

**Minutes of the Executive Committee
Monday, March 31, 2008**

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

Committee Members Present: County Board Supervisors Jim Dwyer, Jim Behrend, Pat Haukohl, Ken Herro, Bill Mitchell, Bonnie Morris. **Absent:** Duane Paulson.

Also Present: UW-Extension Director Marcia Jante, Legislative Policy Advisor Dave Krahn, Legislative Policy Advisor Mark Mader, Office Services Coordinator Windy Jicha, Chief of Staff Lee Esler, County Architect Dennis Cerreta, Emergency Preparedness Director Richard Tuma, Correctional Facility Manager Meg Schnabl, Director of Administration Norm Cummings, Financial Analyst Bill Duckwitz, Waukesha Freeman Reporter Joe Petrie, Financial Analyst Lyndsay Johnson, Director of Public Works Rich Bolte, Budget Specialist Linda Witkowski.

Correspondence

Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Jicha.

Approve Minutes of March 17, 2008

MOTION: Morris moved, Haukohl second, to approve the minutes of March 17, 2008. Motion carried 6-0.

Discuss and Consider Capital Project #200616: Medical Examiner Expansion

Cerreta said the bailiff locker room is currently located on the first floor directly above the Medical Examiner's (ME) office. In order to expand the MEs office, the bailiff roll call area and locker room need to be relocated. A remodeled bailiff roll call area will be relocated east of the Justice Center first floor lobby area in the former jail and a new correctional officers' locker room will be constructed in the first floor booking area, which was vacated with the construction of the new jail. Cerreta distributed a map showing the proposed changes.

Schnabl said currently, there is no connectivity between the jail and bailiffs' space. The initial proposal was to put it in the old gun range but that entrance is only accessible from the outside of the building or through the boiler room. It would be awkward for staff to go into the locker room, leave their coats and then go back outside to go to work. The new bailiff area removes the entrance of the proposed temporary intake court leaving the booking area available. This space is adjacent to the jail, has plumbing and makes good sense. This plan drawn by the architect, requires more demolition but less plumbing because it reuses existing showers.

Cerreta said he anticipates going out for bid on this project in November 2008 and construction in 2009. He asked the committee to approve the following language changes to the project sheet (additions are underlined and deletions are crossed out):

(4) The relocation of the present bailiff roll call area and locker room (presently located on the first floor directly above the present Medical Examiners office) is required for the expansion of the Medical Examiners office/work area. A remodeled bailiff roll call area will be located immediately east of the Justice Center first floor lobby area in the former jail medical offices and a new correctional officers locker room will be constructed ~~in the basement of the new jail.~~ in the second floor booking area which was vacated with the construction of the new jail.

Dwyer asked are we locking ourselves into using space that could be better used at another time especially since we don't have a courts solution yet? This space was set aside for an intake court. Cerreta said it makes good use of the space. If needed, we can put a temporary intake court downstairs in the basement or the old gun range. Regardless it will be awkward. Cerreta said the Medical Examiner is happy with the plan.

Esler asked if an intake court is needed, can we relocate it to the ground floor, formerly the rifle range, or the basement of the Sheriff's Department? Where would an intake court be located? Cerreta said there are two spaces available below this space in the basement of the Justice Center. The former firing range would also work. It will be awful anywhere it is placed but it would be temporary. Esler asked from an operational standpoint, which is the best option? Cerreta said the basement of the Justice Center. Schnabl said each one of the solutions is the right answer or a better answer for a different group. The second best option is the basement but there is no connectivity. This space is big enough for the needs.

Esler said the diagram shows 80 male and 80 female lockers. How many correctional officers use lockers? Schabl said the locker rooms are currently located a half mile away so they aren't used much. Officers leave their stuff all over the roll call room. She estimates more than half will use the lockers when they're more conveniently located. This is sufficient space for our needs.

