

Waukesha County Board of Supervisors

Minutes of the Executive Committee Monday, April 4, 2022

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

Present: Supervisors Paul Decker, Jim Heinrich, Dave Swan, Tim Dondlinger, Bill Mitchell, Peter Wolff, and Dave Zimmermann.

Also Present: Legislative Policy Advisor Alex Ignatowski, Administrative Specialist Mary Pedersen, County Clerk Meg Wartman, Senior Financial Analyst Meg Warman, Bridges Library Director Karol Kennedy, Senior Financial Budget Analyst Alex Klosterman, Administration Director Andy Thelke, Facilities Manager Shane Waeghe, Gilbane Senior Project Manager Laura Hause, and Senior Baker Tilly Partner Tony Ollmann.

Approve Minutes of March 22

MOTION: Wolff moved, second by Swan to approve the minutes of March 22. Motion carried 7-0.

Discuss and Consider Legal Advertising Contract with the Waukesha Freeman

Wartman said this contract is a one-year extension to run May 22, 2022 through May 21, 2023 with the terms and conditions, including the price, to remain the same.

MOTION: Heinrich moved, second by Mitchell to approve the legal advertising contract with the Waukesha Freeman. Motion carried 7-0.

Discuss and Consider Resolution 176-R-008 Resolution To Adopt The Waukesha County 2022-2026 Library Services Plan, Approve New County Library Standards, And Include Electronic Materials For Circulation Purposes In The True Non-Resident Library Tax Levy Formulas

Kennedy discussed this resolution to adopt the 2022-2026 Library Services Plan put forth by the Waukesha County Library Planning Committee. This plan does not recommend modifying the library tax collection or distribution formula calculation methods but does begin counting electronic materials (e.g., E-books) as circulation along with physical materials (e.g., books) that had previously been included.

This resolution also adopts revised Bridges member library standards for Waukesha County member libraries. The revised standards include library material expenditures per capita, number of public internet computers, and collection size. Additionally, this plan recommends the creation of new, quality assurance standards for Waukesha County member libraries. These new standards apply to member libraries operated by local municipalities within Waukesha County. The implementation of these standard changes result in no cost impact to Waukesha County.

MOTION: Heinrich moved, second by Dondlinger to approve Resolution 176-R-008. Motion carried 7-0.

Presentation of the Waukesha County Courthouse Secure Tower Courtroom Construction Audit

Ollmann discussed the report titled "Waukesha County Courthouse Secure Tower Courtroom Construction Audit" as outlined which included information on scope and objectives, overall assessment, executive assessment, audit procedures and processes performed, recoverable costs (labor), detailed observations (missing documentation), and prime contract recommendations.

Baker Tilly identified findings, totaling 32,576.95, related to labor rate variances. The labor rates billed by each of the Contractors below exceeded the agreed upon rates. Gilbane addressed the observation related to CD Smith and requested a deductive change order resulting in a \$7,674.77 credit to the County. The remaining amounts are under Gilbane's assessment for Staff Electric and CG Schmidt. The result is pending for approximately 24,902.18. Ollmann discussed the findings in detail.

Waeghe said the the good news is that they are finalizing credits with the vendors. Ollmann said Gilbane will also be following up on the missing documents. Waeghe said this was a learning experience and they will include additional contract language to improve the process for step 2 of the courthouse project. Ollmann said it is important that labor rates be determined up front so they can be negotiated, if necessary, before the start of a contract. Waeghe said they will also be looking into prevailing wages and if they apply to certain projects/grants. Ollmann said they are also proposing increasing the language for audit review orders. This will reserve the right of the County to change order pricing even after approval. Ollmann and Waeghe commended the County's change order process and said it can only get better. Waeghe commended the audit process with Baker Tilly and said they did a fantastic job. Hause agreed. Waeghe indicated that any new contract language will be first reviewed by Corporation Counsel et. al. Decker noted it will also come before the Executive Committee.

MOTION: Zimmermann moved, second by Swan to accept the Waukesha County Courthouse Secure Tower Courtroom Construction Audit. Motion carried 7-0.

Motion to Allow Secretary Wolff to Approve the Final Set(s) of Committee Minutes on Behalf of the Committee

MOTION: Mitchell moved, second by Dondlinger to allow Secretary Wolff to approve the final set(s) of committee minutes on behalf of the committee. Motion carried 7-0.

Next Meeting Date

- May 16

Announcements

Decker thanked outgoing supervisors for their service.

Standing Committee Reports

Dondlinger highlighted the last Health & Human Services Committee meeting.

Legislative Update

Ignatowski advised of an upcoming meet and greet with legislators. Decker gave an update on bills being followed by the Wisconsin Counties Association and with elections.

MOTION: Mitchell moved, second by Swan to adjourn at 9:55 a.m. Motion carried 7-0.

Respectfully submitted,

Peter M. Wolff

Peter M. Wolff
Secretary