And Community Development Block Grant Funds (CDBG) For The 2018 Program Year And Modify The 2018 Budget
173-O-020	06/06/18 06/07/18	Public Works	ORD: Laying Out, Relocation And Improvement Of County Trunk Highway I, Ehr Drive To Point Drive, Waukesha County – Project I.D. 3773-01-00
173-O-021	06/06/18 06/07/18	Public Works Executive Finance	ORD: Approve First Amendment To Spring City Aviation, Inc. Operating Agreement
173-O-022	06/06/18 06/07/18	Public Works Finance	ORD: Approve Aircraft Maintenance Hangar Lease Agreement With Plane Safe Aircraft Maintenance, Inc. At Waukesha County Airport/Crites Field
173-O-023	06/06/18 06/07/18	H&HS	ORD: Reauthorize The Use Of The Secure And Non-Secure Detention Facilities For Short Term Detention
173-O-024	06/27/18 07/03/18	Land Use	ORD: Amend The District Zoning Map Of The Town Of Lisbon Zoning Code By Rezoning Certain Lands Located In Part Of The Se ¼ Of Section 25, T8N, R19E, Town Of Lisbon, Waukesha County, Wisconsin, From The A-10 Agricultural District To The P-I Public And Institutional District (RZ11)
173-O-025	06/27/18 07/03/18	Land Use	ORD: Amend The District Zoning Map Of The Town Of Lisbon Zoning Code By Conditionally Rezoning Certain Lands Located In Part Of The W ½ Of The NE ¼ Of Section 19, T8N, R19E, Town Of Lisbon, Waukesha County, Wisconsin, To Establish A Planned Unit Development Overlay District (RZ12)
173-O-026	06/27/18 07/03/18	Land Use	ORD: Amend The Text Of The Town Of Mukwonago Zoning Code By Amending And Repealing Various Sections Relating To Conditional Use Provisions (RZ8)
173-O-027	06/28/18 07/03/18	Public Works	ORD: Modify Speed Zone On County Trunk Highway MD
173-O-028	06/28/18 07/03/18	Public Works	ORD: Modify Speed Zone On County Trunk Highway V V
173-A-011	06/28/18 07/03/18	Executive	APPT: Steven Betzler to the Airport Operations Commission
173-A-012	07/02/18 07/03/18	Executive	APPT: Richard Bayer to the Board of Adjustment
173-A-013	07/02/18 07/03/18	Executive	APPT: Analiese Smith to the Metro Waste Facilities Monitoring Committee
173-A-014	07/02/18 07/03/18	Executive	APPT: Analiese Smith to the Advanced Disposal Emerald Park Landfill Committee
173-A-015	07/02/18 07/03/18	Executive	APPT: Mary Reich to the Public Health Advisory Committee
173-O-029	07/31/18 08/09/18	Land Use	ORD: Approve First Amendment To Millpointer Property Residential Use Agreement

173<sup>rd</sup> BOARD YEAR  
LEGISLATIVE ITEMS RECEIVED FOR COMMITTEE REFERRAL

File No.	Rec/Ref	Referred to:	Title
173-O-030	08/02/18 08/09/18	Land Use Finance	ORD: Execute Subgrantee Agreements And HUD Grant Agreement For Community Development Block Grant (CDBG) And Home Investment Partnership (Home) Programs For The 2019 Program Year
173-O-031	08/07/18 08/09/18	Land Use Finance	ORD: Authorize Department Of Parks And Land Use To Acquire Real Estate Interests To Complete The Lake Country Trail STH 67 Underpass Project, Waukesha County Project I.D. 3852-05-00
173-O-032	08/07/18 08/09/18	Public Works Executive	ORD: Amend Waukesha County Code Of Ordinances By Repealing And Recreating Chapter 15, Division 4 Of Article II, Sections 15-51 Through 15-59 Regarding Access To And Alterations In County Trunk Highways
173-A-016	08/06/18 08/09/18	Executive	APPT: James Dwyer to the Southeastern Wisconsin Regional Planning Commission
173-A-017	08/06/18 08/09/18	Executive	APPT: Patricia Carriveau to the Aging and Disability Resource Center Advisory Board
173-A-018	08/06/18 08/09/18	Executive	APPT: Susan Schweda to the Aging and Disability Resource Center Advisory Board
173-A-019	08/08/18 08/09/18	Executive	APPT: Phyllis Wesolowski to the Aging and Disability Resource Center Advisory Board
173-O-033	08/02/18 08/09/18	Executive Finance	ORD: Amend Waukesha County Code Of Ordinances, Section 7-95 Regarding Travel Expenses
173-O-034	08/08/18 08/09/18	Executive Finance	ORD: Approve WOW Consortium Agreement And Authorize Waukesha County As The Fiscal Agent Of The Workforce Development Board
173-O-035	08/02/18 08/09/18	Judiciary Finance	ORD: Accept The 2018 State Of Wisconsin Department Of Transportation Highway Safety Grant And Modify Waukesha County Sheriff Department's 2018 Budget To Authorize Grant Expenditures
173-O-036	08/08/18 08/09/18	Judiciary Finance	ORD: Authorize Use Of Jail Assessment Revenue For Medical Services For Jail Inmates
173-O-037	08/02/18 08/09/18	HR Finance	ORD: Authorize Vacation And Sick Leave Benefits For Newly-Hired Corrections, Telecommunications And Law Enforcement Staff
173-O-038	08/08/18 08/09/18	HR Land Use Finance	ORD: Create One Workforce Development Board Director Position And Modify Waukesha County Parks And Land Use 2018 Budget To Appropriate Waukesha-Ozaukee-Washington Workforce Development Board Grant Funds
173-O-039	08/08/18 08/09/18	HR Finance	ORD: Approve Modifications To Compensation And Benefit Structures For Non-Represented Employees

1 APPROVE FIRST AMENDMENT TO MILLPOINTER  
2 PROPERTY RESIDENTIAL USE AGREEMENT  
3  
4

5 WHEREAS, consistent with the Waukesha County Park and Open Space Plan, the County Board  
6 adopted Enrolled Ordinances 167-19 and 168-61 to acquire the Joanne M. Millpointer Revocable  
7 Trust property located in the Village of Nashotah, commonly referred to as N45 W33206  
8 Wisconsin Avenue (Tax Key No. NSHV 0741.998) to become part of Nashotah Park, and  
9

10 WHEREAS, through a Residential Use Agreement, Joanne Millpointer was given the ability to  
11 live in the house on the property for a maximum of five years, with an expiration date on  
12 December 20, 2018; and  
13

14 WHEREAS, to assist in living arrangement transition for Joanne Millpointer, the County agrees  
15 to extend the term of the Residential Use Agreement until April 1, 2019; and  
16

17 WHEREAS, an amendment to the Residential Use Agreement is necessary to effectuate this  
18 extension.  
19

20 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
21 that the First Amendment to Residential Use Agreement, on file with the Waukesha County  
22 Department of Parks and Land Use, extending the termination date of the Residential Use  
23 Agreement to April 1, 2019 is hereby approved.  
24

25 IT IS FURTHER ORDAINED that the Director of the Waukesha County Department of Parks  
26 and Land Use, or his designee, is authorized, on behalf of Waukesha County, to execute the First  
27 Amendment to Residential Use Agreement, and to take all other actions necessary to implement  
28 the same.

**FIRST AMENDMENT TO RESIDENTIAL USE AGREEMENT**  
**Joanne Millpointer**

THIS FIRST AMENDMENT TO RESIDENTIAL USE AGREEMENT (“First Amendment”), dated as of the latter of the signature dates below, is by and between Waukesha County (“COUNTY”) and Joanne Millpointer (“Millpointer”).

WHEREAS, COUNTY and Millpointer entered into a Residential Use Agreement dated December 27, 2013 whereby the COUNTY authorized Millpointer to continue to use for residential purposes a house and property owned by the COUNTY and formerly owned by Millpointer in the Village of Nashotah, Wisconsin commonly referred to as N45 W33206 Wisconsin Avenue (Tax Key No. NSHV 0741.998); and

WHEREAS, the Residential Use Agreement is set to expire by its own terms on December 20, 2018; and

WHEREAS, it is in the interest of both parties to extend the Residential Use Termination Date; and

WHEREAS, the COUNTY and Millpointer therefore wish to amend the Residential Use Agreement to extend the Residential Use Termination Date.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, COUNTY and Millpointer agree as follows:

1. **Residential Use Termination Date.** Paragraph 3 of the Residential Use Agreement is hereby deleted in its entirety and replaced with the following:

Millpointer shall vacate the Property and House by the Residential Use Termination Date. The Residential Use Termination Date shall be April 1, 2019 unless one of the following occurs earlier:

- a. Millpointer voluntarily vacates the Property;
- b. Millpointer is no longer able to occupy the Property due to medical incapacities;
- c. The Property is damaged exceeding the percentage contained in Paragraph 19;
- d. Millpointer fails to undertake repairs to the Property as required in Paragraph 19;
- e. The House is rendered or determined to be uninhabitable or is condemned; or
- f. This Agreement is terminated pursuant to Paragraph 20.

2. **Other Terms and Conditions Remain.** Except as expressly set forth in this First Amendment, the Residential Use Agreement otherwise is unmodified and remains in full force and effect.

3. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meaning as defined in the Residential Use Agreement.

**Joanne Millpointer**

**WAUKESHA COUNTY**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joanne M. Millpointer

\_\_\_\_\_  
Dale R. Shaver, Director  
Department of Parks and Land Use

1 EXECUTE SUBGRANTEE AGREEMENTS AND HUD GRANT AGREEMENT FOR  
2 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT  
3 PARTNERSHIP (HOME) PROGRAMS FOR THE 2019 PROGRAM YEAR  
4  
5

6 WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has qualified  
7 Waukesha County as an entitlement Urban County, and along with participating counties and  
8 municipalities is eligible to receive federal funding to provide benefits primarily to low and  
9 moderate income households as well as to meet specific community needs through the  
10 Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME)  
11 programs; and  
12

13 WHEREAS, Waukesha County, as the grantee, has been authorized by the Waukesha County  
14 Board of Supervisors to participate and accept funding; and  
15

16 WHEREAS, the Parks and Land Use Department 2019 Proposed Budget includes HUD funding  
17 estimated at \$1,426,915 for the CDBG program and \$1,410,331 for the HOME program for total  
18 HUD funding of \$2,837,246; and  
19

20 WHEREAS, Waukesha County estimates revolving loan for CDBG of \$275,000; program  
21 income for CDBG of \$80,000; and program income for the HOME program of \$200,000, which  
22 is also included in the 2019 Proposed Budget, and  
23

24 WHEREAS, subgrantees, participating counties and municipalities will enter into subgrantee  
25 agreements with Waukesha County to use HUD funds mainly designated to benefit low and  
26 moderate income (at-risk) persons and specific needs of participating jurisdictions.  
27

28 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
29 that the County Executive of Waukesha County is hereby authorized to:  
30

- 31 1. Execute on behalf of Waukesha County, required subgrantee agreements for use of  
32 HUD grant funds.
- 33 2. Execute appropriate amendments to subgrantee agreements, which are deemed  
34 reasonable and appropriate by the County Executive and the Community  
35 Development Block Grant Board and the HOME Consortium Board.
- 36 3. Execute on behalf of Waukesha County a Grant Agreement and an Annual Plan  
37 requesting funds for Federal Fiscal Year 2019 with the U.S. Department of Housing  
38 and Urban Development.  
39

40 BE IT FURTHER ORDAINED that Community Development program administration is  
41 authorized to accept the anticipated 2019 HUD funding for CDBG program funds of \$1,426,915  
42 and HOME program funds of \$1,410,331.  
43

44 BE IT FURTHER ORDAINED ORDAINED that if actual federal Housing and Urban  
45 Development (HUD) award notification amounts are less than estimated, an appropriate  
46 reduction of subgrantee grant amounts will be required by the CDBG and HOME Boards and  
47 notification of any decreases will be sent to the Finance Committee and the Community  
48 Development expenditures will be limited to the amount of the award notification.