Herro asked were the correctional officers asked if they would use lockers if they were more conveniently located? Schabl said they're glad the new lockers are closer. We are relocating and duplicating the current locker room, not beefing it up. Herro asked why not ask them what else they'd like? Schabl said she will ask them what they want but it's hard to ask what people ask and then tell them we can't afford that.

MOTION: Haukohl moved, Behrend second, to approve the following word changes (additions are underlined and deletions are crossed out below) to the project sheet of project #200616:

(4) The relocation of the present bailiff roll call area and locker room (presently located on the first floor directly above the present Medical Examiners office) is required for the expansion of the Medical Examiners office/work area. A remodeled bailiff roll call area will be located immediately east of the Justice Center first floor lobby area in the former jail medical offices and a new correctional officers locker room will be constructed ~~in the basement of the new jail.~~ in the first floor booking area which was vacated with the construction of the new jail.

Motion carried 6-0.

Status Update on Capital Project #200611: Public Entry Lobby

Cerreta said Judge Bohren is chairing a committee to find solutions for the front entrance of the courthouse. It is interesting to have a meeting with 22 designers plus the architects. The committee has decided on two options. Cerreta distributed diagrams of both options. The first option moves the front entrance outward and consists of 1,883 square feet. The second option has 6K square feet and provides both a circular and vertical element giving immediate visual access to the courthouse entry. This option also includes an information area accessible from the screening areas, a customer service area, wheelchair storage, wheelchair accessibility, etc.

Dwyer said he has concerns with the location of the staff entrance in option two because it is tucked away and difficult for security to monitor. It would be better if security could watch all people entering

the facility. Cerreta said these are good points to mention. The easiest thing to do is to send allstaff through the screening process but then all staff would have to go through the front door.

Mitchell said option two does not provide ramp access for employees. Also, would security be able to monitor the staff entrance to make sure on one exits there? What happens if someone enters through the exit? Cerreta said these are good points.

Morris said the Judiciary Committee looked at these plans. The first option is too short sighted because it doesn't solve the current lobby problems. The second option provides both a lobby and information area. It doesn't make sense to spend a lot of money without solving the problems. Option two would be a beautiful statement. Cerreta said option one is estimated to cost more than \$500K while option two is estimated at \$1.3 million.

Herro said the Public Works Committee wanted to make the front of the building look good. Morris said if the county can spend hundreds of thousands of dollars to upgrade toilets, we can spend money on this. It is important.

Mader said sending employees through security should be reconsidered because it will increase staffing costs. We should design the facility into stations for peak times. If we screen employees at the Courthouse then we will have to screen them at the entrance of the Administration Center. A separate staff entrance would alleviate traffic during peak busy times. Cummingsaid we would love to have employees go through screening but what would happen at 8 a.m.? It would increase operating costs for screening. The plan was rejected.

Cerreta said if this plan is approved, it will go through the normal three-year cycle, budget/concept, construction, etc. He hopes it can be done in four to six months. An old idea is to use the Administration Building entrance temporarily while the work is done to the main entrance.

Legislative Update

Krahn said the budget repair bill will be solved within days. He has a hunch the E911 issue will not be addressed.

Discuss and Consider the Following Appointment

162-A-026: Appointment of Diane Knutson to the Oconomowoc Public Library Board

MOTION: Herro moved, Morris second, to approve Appointment 162-A-026. Motion carried 6-0.

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

MOTION: Haukohl moved, Behrend second, to approve to allow Secretary Bonnie Morris to approve the final Sets of committee minutes on behalf of the Executive Committee. Motion carried 6-0.

Committee Reports by Committee Chairs for the Following Meetings:

March 18, 2008 – Land Use - Mitchell said the committee reviewed ordinances and resolutions that have already been approved by the county board. The next Land Use meeting is April 8, 2008 at 6 p.m.

March 19, 2008 – Finance – Haukohl said at a previous meeting, the Finance Committee approved the contract procurement process for the retirement medical savings account. Zastrow gave a report on performance evaluations and rewards and Lindquist reviewed the compost operation revenues and gravel pit reclamation plan. They also reviewed the year-end general funds report and approved three ordinances.

March 25 and 28, 2008 – Judiciary – Morris said Judge Bohren gave a presentation on front entrance remodeling. The committee heard an update on the day reporting program from Sara Carpenter and Shelly Cyrulik. Cyrulik is leaving her position with the county April 9th to take a job with PPAC. The committee approved an ordinance approving a contract with Milwaukee County for ME assistance.

March 27, 2008 – HHS – Esler said a quorum of the committee did not show for this meeting.

March 27, 2008 - Public Works – Herro said the committee considered moving parking availability around the county campus. Six requested spots for the Sheriff's Department were not approved. The department wanted to use these spots after they were upgraded with electricity to store three large vehicles. The committee also approved the award of a service agreement to Transit Express Services, Inc., for Paratransit Service in the Route 901 corridor. The committee approved a bid for Courthouse boiler replacement.

Discuss UW-Extension Grant Application for Drug Free Communities

Jante said last we applied for this grant but lost by two points. The lowest score awarded a grant was 80 points and we received 78. This year we're optimistic because some of the grant awarded projects have concluded after ten years of funding plus additional federal money was put into the fund. Last year our notification included a seven-page synopsis of our submission and a review of our application. There were some significant shortfalls in last year's grant. Writing the grant was a long, drawn out process resulting in a 147-page application, weighing two pounds.

Jante said the grant provides an opportunity to work with at risk youth and families throughout the county. It will support the continuation and expansion of the Drug Free Communities Coalition that was established through a grant three years ago. The program has brought communities together to work towards the prevention of the use and abuse of drugs, alcohol and tobacco among youth.

Discuss and Consider Ordinance 162-O-120: Authorize the Waukesha County University of Wisconsin Extension Office to Accept a Contract From the Downtown Waukesha Business Improvement District (BID) for Strategic Planning Facilitator Services

MOTION: Mitchell moved, Morris second, to approve Ordinance 162-O-120.

Jante said our Community Resource Educator was approached by the City of Waukesha to conduct their strategic planning program and our submission was accepted. This is a brand new program.

Herro said how did the RFP work? Jante said the proposal we submitted was for a program costing \$15 to \$18K but the City of Waukesha only had \$7,500. They asked if a program could be designed to fit within their budgetary limits. Jerry said he could conduct a downsized strategic planning program for less cost.

Haukohl said line 28 of the ordinance says \$525 is for interdepartment charges but it should say indirect costs. The information is correct in the fiscal note.

Motion carried 6-0.

Discuss and Consider Ordinance 162-O-121: Modify the 2008 Emergency Preparedness Budget to Appropriate Reserve Fund Balance to Fund Outside Consulting Services and Travel and Training Expenditures

MOTION: Mitchell moved, Morris second, to approve Ordinance 162-O-121.

Tuma said this ordinance appropriates \$150K to provide the Department of Emergency Preparedness with additional operating expenditure authority to address costs associated with the selection of a new CAD system for the Waukesha County Communications Center (WCCC) be used for consultant and travel associated with looking at other systems to replace the current system. Many of these types of systems reach the end of their life cycle in five years. Your choice then is to upgrade or replace it with something more effective. A new system will be more effective and meet future needs.

Mitchell said he wants assurances that all players and users will be able to express their needs in new system. Is there another system out there that meets our needs? Tuma said a lot more people will be involved in the selection including visiting to sites, watching the product work and sitting with users. The process will take some time but it will be worthwhile. We think there are five viable alternatives.

Dwyer asked how will the process of selecting a vendor be different from the last time? We thought we were selecting an adequate system last time. Tuma said the records module took front seat last time versus the dispatching side. We won't be distracted with record systems since we're replacing the CAD system. In the past, the vendor demonstrations were done with vendor data. This time we want vendors to demonstrate with our data and address system. GIS and Dittmar weren't involved last time and 90% of the problems are GIS related.