<u>Full Agency Title</u>	<u>Project</u>	<u>Recommendation</u>
Big Brothers Big Sisters of Metropolitan Milwaukee	Mentoring Program	\$8,721
City of Waukesha	ADA & Public Improvements	\$94,668
City of Waukesha	Adaptive Recreational Programs	\$6,600
City of Waukesha	Downtown Façade	\$35,000
City of Waukesha	Downtown Streetscape	\$25,000
City of Waukesha	Historic Springs Restoration	\$20,000
City of Waukesha	Landmark Paint & Repair	\$10,000
City of Waukesha	Saratoga/Haertel Field Summer Playground	\$6,600
City of Waukesha	Senior Activity Coordinator	\$12,789
City of Waukesha	Sentinel Park Summer Program	\$6,600
Community Outreach Health Services	Health Clinic	\$6,299
Easter Seals	Safe Babies/Healthy Families	\$19,865
ERAs Senior Network	Faith in Action	\$7,268
Family Service Agency	C.A.R.E Center	\$10,000
Greater Waukesha Literacy	Literacy & Employment Support	\$28,879
Habitat for Humanity	Acquisition of In-Fill Lots	\$100,000
Hebron House	Emergency Shelter	\$33,000
Hope Center	Clothing Shop	\$28,500
Hope Center	Day Center	\$25,870
Hope Center	Employment Transportation Assistance	\$8,000
Hope Center	Outreach Meal Program	\$50,000
Housing Resources Inc	Homebuyer Education & Counseling	\$20,000
Lake Area Free Clinic	Dental Services	\$5,000
Lake Area Free Clinic	Medication Assistance	\$6,299
MEDC	Revolving Loan Fund	\$250,000
Metropolitan Milwaukee Fair Housing	Fair Housing Services	\$25,000
NAMI	SSI/SSDI Outreach	\$5,000
Oconomowoc Silver Streak	Vehicle Replacement	\$7,752
Parent's Place	Community Education Program	\$8,208
Richard's Place, Inc.	HIV/AIDS Support	\$5,330
Seniors on the Go! Taxi Service, Inc.	Vehicle Replacement	\$7,752
Salvation Army	Emergency Lodge	\$8,237
Salvation Army	Community Meal Program	\$18,468
St. Joseph's Medical Clinic	Prescription Payment Assist.	\$9,450
TBD	5-Year Consolidated Plan	\$30,000
TBD	Unallocated	\$58,145
The Women's Center	Case Management – Transitional Living	\$6,783
The Women's Center	Children's Sexual Abuse Counseling	\$14,535
The Women's Center	Emergency Shelter	\$29,070
The Women's Center	Employment Program	\$26,400
Village of Butler	Butler Business Façade Program	\$50,000
Waukesha County	ADA Paving Muskego Campground	\$200,852
Waukesha County	Administration	\$274,000
WI Partnership	Housing Rehabilitation	\$131,975
WWBIC	Business Owner	\$40,000
<b>Total</b>		<b>\$1,781,915</b>

Projects/Activities recommended for the 2019 HOME funding:

<b>HOME PROGRAM</b>		
HOME Program	Administration	\$161,033
	Housing Development	\$437,748
CHDO Reserve	TBD	\$211,550
CORE Programs	Downpayment Assistance Program	\$400,000
	Housing Rehabilitation Program	\$225,000
	Purchase Rehabilitation Program	\$175,000
		<b>\$1,610,331</b>



**FISCAL NOTE**

**EXECUTE SUBGRANTEE AGREEMENTS AND HUD GRANT AGREEMENT FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT  
PARTNERSHIP (HOME) PROGRAMS FOR THE 2019 PROGRAM YEAR**

This ordinance authorizes the County Executive to execute agreements with the Federal Government to accept up to \$2,837,246 of Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) grants and program income as shown below.

<b>Funding Purpose</b>	<b>Programs</b>		<b>TOTALS</b>
	<b>CDBG</b>	<b>HOME</b>	
2019 Subgrantee HUD Grants Amounts	\$1,426,915	\$1,410,331	\$2,837,246
2019 Revolving Loan/Program Income	\$ 355,000	\$ 200,000	\$ 555,000
<b>2019 Estimate</b>	<b>\$1,781,915</b>	<b>\$1,610,331</b>	<b>\$3,392,246</b>

If the Federal Housing and Urban Development (HUD) funding allocation awards are less than the estimated amount, the CDBG and HOME Consortium Boards will make appropriate reductions to subgrantee grant amounts, and send a notification of any decreases to the Finance Committee. The Community Development expenditures will be limited to the amount of the HUD award notifications. According to the Department of Parks and Land Use, all subgrantee agreements for projects will include clauses providing for grant funding decreases, if necessary.

If the final Federal appropriation amount is greater than the estimated amount of \$2,837,246 an ordinance to appropriate the additional funding will require future County Board approval to increase the CDBG and HOME program expenditure appropriations and revenue budgets accordingly.

This ordinance has no direct tax levy impact.

*Lawrence M. Dahl*  
Lawrence M. Dahl  
Accounting Services Manager

1            AUTHORIZE DEPARTMENT OF PARKS AND LAND USE TO ACQUIRE  
2            REAL ESTATE INTERESTS TO COMPLETE THE LAKE COUNTRY TRAIL  
3            STH 67 UNDERPASS PROJECT WAUKESHA COUNTY  
4            PROJECT I.D. 3852-05-00  
5  
6

7            WHEREAS, Waukesha County is interested in developing lands for public outdoor recreation  
8            purposes as described in Appendix A of the Comprehensive Development Plan for Waukesha  
9            County; and  
10

11           WHEREAS, the Waukesha County Board has approved the Lake Country Trail STH 67  
12           Underpass as a Capital Project (#201607) within the adopted Five-Year Capital Project Plan  
13           (hereinafter referred to as "Project"); and  
14

15           WHEREAS, during the preliminary design phase (30% completion) of the Project it was  
16           determined that additional real estate interests were necessary to complete the Project; and  
17

18           WHEREAS, the easement granted to Waukesha County by Target Corporation requires  
19           expansion; and  
20

21           WHEREAS, the easement granted to Waukesha County by Wisconsin Electric Power Company,  
22           previously identified at the eastern side of the Project is slightly too narrow for the proposed  
23           Project components; and  
24

25           WHEREAS, proposed trail development and construction will impact an existing Kwik Trip sign  
26           located on the property owned by Convenience Store Investments, in its current location, and  
27           require land interests; and  
28

29           WHEREAS, adjacent property owners, Target Corporation, Wisconsin Electric Power Company,  
30           and Convenience Store Investments, have indicated support for the Project.  
31

32           THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
33           that the Department of Parks and Land Use, through its Director or his designee, is authorized to  
34           acquire real estate interests proposed on the attached DRAFT Real Estate Plat, pending approval  
35           by the Wisconsin Department of Transportation (WisDOT), for purposes of the Project.  
36

37           BE IT FURTHER ORDAINED that the Director of the Department of Parks and Land Use or his  
38           designee is authorized to execute the approved Real Estate Plat and any other documents  
39           necessary to acquire the real estate interests identified in the Real Estate Plat to complete the  
40           Project.  
41

42           BE IT FURTHER ORDAINED that any modifications to the Project with fiscal impacts will be  
43           addressed by a future amendment to the Capital Project.





FISCAL NOTE

AUTHORIZE DEPARTMENT OF PARKS AND LAND USE TO ACQUIRE REAL ESTATE INTERESTS TO COMPLETE THE LAKE COUNTRY TRAIL STH 67 UNDERPASS PROJECT WAUKESHA COUNTY PROJECT I.D. 3852-05-00

This ordinance authorizes the Waukesha County Department of Parks and Land Use to acquire additional real estate interests related to the Lake Country Trail State Highway 67 Underpass project #201607. According to the department, the amount currently budgeted in the capital project should be sufficient for this purpose. Any modification of the project budget overall will require future County Board approval.

This ordinance requires no additional tax levy.

*Lawrence M. Dahl*

---

Lawrence M. Dahl  
Accounting Services Manager

1 AMEND WAUKESHA COUNTY CODE OF ORDINANCES BY REPEALING AND  
2 RECREATING CHAPTER 15, DIVISION 4 OF ARTICLE II, SECTIONS 15-51  
3 THROUGH 15-59 REGARDING ACCESS TO AND ALTERATIONS  
4 IN COUNTY TRUNK HIGHWAYS  
5  
6

7 WHEREAS, Waukesha County is responsible for a county trunk highway system; and

8  
9 WHEREAS, Waukesha County's responsibility includes permitting others to gain access to its  
10 highways and perform other work within the rights of way; and  
11

12 WHEREAS, Waukesha County has in place Chapter 15, Division 4 of the Waukesha County  
13 Code which provides for the orderly conduct of access and alterations to County Trunk  
14 Highways and describes the terms and conditions according to which such work can take place;  
15 and  
16

17 WHEREAS, from time-to-time issues arise which require amending and changing the current  
18 ordinances.  
19

20 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
21 THAT:  
22

23 **SECTION I.** Section 15-51 of the Waukesha County Code shall be repealed and recreated to  
24 read as follows:  
25

26 **Sec. 15-51 Purpose, fees.**  
27

28 This Article is promulgated for the purpose of designating standards within which the county  
29 will issue permit pursuant to section 86.07(2), Wisconsin Statutes, for placing, constructing or  
30 altering driveways, for movement of traffic between county trunk highways and abutting  
31 property or otherwise making excavations or fills, installing culverts or making other alterations  
32 in any county trunk highway or in other manner disturbing any such highway or bridge thereon.

33 The purpose of the design standards herein prescribed is to promote the orderly and safe  
34 movement in and out of private properties in such manner as will constitute a minimum of  
35 interference to through highway traffic, and to control the use of drainage structures and  
36 appurtenances as may be necessary to preserve the physical structure of the highway. The  
37 Department of Public Works shall charge the fee allowed by Section 15-2 of the Code of  
38 Ordinances for each permit granted under this Article.  
39

40 **SECTION 2.** Section 15-52 of the Waukesha County Code shall be repealed and recreated to  
41 read as follows:  
42

43 **Sec. 15-52. Definitions**  
44

45 The following words, terms and phrases, when used in this article, shall have the  
46 meanings ascribed to them in this article, except where the context clearly indicates a  
47 different meaning:  
48

- 49 1. *Access Point*: A constructed vehicular pathway to a single parcel of land adjacent to  
50 the highway or to many parcels of land all of which are adjacent to the constructed  
51 vehicular pathway (public or private street). The term “Access Point” shall be  
52 considered as synonymous with the terms point of access, private drive, residential  
53 driveway, commercial driveway, street opening or any similar term.  
54
- 55 2. *Department of Public Works*: The Waukesha County Department of Public Works.  
56
- 57 3. *Director*: The director of the Waukesha County Department of Public Works.  
58
- 59 4. *Engineer*: The Engineering Services Manager of the Waukesha County Department  
60 of Public Works.  
61

62 **SECTION 3.** Section 15-53 of the Waukesha County Code of Ordinances shall be repealed and  
63 recreated to read as follows:  
64

65 **Sec. 15-53 Permit Required**  
66

67 (a) No person shall construct an Access Point within the meaning of this article until  
68 or unless a valid permit has been obtained from the Department of Public Works. In  
69 addition, no person shall alter, in any way, existing appurtenances or features within the  
70 highway right-of-way including but not limited to, ditches, drainage ways, culverts,  
71 bridges, signs, berms, fences, landscaping, retaining walls or pavement surfaces  
72 (including existing Access Points) until a proper permit therefore has been obtained.  
73

74 (b) Any change of a property’s use may require a permit, alterations and/or  
75 limitations to existing Access Points.  
76

77 (c) A permit may not be granted for the purpose of parking or servicing vehicles or  
78 for advertising, storage, or merchandising of goods on the highway right-of-way.  
79

80 **SECTION 4.** Section 15-54 of the Waukesha County Code of Ordinances shall be repealed and  
81 recreated to read as follows:  
82

83 **Sec. 15-54 Access Point design criteria.**  
84

85 (a) For a land use of a single-family home with private access, a sixteen-foot minimum width  
86 shall be required. For a single-family home with a shared access, a twenty-two to  
87 twenty-four-foot width shall be required.  
88

89 (b) The design criteria of Access Points for mixed developments shall be determined on a  
90 per-case basis by the Department of Public Works as part of the permitting process.

91  
92 (c) For other land uses, the following design criteria shall be applied to Access Points serving  
93 the delineated land uses: (references to types are to specific drawings available through the  
94 Department of Public Works from its "Intersection Details" materials.)  
95

96	1. <i>Multi-Family</i>	<i>Type</i>
97		
98	a. 1-10 Units	C
99		
100	b. 10-20 Units	B
101		
102	c. More than 20 units	A, D
103		
104	2. <i>Subdivisions</i>	<i>Type</i>
105		
106	a. Up to 50 Units	B, D
107		
108	b. More than 50 Units	A, D
109		
110	3. <i>Commercial Industrial</i>	<i>Type</i>
111		
112	a. Up to 25,000 sq. ft.	C
113		
114	b. Greater than 25,000 sq. ft.	A, B, D
115		

116 (d) In the event that the applicant proposes a use not enumerated herein, the Engineer shall  
117 make the determination of the applicable criteria based upon the need to preserve highway  
118 capacity and safety.  
119

120 (e) A bypass lane shall be required for all "T" type intersections when traffic on the adjacent  
121 county highway exceeds two thousand five hundred (2,500) vehicles per day and a bypass lane is  
122 ordered by the engineer.  
123

124 **SECTION 5.** Section 15-55 of the Waukesha County Code of Ordinances shall be repealed and  
125 recreated to read as follows:  
126

127 **Sec. 15-55. Location and Construction Requirements**  
128

129 (a) The location, design, and construction of an access point shall conform to the following:  
130

- 131 1. An Access Point shall be located and restricted as to width as necessary so that the  
132 entire Access Point or roadway and its appurtenances are contained within the  
133 frontage along the highway of the property served. The Engineer may permit the use  
134 of highway rights-of-way to complete construction of the Access Point where said  
135 construction would otherwise be outside the boundaries of applicant's property. At  
136 public highway intersections, an Access Point shall not provide direct ingress or  
137 egress to or from the public highway intersection area and shall not encroach on or



138 occupy areas of the roadway or right-of-way deemed necessary for effective traffic  
139 control or for highway signs or signals.

- 140  
141  
142 2. An Access Point shall be so located and constructed that vehicles either approaching  
143 it or using it will have adequate sight distance in both directions along the highway.  
144 This adequate sight distance shall be defined as follows:  
145  
146 A. For developments of four (4) units or less, the sight distance shall be equal to the  
147 stopping sight distance for the posted speed on the county highway immediately  
148 in front of the property.  
149  
150 B. For developments of more than four (4) residential units and for all other  
151 developments, the sight distance shall be at least equal to the 1990 AASHTO  
152 Design Guide Curve B-2.  
153  
154 3. Except on a controlled-access highway, the number of Access Points permitted  
155 serving single property frontage prior to any land division along a county trunk  
156 highway shall be the minimum deemed necessary by the Engineer for reasonable  
157 service to the property without undue impairment of safety, convenience, and utility  
158 of the highway. Successive land divisions shall not increase the number of Access  
159 Points permitted. However, the number of Access Points permitted shall not be  
160 greater than the following:

Distance	Number of Access Points
0 ft. – 600 ft.	1
600 ft. – 1,500 ft.	2
1,500 ft. – 2,500 ft.	3
2,500 ft. – 1 mile	4

161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173 In addition, a minimum distance of five hundred (500) feet shall be maintained from  
174 the intersection of any federal highway, state highway, county trunk highway, or  
175 other public or private side road. Such distance shall be measured from the centerline  
176 of the Access Point to the nearest edge of pavement of the federal highway, state  
177 highway, county trunk highway or other public or private side road.  
178

- 179 (b) When a property seeking access to a county trunk highway also has frontage on a  
180 city, village or town road, then the access to the property shall be from the city,  
181 village or town road. In exceptional circumstances, the Department of Public  
182 Works will allow access to the county trunk highway but these requests will be  
183 reviewed on a case-by-case basis.  
184

185 (c) For Access Points other than private driveways, vision corner easements shall be  
186 provided if deemed necessary by the Department of Public Works. Vision corner  
187 easements shall begin at a point along the side road (or driveway) centerline one hundred  
188 (100) feet from the centerline of the adjoining county trunk highway and shall traverse  
189 diagonally to a point one hundred fifty (150) feet along the centerline of the county trunk  
190 highway from the center of the side road. Within the area of the vision corner easement,  
191 the height of all plantings, berms, fencing, signs or any other structure shall be limited to  
192 twenty-four (24) inches above the intersection elevation. No roadway access is permitted  
193 over the vision corners from the adjacent lots.

194  
195 (d) Preliminary Survey/Plat Review.

- 196  
197 1. Preliminary or conceptual certified survey maps and subdivision plats which  
198 are adjacent to a county trunk highway shall be sent to the Department of  
199 Public Works during the review process by the local municipality. The  
200 Department of Public Works will undertake a preliminary review of the map  
201 or plat to determine its compliance with the access control requirements of  
202 this Article.  
203 2. Failure of an owner to obtain a preliminary review of a certified survey map  
204 or subdivision plat when adjacent to a county trunk highway may prohibit the  
205 issuance of an access permit from any parcels created as set forth in this  
206 Article.  
207 3. The preliminary approval by the Department of Public Works is based on  
208 terms of this Article, topographic conditions, traffic conditions, speed limits,  
209 other access locations and geometric standards which are existing at the time  
210 that such approval is given.  
211 4. The issuance of a permit to construct a driveway will be based upon  
212 conditions present at the time that the driveway permit is applied for.  
213 Therefore, the preliminary approval may not guarantee the issuance of an  
214 access permit when the permit is applied for.  
215

216 (e) The island area on the right-of-way between successive Access Points or adjoining an  
217 Access Point and between the highway shoulder and right-of-way line shall remain  
218 unimproved for vehicular travel or parking. Such areas shall be considered as restricted  
219 and may be filled in or graded down only as provided by this Article.  
220

221 (f) The surface of the Access Point connecting with rural-type highway sections shall slope  
222 down and away from the edge of pavement a sufficient amount and distance to preclude  
223 ordinary surface water drainage from the Access Point area flowing onto the highway  
224 roadbed.  
225

226 (g) The Access Point shall not obstruct or impair drainage in highway side ditches or  
227 roadside areas. Access Point culverts, where necessary, shall be adequate for surface  
228 water drainage along the highway and in no case less than the equivalent of a fifteen (15)-  
229 inch diameter pipe. The distance between culverts under successive Access Points shall  
230 be not less than ten (10) feet except as such restricted area is permitted to be filled in  
231 under the provisions of this ordinance. The Department of Public Works may opt to  
232 require that all culvert pipes for single family home Access Points be installed by

233 Department of Public Works personnel unless the Engineer approves installation by the  
234 property owner's contractor after notice to the Department of Public Works by the  
235 contractor or property owner. In the event that installation is performed by the permittee  
236 or contractor, prior to backfilling, the Department of Public Works must inspect and  
237 approve the installation. Culvert pipes installed by the Department of Public Works shall  
238 be supplied by the permittee.

239  
240 (h) When any curb or gutter is removed for constructing an Access Point, the new  
241 connections shall be of equivalent acceptable material and curb returns provided or  
242 restored in a neat, workmanlike manner. The Access Point surface shall connect with the  
243 highway pavement and the sidewalk, if any, in a neat, workmanlike manner. The Access  
244 Point construction shall include replacement of sidewalk areas which are inadequate or  
245 become damaged by reason of vehicular travel across the sidewalk.

246  
247 (i) Any highway surfaces, shoulders, ditches and vegetation that are disturbed by the  
248 construction of the Access Point shall be restored to the equivalent of the original  
249 condition by the permittee. In the event that the permittee fails to comply with this  
250 section and the Department of Public Works must engage in restoration work, the  
251 permittee shall be charged an hourly rate in addition to the cost of necessary supplies  
252 used in such work.

253  
254 (j) The restricted area between successive Access Points may be filled in or graded down  
255 only when the following requirements are fully complied with:

- 256
- 257 1. The filling in or grading down shall be to grades approved by the Engineer and except  
258 where highway drainage is by means of curb and gutter, water drainage of the area  
259 shall be directed away from the highway roadbed in a suitable manner.
  - 260 2. Culvert extension under the restricted area shall be of like size and equivalent  
261 acceptable material of the Access Point culvert and intermediate manholes adequate  
262 for clean-out purposes may be required where the total culvert length exceeds one  
263 hundred (100) feet.
  - 264 3. Where no highway side ditch separates the restricted area from the highway roadbed,  
265 permanent provision may be required to separate the area from the highway roadbed,  
266 to prevent its use for Access Point or parking purposes, by construction of a border,  
267 curb, rail or posts deemed adequate by the Engineer.
- 268

269 **SECTION 6.** Section 15-56 shall be repealed and recreated to read as follows:

270  
271 **Sec. 15-56 Public Works Department authority, permit requirements and application**  
272 **process.**

273  
274 (a) The applicant shall complete the required permit forms as supplied by the Department of  
275 Public Works. They shall be submitted to the Department of Public Works along with  
276 supplemental information required by this Article.

277  
278 (b) Applications shall be accompanied by a subdivision plat, certified survey map, plat of survey  
279 or proposed site plan showing the location of the Access Point desired.

- 281 (c) The applicant shall stake the location or centerline of the proposed Access Point in the field  
282 with surveying lath and an identifying colored ribbon.  
283
- 284 (d) Applicants for access to developments with more than one hundred (100) residential units or  
285 fifty thousand (50,000) square feet of building area for commercial, industrial or institutional  
286 development or any combination thereof, shall be required to submit a traffic impact study in  
287 a form as specified by the Department of Public Works. The Department of Public Works  
288 reserves the right to require a traffic study for any development or may require an  
289 abbreviated traffic study if deemed necessary.  
290
- 291 (e) Applicants must represent all parties in interest to the land and the Department of Public  
292 Works shall provide a permit form which requires the applicant to affirmatively state that  
293 they represent all parties in interest.  
294
- 295 (f) Before a permit is issued, the Department of Public Works may require that the permittee  
296 show to the Engineer's satisfaction:  
297 1. That the type of construction and materials to be used by the applicant are suitable  
298 and appropriate for the intended purpose of the applicant; and,  
299 2. That the permittee has a plan to make the installation of the Access Point without  
300 jeopardy to or interference with traffic using the highway.  
301
- 302 (g) No relocations, revisions or additions shall be made to the proposed or existing access point  
303 or its appurtenances on the right-of-way without the written permission of the Engineer.  
304 Upon completion and approval of the Access Point, no revisions may be made without the  
305 prior written approval of the Engineer.  
306
- 307 (h) All permittees must agree, on the form supplied by the Department of Public Works, to hold  
308 the county harmless against any action for personal injury or property damage sustained by  
309 reason of the issuance or exercise of the permit.  
310
- 311 (i) The Department of Public Work's authorization to issue permits pursuant to this Article is  
312 limited to permits for placing, constructing and altering private Access Points, with and  
313 without pipes, for the movement of traffic between county trunk highways and abutting  
314 property, and to landscaping or other minor grading or alterations in roadway slopes and  
315 embankments on county trunk highways adjacent to lands owned by the permittee.  
316
- 317 (j) Permits for such installations or alterations within the limits and conditions established  
318 hereby shall be issued by the Engineer and permits for such installations or alterations  
319 exceeding the limits or conditions established hereby shall be issued only on specific  
320 approval of the Director.  
321
- 322 (k) No permit shall be issued or be valid for construction of an Access Point connecting adjacent  
323 lands directly with the through roadway of a controlled-access highway unless and until such  
324 Access Point is authorized and approved by the Director.  
325

326 **SECTION 7.** Section 15-57 shall be repealed and recreated to read as follows:

327  
328 **Sec. 15-57 Appeal of denial of permit.**

329  
330 Any applicant for a permit under this Article is entitled to pursue an appeal pursuant to Chapter  
331 18, Miscellaneous Provisions, Article IV. Municipal Appeals of the Waukesha County Code of  
332 Ordinances.

333  
334 **SECTION 8.** Section 15-58 shall be repealed and recreated to read as follows:

335  
336 **Sec. 15-58 Violations.**

337  
338 (a) Any Access Point which is found to have been constructed in violation of these  
339 regulations shall be declared illegal. The illegal Access Point shall be treated as follows:

- 340  
341 1. The violator shall be notified, in writing, that he has an illegal Access Point and must  
342 apply for a permit.  
343  
344 2. The violator shall be given ten (10) business days within which to file a proper  
345 application.  
346  
347 3. The violator's application shall be reviewed and either a permit issued or a notice of  
348 correction issued.  
349  
350 4. The violator shall have twenty (20) business days to submit a plan of corrections and  
351 timetable for building same for approval by the Engineer.  
352  
353 5. If the violator fails to apply for a permit or submit a plan of corrections, or implement  
354 the plan in accordance with the timetable, the Access Point shall be removed or  
355 rendered unusable by the Department of Public Works. Costs associated with said  
356 removal or obstruction shall be charged to the violator.  
357

358 (b) Any person, firm or corporation who fails to comply with the provisions of these  
359 regulations shall, upon conviction thereof, forfeit not less than twenty-five dollars (\$25.00) nor  
360 more than two hundred dollars (\$200.00) and the cost of prosecution for each violation, and in  
361 default of payment of such forfeiture and costs shall be imprisoned in the county jail until  
362 payment thereof, but not exceeding thirty (30) days. Each day a violation exists or continues  
363 shall constitute a separate offense. Compliance therewith may also be enforced by court-ordered  
364 injunction at the suit of the county as provided by law.  
365

366 **SECTION 9.** Section 15-59 1. shall be repealed and recreated to read as follows:

367  
368 **Sec. 15-59. Conditions related to reconstruction of county trunk highways.**

369  
370 Should the permittee desire to reconstruct a portion of the county trunk highway in order  
371 to comply with the provisions of this Chapter, the following additional conditions may be  
372 imposed by the Director prior to issuing any permit:

- 373  
374 1. Undertake soil borings and a soil report prepared by an approved firm.  
375 Prepare a pavement design based on the soil boring data and the existing ADT  
376 (Average Daily Traffic) plus a ten (10) percent increase. The design must use

- 377 WDOT pavement design methods. The minimum typical section allowed will  
378 be six (6) inches of asphaltic concrete pavement, HMA Pavement Type 4 MT  
379 58-28S on a base of twelve (12) inches of crushed aggregate base course.  
380
- 381 2. Utility coordination must be completed prior to approval of plans. The coordination  
382 includes documentation showing utility agreements and time schedule for relocation  
383 of any utilities. The copies of utility agreements must be attached to the final plans  
384 and are required prior to issuing any permits or the beginning of construction.  
385
- 386 3. The permittee will hold public information meetings at which the proposed work will  
387 be presented and public comments can be received. The process will give the  
388 opportunity for written comments. Comments will be reviewed by the Department of  
389 Public Works and the Department of Public Works may require changes to the  
390 proposed work based upon comments received.  
391
- 392 4. All grading and paving work within the County highway right of way will be limited  
393 to the period between May 15 and October 15. Exceptions are landscaping and  
394 placement of incidental items (signs, guardrails, etc.).  
395
- 396 5. Permittee is responsible for the placement and maintenance of all barricades and  
397 detours associated with the work. All detour routes must be approved in advance by  
398 the maintaining authorities.  
399
- 400 6. A performance bond, letter of credit, or certified check sufficient to construct the  
401 entire project will be provided to the County and will be returned after the work is  
402 completed to the Department of Public Works' satisfaction. The Permittee will also  
403 provide appropriate liability insurance in amounts as determined by the Department  
404 of Public Works.  
405
- 406 7. The Permittee and the Department of Public Works shall agree upon the need for and  
407 length of time for any road closure. This agreement shall be in writing and signed by  
408 both the Permittee and the Department of Public Works. Should the Permittee fail to  
409 complete work to the satisfaction of the Department of Public Works within the time  
410 agreed upon, a penalty may be imposed upon the Permittee. The penalty shall be  
411 calculated by multiplying the average daily traffic (ADT) on the road prior to the  
412 closure times the detour length in miles times the daily vehicle operating cost as  
413 determined by the Department of Public Works. The penalty shall be imposed for  
414 each and every day that the road remains closed beyond the agreed upon opening  
415 date. Should the Permittee fail to pay said penalty, he shall forfeit his performance  
416 bond in paragraph (6) above.



WAUKESHA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

**MEMO:**

---

DATE: August 3, 2018  
TO: Chairman Paul Decker  
FROM: Paul Farrow  
RE: Re-Appointment of County Representative to Southeastern Wisconsin Regional  
Planning Commission (SEWRPC)

I am pleased to submit to the County Board for your consideration, the reappointment of Mr. James Dwyer to the Southeastern Wisconsin Regional Planning Commission. Mr. Dwyer has been serving diligently as a commissioner since 2007 Mr. Dwyer's term; if reappointed, will end in September of 2024.

PF:kb

cc: Kathleen O. Novack  
Charles L. Colman



WAUKESHA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

**MEMO:**

---

DATE: August 6, 2018  
TO: Chairman Paul Decker  
FROM: Paul Farrow  
RE: Reappointment of Waukesha County Representative to the Waukesha County  
ADRC Advisory Board

I am pleased to submit to the County Board for your consideration, the reappointment of Patricia Carriveau to the Aging and Disability Resource Center Advisory Board. Ms. Carriveau has been serving since August of 2015. Ms. Carriveau's term, if appointed, will expire in August of 2021.

PF:kb

cc: Kathleen O. Novack  
Mary Smith





WAUKESHA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

**MEMO:**

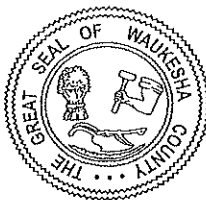
---

DATE: August 6, 2018  
TO: Chairman Paul Decker  
FROM: Paul Farrow  
RE: Reappointment of Waukesha County Representative to the Waukesha County  
ADRC Advisory Board

I am pleased to submit to the County Board for your consideration, the reappointment of Susan Schweda to the Aging and Disability Resource Center Advisory Board. Ms. Schweda has been serving since August of 2015. Ms. Schweda's term, if appointed, will expire in August of 2021.

PF:kb

cc: Kathleen O. Novack  
Mary Smith



WAUKESHA COUNTY  
OFFICE OF THE COUNTY EXECUTIVE

**MEMO:**

---

DATE: August 8, 2018  
TO: Chairman Paul Decker  
FROM: Paul Farrow  
RE: Appointment of Waukesha County Representative to the Waukesha County  
ADRC Advisory Board

I am pleased to submit to the County Board for your consideration, the appointment of Phyllis Wesolowski to the Aging and Disability Resource Center Advisory Board. Ms. Wesolowski has been a Waukesha County resident for forty years, having raised her family in Waukesha County. Ms. Wesolowski retired from AT&T as an assistant manager after 25 years and worked for 10 years at Lake Country Cares Cab as a scheduler and coordinator and then went on to work for the Elmbrook Senior Taxi as the coordinator and Executive Director. Ms. Wesolowski retired from Elmbrook Senior Tax in early 2018 but continues to volunteer within the office of the ADRC for Waukesha County. Ms. Wesolowski would be completing the vacancy left by the retirement of Ms. Margaret Gamez in 2018. Ms. Wesolowski's term, if appointed, will expire in August of 2019.

PF:kb

cc: Kathleen O. Novack  
Mary Smith

1 AMEND WAUKESHA COUNTY CODE OF ORDINANCES,  
2 SECTION 7-95 REGARDING TRAVEL EXPENSES  
3  
4

5 WHEREAS, the Department of Administration met with a focus group containing key staff from  
6 various departments to discuss the travel reimbursement practices; and  
7

8 WHEREAS, the focus group worked together to identify opportunities for increased efficiency  
9 while maintaining strong internal controls; and  
10

11 WHEREAS, the hotel rate limits may lead to stays at hotels that are not within walking distance,  
12 which adds additional transportation related expenses; and  
13

14 WHEREAS, if the above the limit hotel rate within walking distance is less than or equal to the  
15 combined cost of transportation and hotel rate, the hotel rate limitation will be waived; and  
16

17 WHEREAS, staff will be required to provide documentation that going above the allowed limit  
18 is the most economical for the total cost of the trip; and  
19

20 WHEREAS, due to current limitation on travel advances of 90% of estimated cost, each travel  
21 advance doubles the number of checks processed; and  
22

23 WHEREAS, 70 travel advances were processed in 2017, and the final payment for about half of  
24 these advances were under \$50; and  
25

26 WHEREAS, to increase efficiency for County staff, travel advances will be allowed up to 100%  
27 of estimated travel; and  
28

29 WHEREAS, all travel advances will continue to be reconciled and advance payments in excess  
30 of actual expenses incurred are required to be returned within fifteen (15) days after the event of  
31 travel; and  
32

33 WHEREAS, the current County Code with respect to in-state hotel rates have not been updated  
34 since 2012, and normally the state rate in certain cities is unavailable.  
35

36 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
37 that the first paragraph of Section 7.95(a) of the Waukesha County Code of Ordinances shall be  
38 repealed and recreated to read:  
39

- 40 (a) *Reimbursement generally.* Employees and members of boards, committees,  
41 commissions and authorities shall be reimbursed for reasonable and necessary travel  
42 expenses actually incurred in the performance of official duties. Travel shall be  
43 undertaken by the most practical and economic means available. Exception to the  
44 below rates will be allowed if it is the most economical means for the overall cost of  
45 the trip or in instances of ADA compliance.  
46

47 IT IS FURTHER ORDAINED that Section 7.95(a)4A of the Waukesha County Code of  
48 Ordinances shall be repealed and recreated to read:

49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68

*Lodging:* All taxes applicable to lodging and as follows:

- A. In-State. One hundred and twenty dollars (\$120.00), except for Green Bay, Madison, La Crosse, Wisconsin Dells, Appleton, Lake Geneva, or Door County, for which maximum reimbursement shall be \$145 per day or actual cost, whichever is less.

IT IS FURTHER ORDAINED that Section 7.95(d) of the Waukesha County Code of Ordinances shall be repealed and recreated to read:

- (d) *Cash advance.*  
Advance payment of expenses may be obtained for up to one hundred (100) percent of estimated reimbursable travel expenses. Return of advance payment amounts in excess of actual expenses incurred must be made within fifteen (15) days after the event or travel.

BE IT FURTHER ORDAINED that the changes will take effect September 1<sup>st</sup>, 2018

BE IT FURTHER ORDAINED that any code section or part of a section in conflict with this ordinance is hereby repealed and declared null and void and of no effect.

FISCAL NOTE

REPEAL AND RECREATE PORTIONS OF WAUKESHA COUNTY  
CODE OF ORDINANCES,  
SECTION 7-95 TRAVEL EXPENSES

Sections of the Ordinance with fiscal implications include the following:

**SECTION 1. Changes made to Section 7.95(a) of the Waukesha County Code of Ordinances**

Section 1 of this ordinance approves overages on hotel rates if it is a more cost effective option for the County when factoring in required transportation.

**SECTION 2. Changes made to Section 7.95(a)4A of the Waukesha County Code of Ordinances**

Section 2 updates lodging rates for certain high-cost In-State cities and a minimum Out-of-State reimbursement rate. Maximum rates have been increased due to more areas not providing special State rates and/or restrict special rates to state employees only. All lodging rates are reimbursed at the lower of actual daily rate or listed maximum rate. These changes are effective September 1, 2018.

	<b>Current Rate</b>	<b>New Rate</b>
<b>High-cost In-State Cities:</b> Green Bay, Madison, Lacrosse, Wisconsin Dells, Appleton, Lake Geneva, Door County	\$120.00	\$145.00
<b>All other In-State Cities</b>	\$95.00	\$120.00

Any new costs associated with these changes will be absorbed within existing department travel budgets. No new tax levy impact results from this action.

*Lawrence M. Dahl*

Lawrence M. Dahl  
Accounting Services Manager

1 APPROVE WOW CONSORTIUM AGREEMENT AND AUTHORIZE WAUKESHA  
2 COUNTY AS THE FISCAL AGENT OF THE WORKFORCE DEVELOPMENT BOARD  
3  
4

5 WHEREAS, Waukesha County pursues collaborations and partnerships when it is in the interest  
6 of Waukesha County and the other parties; and  
7

8 WHEREAS, the Workforce Innovation and Opportunity Act encourages collaboration and  
9 partnerships to maximize efficiencies; and  
10

11 WHEREAS, the Waukesha-Ozaukee-Washington Workforce Development Board (WOW-  
12 Board) is one of Wisconsin's eleven regional boards originally established by the Workforce  
13 Investment Act of 1998, and is charged with addressing local economic workforce issues in  
14 Waukesha, Ozaukee, and Washington Counties; and  
15

16 WHEREAS, the WOW-Board works in collaboration with local elected officials, economic  
17 development corporations, businesses, and the community to address macroeconomic workforce  
18 issues in the three-county area; and  
19

20 WHEREAS, the WOW-Board receives its funding through federal Workforce Innovation and  
21 Opportunity Act annual allocations and no County tax funding is used to operate the board or its  
22 programs; and  
23

24 WHEREAS, the Workforce Innovation and Opportunity Act defines the allowable workforce  
25 development board, fiscal agent, and board staffing structures; and  
26

27 WHEREAS, a workgroup of WOW-Board staff and board members, Waukesha County staff,  
28 Waukesha, Ozaukee, and Washington County Board Chairs, and workforce system stakeholders  
29 evaluated allowable board, fiscal agent and staffing structures and best practices to determine the  
30 most efficient and cost effective model; and  
31

32 WHEREAS, Waukesha, Ozaukee, and Washington Counties had previously entered into a  
33 Consortium Agreement, pursuant to the Workforce Innovation and Opportunity Act, to define the  
34 three-county workforce development area and the roles of the counties under the Workforce  
35 Innovation and Opportunity Act; and  
36

37 WHEREAS, it is now desirable that Waukesha County serve as the Administrative Entity, Grant  
38 Recipient and Fiscal Agent ("Fiscal Agent") for the WOW-Board; and  
39

40 WHEREAS, the WOW-Board has unanimously approved the recommendation to move the fiscal  
41 agent and board staffing structure to Waukesha County; and  
42

43 WHEREAS, in light of these changes, it is necessary to update the Consortium Agreement, and  
44 for Waukesha County as Fiscal Agent, the Consortium and the WOW-Board to define their  
45 respective responsibilities under the Workforce Innovation and Opportunity Act in a new written  
46 agreement.  
47

48 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
49 that Waukesha County is authorized to serve as the WOW-Board's Fiscal Agent, effective October  
50 1, 2018.

51  
52 BE IT FURTHER ORDAINED that an updated Consortium Agreement of the Waukesha-  
53 Ozaukee-Washington Wisconsin Counties Consortium Under The Workforce Innovation and  
54 Opportunity Act (P.L. 113-128) ("Consortium Agreement") in a form substantially similar to that  
55 on file with the Waukesha County Corporation Counsel is hereby approved.

56  
57 BE IT FURTHER ORDAINED that a Joint Agreement Between Waukesha-Ozaukee-Washington  
58 Wisconsin Counties Consortium and Waukesha-Ozaukee-Washington Workforce Development  
59 Board and Waukesha County, as Administrative Entity, Local Grant Sub-Recipient and Local  
60 Fiscal Agent ("Joint Agreement") in a form substantially similar to that on file with the Waukesha  
61 County Corporation Counsel is hereby approved.

62  
63 BE IT FURTHER ORDAINED that the Waukesha County Corporation Counsel is authorized to  
64 finalize negotiations over the form of the Consortium Agreement and the Joint Agreement and that  
65 the Waukesha County Executive or his designee is authorized to execute the final Consortium  
66 Agreement and Joint Agreement, and any and all other documents necessary to effectuate the intent  
67 of the same.

**CONSORTIUM AGREEMENT**  
**of the**  
**WAUKESHA-OZAUKEE-WASHINGTON WISCONSIN COUNTIES CONSORTIUM**  
**under the**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (P.L. 113-128)**

**THIS AGREEMENT**, made and entered into as of the 1st day of October, 2018 by and between the counties of Waukesha, Ozaukee, and Washington in the State of Wisconsin (hereinafter, the “Counties”) and supersedes and replaces any and all prior consortium agreements or charters between or among the Counties related to the implementation of the Workforce Investment Act and/or its successor the Workforce Innovation and Opportunity Act within the three-county area:

**WHEREAS**, when a local area includes more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials: in the appointment of the members of the local board from the individuals nominated or recommended to be such members in accordance with the criteria in the Workforce Innovation and Opportunity Act (29 U.S.C. Chapter 32); in carrying out any other responsibilities as described in subchapter II of 29 U.S.C. Chapter 32; and in the duties included in Appendix A hereto; and

**WHEREAS**, the County Board of Supervisors of each of the aforementioned Counties did previously adopt resolutions authorizing the County Board Chairperson to sign a charter creating the Waukesha-Ozaukee-Washington Wisconsin Counties Consortium under section 66.30 [now 66.0301], Wisconsin Statutes, in order to administer the provisions of Public Law 105-220, the federal Workforce Investment Act; and

**WHEREAS**, the Workforce Investment Act was amended by Congress and reauthorized as the Workforce Innovation and Opportunity Act (“WIOA”) on July 22, 2014 (Public Law 113-128; 29 U.S.C. §3101 et. seq.); and

**WHEREAS**, in light of the implementation of the WIOA, in 2015 the Counties each executed that certain LEO Consortium Agreement Modification of the Waukesha-Ozaukee-Washington Counties Consortium under the Workforce Innovation and Opportunity Act (P.L. 113-128); and

**WHEREAS**, the Counties now deem it appropriate and advisable to revise and update their charter in the form of this Consortium Agreement; and

**WHEREAS**, the County Board of Supervisors of each of the aforementioned Counties has adopted a resolution authorizing the County Board Chairperson or County Executive to sign this “Consortium Agreement of the Waukesha-Ozaukee-Washington Wisconsin Counties Consortium under the Workforce Innovation and Opportunity Act (P.L. 113-128)” (hereinafter, the “Consortium Agreement”) to operate as the Consortium’s new/revised charter.



**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which each party acknowledges, the Counties do hereby agree to the following:

## **AGREEMENT**

- SECTION 1: That the Counties of Waukesha-Ozaukee-Washington, under the authority granted by Section 66.0301, Wisconsin Statutes, do hereby constitute themselves to be a consortium for the purposes of jointly implementing and exercising their powers and duties under the Workforce Innovation and Opportunity Act of 2014, 29 U.S.C. Chapter 32; Public Law 113-128 (the “WIOA”).
- SECTION 2: The Chairpersons of the County Boards of Supervisors for Ozaukee and Washington Counties and the County Executive of Waukesha County (each a “Local Elected Official”) or their designees shall constitute the Workforce Development Area Consortium of Commissioners (hereinafter, the “Consortium”) which shall appoint the Workforce Development Board (“Board”) pursuant to 29 U.S.C. §§ 3122(b) and 3122(c)(1)(B) (WIOA Sections 107(b) and (c)(1)(B)).
- SECTION 3: The Consortium shall elect from its membership a Chairperson, a Vice Chairperson and such other officers as may be provided in the by-laws. Vacancies shall be filled by election for the remainder of the unexpired term. The Chairperson shall appoint a staff person of one of the Consortium member counties or the administrative entity to serve as board clerk.
- SECTION 4: The Consortium shall name a Chief Elected Official (“CEO”) from its membership. This person shall have signatory authority and authority to speak for the Consortium in all matters regarding the WIOA, and shall perform the duties identified in Appendix A. The term of this designation shall be for the entirety of the selected Local Elected Official’s term in office.
- SECTION 5: Roberts Rules of Order, Newly Revised, shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules or by-laws duly adopted by the Consortium.
- SECTION 6: The Consortium may adopt operational and procedural by-laws consistent with this Consortium Agreement, applicable federal and state laws, and rules or regulations pursuant thereto, including by-laws with respect to the procedure for selection of Workforce Development Board members. By-laws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Consortium at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.
- SECTION 7: The Consortium shall appoint the Workforce Development Board of the area, in accordance with the requirements of 29 U.S.C. §§ 3122(b) and 3122(c)(1)(B)

(WIOA Sections 107(b) and (c)(1)(B)) and applicable rules thereunder, and consistent with any procedures set forth in Appendix A or any by-laws that may be adopted by the Consortium. When a vacancy occurs on the Board in a position representing a particular county, the Local Elected Official for that county shall be entitled to select the qualified replacement member and the CEO shall facilitate appointment of that member to the Board.

SECTION 8: The Consortium shall execute an agreement with the Workforce Development Board requiring the performance of the functions of a “local board” under 29 U.S.C. § 3122(d) (WIOA Section 107(d)), and shall in partnership with the Workforce Development Board, develop and submit Local Plans to the Governor that meet the requirements of 29 U.S.C. § 3123 (WIOA Section 108).

SECTION 9: The Consortium shall perform all functions for “chief elected officials” as contained in the WIOA.

SECTION 10: The Consortium serves as the local grant recipient for and is liable for any misuse of the grant funds allocated to the local area under 29 U.S.C. § 3122(d)(12)(B)(i)(I) and (II) (WIOA Section 107(d)(12)(B)(i)(I) and (II)). The Consortium shall require any administrative entity, local grant sub-recipient and local fiscal agent to provide reasonable protection against liability claims by: requiring directors and officers be covered by insurance; ensuring that the administrative entity maintains appropriate internal controls over the use of grant funds; utilizing language in subcontracts regarding disallowed costs; and conducting routine annual independent audits.

SECTION 11: In the case of any misuse of grant funds allocated to the local area, the Consortium agrees, in accordance with 20 C.F.R. § 683.710(b)(2), to allocate liability as follows: Liability will be determined based upon the particular facts of the situation as to the responsibility of individual Consortium members for the particular funds. For example, if WIOA funds are misused only by the employee(s) or subcontractor(s) of one member of the Consortium, then only that county shall be held liable for the repayment of the misused funds. If more than one Consortium member is involved, then the respective counties will attempt to reach an agreement as to relative liabilities based upon the facts of the situation. If the counties are unable to reach agreement, then the Wisconsin Department of Workforce Development shall make the determination as to respective liabilities.

SECTION 12: This Consortium Agreement shall be effective when executed by the Local Elected Official of each county, following approval and authorization by each respective County Board of Supervisors thereof, and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements.

SECTION 13: Amendments to this Consortium Agreement may be adopted with the concurrence of the Board of Supervisors of each county party hereto. The Consortium may be dissolved and this agreement may be rescinded only with the consent of all the Boards of Supervisors of each county party hereto and the Governor.

IN WITNESS WHEREOF, the parties hereto have caused this Consortium Agreement to be executed by their respective Local Elected Official.

**WAUKESHA COUNTY**

Done this \_\_\_ day of \_\_\_\_\_, 2018.

In the City of \_\_\_\_\_, WI.

By: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**OZAUKEE COUNTY**

Done this \_\_\_ day of \_\_\_\_\_, 2018.

In the City of \_\_\_\_\_, WI.

By: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**WASHINGTON COUNTY**

Done this \_\_\_ day of \_\_\_\_\_, 2018.

In the City of \_\_\_\_\_, WI.

By: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**APPENDIX A**  
**Chief Elected Official (“CEO”) Powers and Responsibilities**

A. Designation and membership of the local area board

1. The CEO is required to submit a request for initial designation of a workforce development area and consult with the Governor on the initial designation or redesignation of the workforce development area. (29 U.S.C. §§ 3121(b)(2) and 3121(b)(1)(A)(ii); WIOA Section 106(b)(1)(A)(ii) and (b)(2)).
2. In accordance with the requirements established by the Governor, the criteria established under 29 U.S.C. § 3122(b), and the Consortium Agreement, the CEO shall facilitate appointments of the members of the local board from the individuals nominated or recommended to be such members. (29 U.S.C. § 3122(c)(1)(B); WIOA Section 107(c)(1)(B)(i)(I)).

B. Local and regional planning

1. Work with the local board to develop and submit to the Governor a comprehensive 4-year local plan that is consistent with the State plan and meets the requirements of 29 U.S.C. § 3123. (29 U.S.C. §§ 3122(d)(1) and 3123; WIOA Sections 107(d)(1) and 108).
2. Consult with the State to identify regions, consistent with the considerations described in 29 U.S.C. §§ 3121(a)(1) and (b)(1)(B). (WIOA Sections 106(a)(1) and (b)(1)(B)).
3. Engage in a regional planning process and prepare, submit, and obtain approval of a single regional plan consistent with the requirements in 29 U.S.C. § 3121(c). (WIOA Section 106(c)).

C. Budget and grant administration responsibilities

1. Use funds available as described in section 29 U.S.C. § 3163(b)(4) (WIOA Section 128(b)(4)) and use non-federal funds available to the local area that the CEO and local board determine are appropriate and available for that use. (29 U.S.C. § 3131(b); WIOA Section 111(b)).
2. Review and approve of the local board’s budget for the activities of the local board. (29 U.S.C. § 3122(d)(12)(A); WIOA Section 107(d)(12)(A)).
3. Serve as a local grant recipient, or designate an entity to serve as the local grant sub-recipient or a local fiscal agent. (29 U.S.C. § 3122(d)(12)(B); WIOA Section 107(d)(12)(B)).
4. In cooperation with the local board, the CEO as local grant recipient (or the local grant sub-recipient designated by the CEO) shall disburse funds for WIOA activities at the direction of the local board pursuant to the requirements of 29 U.S.C. Chapter 32,

subchapter II. (29 U.S.C. § 3122(d)(12)(B)(i)(III); WIOA Section 107(d)(12)(B)(i)(III).

D. Program oversight

1. Work with the local board to conduct oversight with respect to local programs of youth activities authorized under 29 U.S.C. § 3164(c) (WIOA Section 129(c)), local employment and training activities authorized under 29 U.S.C. § 3174(c) and (d) (WIOA Section 134(c)), and the one-stop delivery system in the local area under 29 U.S.C. § 3151 (WIOA Section 121); ensure the appropriate use and management of the WIOA funds provided for these activities and one-stop delivery system; and for workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes under section 29 U.S.C. § 3141 and 3122(d)(8) (WIOA Sections 116 and 107(d)(8)).
2. Consistent with 29 U.S.C. § 3151(d) (WIOA Section 121(d)), in cooperation with the local board, competitively designate or certify One-Stop Operators, as described in 29 U.S.C. § 3151(d)(2) (WIOA Section 121(d)(2)) or terminate for cause the eligibility of such operators. (29 U.S.C. § 3122(d)(10)(A); WIOA Section 107(d)(10)(A)).
3. Review and approve a memorandum of understanding (MOU) between the local board and the One-Stop partners, relating to the operation of the One-Stop delivery system in the local area, consistent with the requirements in 29 U.S.C. § 3151(c)(1) and (2) (WIOA Sections 121(c)(1) and (2)).
4. In agreement with the local board, conduct oversight of the One-Stop delivery system (29 U.S.C. § 3151(a)(3); WIOA Section 121(a)(3)) and consult with the State as it establishes objective criteria and procedures used to evaluate the operation of the One-Stop center as described in 29 U.S.C. § 3151(g) (WIOA Section 121(g)).
5. Consult with the local board, the One-Stop Operator, and the One-Stop partners regarding funding of the One-Stop infrastructure as described in 29 U.S.C. § 3151(h) (WIOA Section 121(h)).
6. Consult with the Governor as he or she establishes guidance for infrastructure One-Stop funding (29 U.S.C. § 3151(h)(1)(B); WIOA Section 121(h)(1)(B)) and determines funding as described in 29 U.S.C. § 3151(h)(2)(C) (WIOA Section 121(h)(2)(C)).
7. Consult with the Governor as he or she determines funding allocation for youth activities and statewide workforce investment activities under 29 U.S.C. §§ 3162(b)(1)(C) and 3163(b) (WIOA Sections 127(b)(1)(C) and 128(b)).
8. Consult with the Governor as he or she determines funding allocation for adult employment and training activities and statewide workforce investment activities under 29 U.S.C. §§ 3172(b)(1)(B) and 3173(b) (WIOA Sections 132(b)(1)(B) and 133(b)).

E. Performance measurements

1. Work with the local board and the Governor to negotiate and reach agreement on local performance measures. (29 U.S.C. § 3122(d)(9); WIOA Section 107(d)(9)).
2. Determine whether to appeal a gubernatorial reorganization determination made under 29 U.S.C. § 3141(g)(2)(A) to the Governor under 29 U.S.C. § 3141(g)(2)(B)(i) and to the Secretary of the U.S. Department of Labor under 29 U.S.C. § 3141(g)(2)(B)(ii). (WIOA Section 116(g)(2)).

ACCEPT THE 2018 STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION  
HIGHWAY SAFETY GRANT AND MODIFY WAUKESHA COUNTY SHERIFF  
DEPARTMENT'S 2018 BUDGET TO AUTHORIZE GRANT EXPENDITURES

1  
2  
3 WHEREAS, the State of Wisconsin Department of Transportation has grant funds available to  
4 support targeted enforcement activities to improve vehicular safety; and  
5

6 WHEREAS, the Wisconsin Department of Transportation analysis identified roadway segments  
7 patrolled by the Waukesha County Sheriff's Department as 'at risk' based on crash frequency  
8 due to alcohol use or travel speed, thus making this funding source available to the County; and  
9

10 WHEREAS, the Waukesha County Sheriff's Department applied for and received grant money  
11 to fund targeted enforcement efforts to reduce alcohol impaired driving, to reduce speeding, and  
12 to encourage the use of safety belts to ultimately reduce the number or severity of vehicle  
13 crashes; and  
14

15 WHEREAS, the Waukesha County Sheriff's Department budgeted to receive \$50,000 in  
16 Highway Safety Grant funding in the 2018 budget; and  
17

18 WHEREAS, the Waukesha County Sheriff's Department was notified following the adoption of  
19 the 2018 budget that the Department had been awarded up to \$114,201 for targeted enforcement  
20 activities; and  
21

22 WHEREAS, the Waukesha County Sheriff's Department is proposing to amend the 2018  
23 adopted budget by increasing the personnel appropriation unit by \$64,201 to fund overtime  
24 related to targeted enforcement efforts.  
25

26 THE COUNTY BOARD OF SUPERVISORS OF WAUKESHA COUNTY ORDAINS that the  
27 Waukesha County Sheriff's Department is authorized to accept the Wisconsin Department of  
28 Transportation grant to fund targeted enforcement activities.  
29

30 BE IT FURTHER ORDAINED that the Sheriff's Department 2018 budget be modified by  
31 increasing intergovernmental revenues by an additional \$64,201, and increasing the department's  
32 personnel cost appropriation unit by \$64,201 to cover overtime costs associated with the targeted  
33 enforcement activities.

FISCAL NOTE

ACCEPT THE 2018 STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION  
HIGHWAY SAFETY GRANT AND MODIFY WAUKESHA COUNTY SHERIFF  
DEPARTMENT'S 2018 BUDGET TO AUTHORIZE GRANT EXPENDITURES

This ordinance authorizes the appropriation of \$64,201 of Wisconsin Department of Transportation grant award funds in the Sheriff's 2018 budget. This amount reflects the difference between the \$50,000 included in the 2018 budget for this revenue and the \$114,201 that was ultimately awarded. The funding will be used to increase enforcement activities on road segments identified by the State as "at risk" based on crash frequency or severity due to alcohol use, travel speed, or lack of seat belt use.

All of the funds awarded will be used for additional overtime and associated benefit costs. County indirect or administrative costs are not covered by this grant funding.

This ordinance has no levy impact.



Lawrence M. Dahl  
Accounting Services Manager

JE:2018-00008616



1                                    AUTHORIZE USE OF JAIL ASSESSMENT REVENUE FOR  
2                                    MEDICAL SERVICES FOR JAIL INMATES  
3  
4

5    WHEREAS, counties receive jail assessment fee revenues through a state-mandated surcharge  
6    on certain (e.g., traffic) fines of \$10 or 1%, whichever is greater (Wisconsin Statutes 302.46);  
7    and  
8

9    WHEREAS, the statute restricts the use of these funds for specific jail-related costs, including  
10   construction, remodeling, repair or improvements of jail facilities, and educational and medical  
11   services for inmates; and  
12

13   WHEREAS, the County adopted an ordinance in 1987 (Enrolled Ordinance 142-  
14   75) that further limited the use of these funds to jail-related capital projects (including multi-year  
15   assets, e.g., equipment related), and debt service payments related to jail facility project costs;  
16   and  
17

18   WHEREAS, jail facility and equipment costs funded by jail assessment fees have been  
19   significant over the years, but some funds could be available for medical services for jail  
20   inmates, a growing component of the Sheriff's budget; and  
21

22   WHEREAS, jail assessment revenues are currently estimated at \$575,000 per year, and unused  
23   funds are reserved as assigned fund balance, unavailable for spending until appropriated for  
24   expenditures specified in the aforementioned enrolled ordinance.  
25

26   THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
27   that jail assessment revenues may only be utilized for expenditures for jail-related capital  
28   projects and multi-year assets, debt service payments related to jail facility project costs, and  
29   inmate medical costs.  
30

31   BE IT FURTHER ORDAINED that the use of jail assessment fee revenue for the funding of jail  
32   inmate medical costs is restricted to not more than twenty (20) percent of the annual jail  
33   assessment revenue from the previous two (2) years exclusive of funds obligated for future  
34   commitments, including jail equipment, debt service or planned capital projects related to the  
35   jail.

FISCAL NOTE  
 AUTHORIZE USE OF JAIL ASSESSMENT REVENUE FOR  
 MEDICAL SERVICES FOR JAIL INMATES

This ordinance would expand the allowable uses of jail assessment revenue to include funding for jail medical services. Previously, the County Board limited use of jail assessment revenues to funding jail-related capital projects (including multi-year assets, e.g., equipment related) and debt service payments related to jail facility project costs. The ordinance also limits the amount the jail assessment revenues that can be used to fund the jail medical services contract to 20% of the actual revenues received two years prior, provided that there is still sufficient revenues to fund other obligations (i.e., enough funding available for jail equipment replacement plan, jail capital projects in the five-year capital plan, and debt service on qualified capital projects). For example, the Sheriff's department would be eligible to budget approximately \$115,000 in 2019 (20% of the \$573,000 received in 2017).

The table below summarizes the level of jail assessment revenues received as well as the uses of this funding for the previous three years, the current-year budget, and three projected future years. The county has received about \$575,000 in jail assessment revenues the previous three years, on average.

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Proj (a)	2020 Proj (a)	2021 Proj (a)
<b>Annual Revenues Received</b>	<b>\$566,054</b>	<b>\$589,512</b>	<b>\$573,072</b>	<b>\$575,000</b>	<b>\$575,000</b>	<b>\$575,000</b>	<b>\$575,000</b>
<b>Planned Uses</b>							
Sheriff Jail Equip. Replacement Plan	\$125,000	\$103,050	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Jail Capital/Major Projects (b)(c)	\$325,000	\$55,000	\$0	\$75,000	\$1,505,000	\$0	\$0
Debt Service on Jail Projects (d)	\$280,000	\$60,000	\$200,000	\$140,000	\$210,000	\$210,000	\$210,000
Medical Services Contract (e)	\$0	\$0	\$0	\$0	\$115,000	\$115,000	\$115,000
<b>Total Planned Uses</b>	<b>\$730,000</b>	<b>\$218,050</b>	<b>\$325,000</b>	<b>\$340,000</b>	<b>\$1,955,000</b>	<b>\$450,000</b>	<b>\$450,000</b>

- (a) Estimates subject to change.
- (b) The 2018 budget included \$17,000 for the IntelliTime: Dynamic Scheduling capital project (#201812), which will be replaced with another scheduling solution. Funding will be transferred back to jail assessment reserves.
- (c) Jail-related capital projects in 2019 include the Security System Recording/Display Equipment project (#201615), the Video Visitation System Replacement project (#201702), and funding to cover a portion of the jail holding construction costs related to the Step 1: Secure Courtroom Construction capital project (#201418).
- (d) Jail assessment fee revenues cover debt service costs associated with the Law Enforcement Center Mechanical Upgrade project (#201413).
- (e) Estimates represent the maximum amount of funding eligible to cover jail medical contract costs at 20% of actual/projected revenues received two years prior.

This ordinance would affect the 2019 budget, allowing the county to mitigate increases in tax levy-funded jail medical services with the use of jail assessment revenues.

*Linda Witkowski*

Linda Witkowski  
 Budget Manager  
 8/7/2018  
 BPD

1           AUTHORIZE VACATION AND SICK LEAVE BENEFITS FOR NEWLY- HIRED  
2           CORRECTIONS, TELECOMMUNICATIONS and LAW ENFORCEMENT STAFF  
3  
4

5       WHEREAS, the Sheriff's Department and the Department of Emergency Preparedness have  
6       experienced turnover of Corrections and Telecommunication staff; and  
7

8       WHEREAS, it is to the benefit of the Departments to recruit and hire experienced corrections  
9       and telecommunications staff; and  
10

11       WHEREAS, there is a very limited labor market for experienced corrections and  
12       telecommunications staff; and  
13

14       WHEREAS, the County has implemented a similar program for Deputy Sheriffs and has  
15       experienced success in the recruitment and retention of experienced staff, and  
16

17       WHEREAS, the success of the Deputy Sheriff program should be extended to law enforcement  
18       supervisory positions if the Department needs to conduct external recruitments; and  
19

20       WHEREAS, the County has the flexibility to hire experienced staff above the minimum of the  
21       starting salary, but has no current authority to provide vacation and sick leave benefits upon hire;  
22       and  
23

24       WHEREAS, establishing a policy which permits the acceleration of vacation and sick leave  
25       benefits for newly-hired, and experienced law enforcement supervisors, corrections and  
26       telecommunication staff and supervisors will further the overall goal of stabilizing the workforce  
27       through the hiring of experienced staff.  
28

29       THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
30       the County shall grant accelerated vacation and sick leave benefits upon hire for individuals in  
31       Correctional Officer and Telecommunicator positions as outlined below:  
32

- 33       A.    To be eligible, individuals must have been employed in a similar position, in the last 12-  
34       months prior to hire, on a full-time basis and for a minimum of three (3) years.  
35
- 36       B.    With respect to vacation benefits, newly-hired eligible Correctional Officers and  
37       Telecommunicators will receive prorated vacation, up to ten (10) days in the first year of  
38       employment. Thereafter, the employee will be placed in the vacation schedule and accrue  
39       vacation based on years of full-time work experience. If the employee receives an  
40       accelerated vacation benefit and terminates employment prior to completing six (6) months  
41       of employment, the employee will not be eligible for a vacation payout.  
42
- 43       C.    With respect to sick leave benefits, a newly-hired, eligible Correctional Officer or  
44       Telecommunicator will be granted forty (40) hours of sick leave upon hire. Thereafter, an  
45       employee will earn additional sick leave in accordance with County policy.  
46

47       BE IT FURTHER ORDAINED that for individuals hired into a law enforcement, corrections, or  
48       telecommunications supervisory position, the employee will receive the exempt vacation benefit

49 in the first year of employment. Thereafter, the employee will be placed in the vacation schedule  
50 and accrue vacation based on years of full-time work experience.  
51  
52 BE IT FURTHER ORDAINED that this ordinance is effective on upon passage by the  
53 Waukesha County Board.

FISCAL NOTE

AUTHORIZE VACATION AND SICK LEAVE BENEFITS FOR NEWLY HIRED  
CORRECTIONS, TELECOMMUNICATIONS AND LAW ENFORCEMENT STAFF

Effective upon passage, this ordinance would authorize the Waukesha County Sheriff's Department and Department of Emergency Preparedness to offer accelerated vacation and sick leave benefits to newly hired Correctional Officers, Telecommunicators and associated law enforcement supervisory staff meeting certain experience criteria. To qualify, new employees in these categories must have worked in a similar position for at least three years no more than twelve months prior to the hire date.

Under this program, qualifying Correctional Officers and Telecommunicators will be granted forty hours of sick leave upon hire. Thereafter, they will earn additional sick leave in accordance with the applicable County policy. They will also receive up to ten days of paid vacation, pro-rated based on the start date. Thereafter they will accrue vacation time in accordance with the applicable County policy. Employees hired under this program will not be eligible for a vacation payout if they terminate employment within six months of their start date.

Qualifying individuals hired into a law enforcement, corrections or telecommunications supervisory position will receive the exempt vacation benefit in the first year of employment. Thereafter, they will accrue vacation based on the applicable County policy.

Providing an accelerated benefit program may allow the affected departments to hire and retain qualified individuals that might not otherwise choose Waukesha County over competing employment opportunities. Hiring experienced staff can reduce time in on-the-job training. If vacancies can be filled more quickly under this incentive program, overtime costs will be reduced. The amount of savings would depend on the number and timing of hires under this program.

This ordinance requires no additional tax levy.

*Lawrence M. Dahl*

---

Lawrence M. Dahl  
Accounting Services Manager

1 CREATE ONE WORKFORCE DEVELOPMENT BOARD DIRECTOR POSITION AND  
2 MODIFY WAUKESHA COUNTY PARKS AND LAND USE 2018 BUDGET TO  
3 APPROPRIATE WAUKESHA-OZAUKEE-WASHINGTON WORKFORCE  
4 DEVELOPMENT BOARD GRANT FUNDS  
5  
6

7 WHEREAS, Waukesha County pursues collaborations and partnerships when it is in the interest  
8 of Waukesha County and the other parties; and  
9

10 WHEREAS, Waukesha, Ozaukee, and Washington Counties and the WOW- Workforce Development  
11 Board desire, pursuant to the Workforce Innovation and Opportunity Act, to name Waukesha County as  
12 the Administrative Entity, Grant Recipient, Fiscal Agent and Oversight Manager (Fiscal Agent) of the  
13 WOW-Workforce Development Board; and  
14

15 WHEREAS, to assist in fulfilling its responsibilities as the Fiscal Agent, it is desirable that the County  
16 provide a WOW- Workforce Development Board Director to assist in the implementation of grant  
17 programming that complies with the Workforce Innovation and Opportunity Act, maximizes efficiencies,  
18 and strengthens the regional workforce system.  
19

20 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
21 that one regular full-time position of Workforce Development Board Director, Open Range 20  
22 (\$44.91/hr minimum, \$51.34/hr mid-point, \$61.60/hr maximum) be created within the  
23 Department of Parks and Land Use.  
24

25 BE IT FURTHER ORDAINED that the classification specification for the Workforce  
26 Development Board Director on file in the County Clerk's Office and the Division of Human  
27 Resources of the Department of Administration be adopted upon final approval of this ordinance.  
28

29 BE IT FURTHER ORDAINED that the Parks and Land Use 2018 budget be modified to create a  
30 WOW-Board Special Revenue Fund, and by appropriating WOW-Board General Government  
31 Revenues of \$434,700, and operating expenditures of \$392,400 for WOW-Board programs and  
32 personnel expenditures of \$42,300 for Director and program support staff services.  
33

34 BE IT FURTHER ORDAINED that each of the foregoing approved actions are conditioned  
35 upon the approval and execution of a mutually agreeable Fiscal Agent Agreement.

FISCAL NOTE

CREATE ONE WORKFORCE DEVELOPMENT BOARD DIRECTOR POSITION AND MODIFY  
WAUKESHA COUNTY PARKS AND LAND USE 2018 BUDGET TO APPROPRIATE  
WAUKESHA-OZAUKEE-WASHINGTON WORKFORCE DEVELOPMENT BOARD GRANT  
FUNDS

This ordinance creates one regular, full-time (1.00 FTE) workforce development board director position (salary range \$93,772 - \$128,621) in the Workforce Innovation and Opportunity Act (WIOA) Fund, in the Parks and Land Use Department. This ordinance also appropriates \$434,700 of total expenditure authority, and increases General Government revenues by a corresponding amount for the fourth quarter of 2018. See the table below for a breakdown of these budgeted items.

<u>2018 WIOA 4th Quarter Budget</u>	<u>Direct Programming</u>	<u>Administrative Support</u>	<u>Total</u>
--Workforce Dev. Board Director	\$7,862	\$24,899	\$32,761
--Support Staff/Extra Help	\$2,280	\$7,259	\$9,539
Personnel Costs	\$10,142	\$32,158	\$42,300
--Contracts for Workforce Sub-grantees	\$376,857	\$0	\$376,857
--Miscellaneous Operating	\$7,001	\$8,542	\$15,543
Operating Expenses	\$383,858	\$8,542	\$392,400
<b>Total Expenses</b>	<b>\$394,000</b>	<b>\$40,700</b>	<b>\$434,700</b>
% of Total Expenses	90.6%	9.4%	100%

The position creation is requested as a result of Waukesha County agreeing to serve as the Administrative Entity, Grant Recipient, Fiscal Agent, and Oversight Manager of the Waukesha, Ozaukee, and Walworth (WOW) Counties Board. The position will implement grant-programming working with sub-grantee vendors, work with stakeholders on macroeconomic workforce issues, and serve as a liaison with representatives of the WOW counties.

Personnel Costs of \$42,300 are related to the workforce development board director position as well as programmatic support costs and extra help. Operating Expenses of \$392,400 is largely to support sub-grantee programs mentioned previously. Other miscellaneous Operating Expenses are mainly budgeted to provide office supply costs, office rent, staff development and travel, and software/computer maintenance.

All position costs and any Workforce Development grant programming and related expenses are funded through federal Workforce Innovation and Opportunity Act annual allocations. Department management indicates that the total grant expenditures are estimated to be expended by December 31, 2018. Any amounts remaining will be submitted as part of the county's carryover ordinance process.

This ordinance is estimated to have no direct tax levy impact and is conditioned upon the approval and execution of a mutually agreeable Fiscal Agent Agreement.

  
Norman A. Cummings  
Director of Administration

8/7/2018

Referred on: 08/09/18	File Number: 173-O-038	Referred to: HR – LU – FI
-----------------------	------------------------	---------------------------

1 APPROVE MODIFICATIONS TO COMPENSATION AND BENEFIT  
2 STRUCTURES FOR NON-REPRESENTED EMPLOYEES  
3  
4

5 WHEREAS, the Waukesha County total compensation system needs to be reviewed and updated  
6 on a periodic basis in order to stay in alignment with the labor market and the County's  
7 compensation philosophy; and  
8

9 WHEREAS, the total compensation philosophy is based on both the public and private sector  
10 labor markets, and enabling the County to recruit, hire and retain highly qualified and  
11 experienced employees; and  
12

13 WHEREAS, the County has historically been a public sector leader in adopting private sector  
14 business approaches and has done so with its compensation and benefit system; and  
15

16 WHEREAS, modifications to the compensation and benefit structures will contribute to the  
17 County's long term strategic and fiscal objectives; and  
18

19 WHEREAS, the County engaged a consultant to conduct a total compensation market study and  
20 to make recommendations on proposed salary structures, benefits, and the pay for performance  
21 system; and  
22

23 WHEREAS, the consultant concluded that the County's total compensation lags both the public  
24 and private sectors; and  
25

26 WHEREAS, the study conclusions lead to recommendations to adjust the range assignments for  
27 a select number of classifications, modify the non-base performance award system to be aligned  
28 more closely with the private sector, modify the vacation benefit for newly hired hourly  
29 employees and the salary policy following promotions for employees in the Step system.  
30

31 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
32 that the following modifications to the compensation structure and policies be adopted, effective  
33 January 5, 2019:  
34

- 35 I. The job classification range assignments as set forth below.  
36  
37 II. Authorize access to Step 15 of the Step salary ranges for the classifications of  
38 Administrative Assistant, Administrative Specialist, Fiscal Assistant, and Fiscal Specialist.  
39  
40 III. Modify the Non-Base Performance Award policy by increasing the maximum performance  
41 award levels by one percent (1%).  
42  
43

44 **Classifications to Realign to New Salary Ranges – Effective January 5, 2019**  
45  
46  
47  
48



<b>Open Salary Range</b>				
	Current		New	
	Open	2018	Open	2018
<u>Job Classification</u>	<u>Range</u>	<u>Annual Salary</u>	<u>Range</u>	<u>Annual Salary</u>
53	Senior Administrative Specialist	O-02	\$36,962 - \$48,901	O-03 \$38,813 - \$51,334
54	Victim Witness Specialist	O-02	\$36,962 - \$48,901	O-03 \$38,813 - \$51,334
55	Veteran Service Aide	O-03	\$38,813 - \$51,334	O-04 \$40,768 - \$53,893
56				
57	Commitment Hearings Coordinator	O-04	\$40,768 - \$53,893	O-05 \$42,786 - \$56,597
58	Departmental Secretary	O-04	\$40,768 - \$53,893	O-05 \$42,786 - \$56,597
59	Senior Fiscal Specialist	O-04	\$40,768 - \$53,893	O-05 \$42,786 - \$56,597
60				
61	Payroll Coordinator	O-04	\$40,768 - \$53,893	O-06 \$44,928 - \$59,446
62				
63	Office Services Coordinator	O-07	\$47,195 - \$62,400	O-08 \$49,525 - \$65,541
64				
65	Child Support Supervisor	O-08	\$49,525 - \$65,541	O-09 \$52,021 - \$68,806
66				
67	Medical Coder	O-10	\$54,621 - \$72,238	O-09 \$52,021 - \$68,806
68				
69	Parks Supervisor	O-15	\$69,742 - \$92,206	O-14 \$66,394 - \$87,797
70				
71	Lieutenant	O-16	\$73,216 - \$96,824	O-17 \$76,898 - \$101,650
72				
73	Captain	O-18	\$80,683 - \$116,189	O-19 \$84,739 - \$122,034
74				
75	Psychiatric Nurse Practitioner	O-19	\$84,739 - \$122,034	O-20 \$88,962 - \$128,128
76				
77	Deputy Inspector	O-20	\$88,962 - \$128,128	O-21 \$93,413 - \$134,555
78	Jail Administrator	O-20	\$88,962 - \$128,128	O-21 \$93,413 - \$134,555

<b>Step Salary Range</b>				
	Current		New	
	Step	2018	Step	2018
<u>Job Classification</u>	<u>Range</u>	<u>Annual Salary</u>	<u>Range</u>	<u>Annual Salary</u>
85	Senior Dining Manager	S-01	\$26,957 - \$35,547	S-03 \$29,702 - \$38,397
86				
87	Administrative Assistant	S-03	\$29,702 - \$38,397	S-05 \$32,718 - \$42,349
88				
89	Administrative Specialist	S-05	\$32,718 - \$42,349	S-06 \$34,362 - \$45,386
90	Fiscal Assistant	S-05	\$32,718 - \$42,349	S-06 \$34,362 - \$45,386
91				
92	Fiscal Specialist	S-07	\$36,088 - \$46,696	S-08 \$37,918 - \$50,045
93				
94				
95				
96				

97 *Medical Salary Range Maximum Adjustment*

98

99

100 <u>Job Classification</u>	Current	2018 Current	2018 Proposed
	<u>Range</u>	<u>Annual Salary</u>	<u>Annual Salary</u>
101 None	M-01	\$172,890 - \$209,165	\$172,890 - \$219,165
102			
103 Pathologist	M-02	\$190,133 - \$230,048	\$190,133 - \$240,048
104			
105 Psychiatrist	M-03	\$209,165 - \$253,094	\$209,165 - \$263,094
106			
107 Chief Psychiatrist	M-04	\$230,048 - \$278,408	\$230,048 - \$288,408
108 Clinical Director	M-05	\$241,592 - \$292,323	\$241,592 - \$302,323
109 Medical Examiner	M-05	\$241,592 - \$292,323	\$241,592 - \$302,323

110

111 BE IT FURTHER ORDAINED that the following policy changes be adopted effective August 1,

112 2018:

- 113
- 114 I. Non-exempt regular full-time employees hired on or after August 1, 2018 will receive five
- 115 (5) days of vacation. Non-exempt regular part-time employees hired on or after August 1,
- 116 2018 will receive two and one-half (2-½) days of vacation.
- 117
- 118 II. Modify the Step system promotion policy to provide a salary increase of approximately
- 119 five percent (5%) upon promotion to another classification within the Step system.

## FISCAL NOTE

### APPROVE MODIFICATIONS TO COMPENSATION AND BENEFIT STRUCTURES FOR NON REPRESENTED EMPLOYEES

The ordinance implements the proposed changes to the salary structure for selected jobs, modifies the non-base performance award system and the step promotion policy to maintain market competitiveness resulting from the 2018 Compensation Study of the County's total compensation structure.

The financial analysis of the salary structure changes is based on a five-year projection comparing the County's current salary structure for position classifications with the one proposed in this ordinance. This reflects the County's on-going review of compensation every five years and captures significant impacts that occur more immediately following a change.

**The salary structure changes** includes the following assumptions:

- The effective date for this ordinance is January 1, 2019.
- Employees in classifications with step ranges addressed in this ordinance will be placed at the step closest to, but not less than their current pay rate as of the effective date of this ordinance.
- Employee placement and future movement will open up the range maximum to step 15 for the four classifications currently capped at 14 steps.
- Employees already earning more than the top rate of their new pay range will be red-circled until range maximum exceeds employee's current salary. .
- The projection assumes an employee turnover rate, consistent with percentages of 12%.
- The projection factors in related Social Security and Wisconsin Retirement System costs.
- Since some positions are funded entirely or partially with non-tax levy revenue sources, this projection assumes about 29% of position costs will not have a levy impact, based on current funding sources.

<b>Compensation Study - Salary and Benefit Cost Estimate</b>						
Year	2019	2020	2021	2022	2023	Total
Cost (Including Benefits)	\$249,446	\$32,888	\$92,218	\$87,600	\$80,797	\$542,948
29% Non-Levy Revenue Offset	\$72,339	\$9,538	\$26,743	\$25,404	\$23,431	\$157,455
Net Costs	\$177,106	\$23,351	\$65,475	\$62,196	\$57,366	\$385,493

The net tax levy impact for these salary structure changes is estimated at \$385,000 over five years or about 1.1% of estimated base expenditures. The proposed 2019 budget includes the fiscal impacts of this ordinance.

**The non-base performance award modification** puts into place the opportunity for department heads to recognize, provide a higher reward, and differentiate high performing staff. It is anticipated that a very small number of staff would be eligible for the additional non-base compensation. Employees must be evaluated as exceptional; historical trends show that only a small percentage of the eligible employees would receive this additional compensation. The fiscal impact is estimated at \$60,000 (\$43,000 levy impact) and will be managed within 2019 Department personnel budgets.

**The step promotion policy modification** impacts a small number of classifications for those employees in the step ranges, and the fiscal impact is de minimis. Any costs are included in the 2019 department budgets.

  
Norman A. Cummings  
Director of Administration

Referred on: 08/09/18

File Number: 173-O-039

Referred to: HR – FI