Herro asked how will it work if communities who didn't get on board first want to join now? How will you charge municipalities when they join the WCCC? Tuma said this money is being put away from reserves and fund balance. Johnson said money has been put away to replace equipment at the WCCC since 2004.

Dwyer said we labor under the misconception that other dispatch centers in other counties never have any problems. That is a fallacy. It doesn't work perfectly every day, every time. It is easier for municipalities to point out problems when it's not under their direct control. Spillman issues are major concerns but whatever system we select will have problems. It would be nice to have those people with the most concerns involved in the selection process.

Esler said the track record to reserve the funds is clear in the budget but he is uncertain about the prior county board action to reserve the funds. Is the process for this project different than the usual IT capital projects process? Lyndsay said we stated we were saving the funds in three years of budget. Before that time, it was saved in the operating budget and then the balance was moved to reserve. Tuma said the process is to do a capital project once the costs are determined. Right now the range of costs is too large so this project will help us better identify the project.

Herro asked why did you pick \$150K? Tuma said the amount is based on costs we got from the Department of Administration for consultants and estimated value of travel to a number of sites to see systems. Jerry Schultz didn't evaluate the actual software. Out of the 60 systems, six are the best and now we need to evaluate the software. How a vendor handles the addressing system will be a critical part of the process. He hopes to have an RFP together by the end of the year and the project will be part of the 2009 budget year. First we want to get a better estimate.

Motion carried 6-0.

Discuss and Consider 162-O-093: Modify the 2008 Capital Budget to Create Project 200827 State Salt Shed and Appropriate WIDOT Funding

MOTION: Morris moved, Behrend second, to remove Ordinance 162-O-093 from the table. Motion carried 6-0.

Farley said the state's proposed agreement was unclear in some ways regarding expectations such as building ownership, insurance, replacement, etc. Farley talked to people at the state level who clarified their expectations. Waukesha County will build the facility and insure it. The state will act like it's theirs. There is a 25-year depreciation schedule framing the county's responsibility for payments in the event state use of the facility goes away. The bottom line of the agreement is that we're providing an expensive piece of real estate for free and maintaining the state's salt shed. The state will pay operational and building costs with the expectation that the shed will be used exclusively as the state's salt shed. The county shares its other facilities with the state. Approval of this project will build a salt storage shed. Farley is not sure what the ramifications are if the county or state want to get out of the agreement. He doesn't have all the answers.

Mitchell said what happens if the county doesn't want to distribute the salt or if the state finds a more economical vendor? Will a new vendor have free access to the site? Farley said it is not stated in the agreement what will happen in this instance. The inference is we would have the option of discontinuing the state salt operation at this site but then we'd have to provide an equivalent salt storage facility at a mutually agreed upon location or repay WISDOT the depreciated cost of the building. The payment would decrease \$20K per year. Dwyer said after 20 years it should depreciate to the cost.

Farley said this shed will provide better service and less expensive costs. The contract could be better explained by someone else. The shed doesn't automatically become the county's after 25 years. The people he talked to in Madison were happy to change the agreement to make it more clear. Dwyer said the extra storage capacity of this shed would have saved us money this year.

Bolte said the old shed, built 22 years ago, was funded 60% by the state and 40% by the county. If this issue isn't approved during this board year, there may or may not be money available later. There are no guarantees. If we wait until May, the facility won't be available for salt storage until December. An early fill date of October works better for us.

Haukohl asked is this a good deal? Bolte said the deal is good but the details of the deal are poor.

Esler asked do you anticipate any problems with the city permit process? Bolte said no. They've done some preliminary work. We may have to jump through hoops. He was unable to find any agreements for other sheds the county has built but the sub-station salt sheds are used for county and state salt supplies and built with 50/50 state/county funding.

MOTION: Herro moved, Behrend second, to approve Ordinance 162-O-093. Motion carried 6-0.

MOTION: Herro moved, Behrend second, to adjourn the meeting at 11:05 a.m. Motion carried 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary