

Minutes of the Executive Committee

May 17, 2010

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

Executive Committee Members

Present:

Jim Dwyer

Fritz Ruf

Janel Brandtjen

Pat Haukohl

Duane Paulson

Dave Swan

Jean Tortomasi

Also Present:

WCFLS Director Tom Hennen

Architectural Services Manager Dennis Cerreta

Director of Public Works Allison Bussler

District Court Administrator Mike Neimon

Chief of Staff Mark Mader

Rodell Singert

Chief Judge Mac Davis

Programs and Policy Advisor Windy Jicha

Committee Welcome and Opening Remarks by County Board Chair

Dwyer welcomed the committee and thanked members for serving on the Waukesha County Board.

Nomination and Election of Committee Secretary

MOTION: Paulson moved, Tortomasi second, to approve Brandtjen as Executive Committee Secretary. Motion carried 7-0.

Public Comment

Singert commented on the desire of three Waukesha County towns to withdraw from county zoning. He hopes the county board allows towns to do planning with limited restrictions for themselves.

Correspondence

Dwyer said a list of correspondence was distributed to supervisors. Supervisors should request copies of listed items from Jicha.

Discuss Committee Duties and Responsibilities as Contained in the Code of Ordinances

Mader said it is the responsibility of committee members to be respectful and patient while asking probing questions, reviewing diligently and recognizing the need for vigilance. Due to Waukesha County's type of government, the committee needs to be prepared to address both sides of issues. It is important to follow open meeting laws carefully. The Executive Committee has an awesome set of responsibilities including budget and policy oversight of the federated library system and community development block grant boards and the department of UW-Extension. The Executive Committee is also responsible for reviewing and approving appointments made by the county executive, changes to rules of the county board and county code, developing and advancing policy initiatives, overseeing internal audit, making recommendations to the county board for IT projects, serving as the legislative body working with WCA, etc. Mader and Dwyer reminded committee members that staff are available to help.

Paulson explained that it is important for supervisors to keep county board staff apprised of issues and discussions with department heads so county board staff can react accordingly. Dwyer said keeping the cycle of information flowing helps everyone stay informed so there are no surprises.

Legislative Update

Dwyer said a bill was passed changing the way the Register of Deeds charges for copies. Jim Behrend is working on instituting changes. Mader said the county board chair or executive, depending on statutory

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interpretation, has to set up a committee of oversight for GIS processing. Dwyer said three of four towns in Waukesha County want out of county zoning. More information will be provided as the situation develops.

Meeting Approvals

MOTION: Haukohl moved, Brandtjen second, to approve attendance of Executive Committee members at the UW-Extension Conference on June 22-23, 2010 in Milwaukee. Motion carried 7-0.

MOTION: Haukohl moved, Tortomasi second, to approve attendance of Executive Committee members at the Public Policy Forum luncheon on May 17, 2010 in Milwaukee. Motion carried 7-0.

Discuss and Consider the Following Appointments:

165-A-001: Appointment of G. William Chapman to the Sheriff Civil Service Commission

MOTION: Swan moved, Haukohl second, to approve Appointment 165-A-001. Motion carried 7-0.

165-A-002: Appointment of Janel Brandtjen to the Health & Human Services Board

165-A-003: Appointment of Dr. Peter Geiss to the Health & Human Services Board

165-A-004: Appointment of Dennis Farrell to the Health & Human Services Board

MOTION: Haukohl moved, Tortomasi second, to approve Appointments 165-A-002, 165-A-003 and 165-A-004. Motion carried 7-0.

165-A-005: Appointment of Kathleen Novack to the Community Development Block Grant Board

MOTION: Swan moved, Tortomasi second, to approve Appointment 165-A-005. Motion carried 7-0.

165-A-006: Appointment of Richard L. Manke to the Wisconsin River Rail Transit Commission

MOTION: Ruf moved, Haukohl second, to approve Appointment 165-A-006. Motion carried 7-0.

165-A-007: Appointment of Kathy Chiaverotti to the Little and Big Muskego Lake Management Districts

MOTION: Tortomasi moved, Paulson second, to approve Appointment 165-A-007. Motion carried 7-0.

Discuss and Consider Ordinance 165-O-005: Authorize Acceptance of Federal Library Services and Technology Act Grant Funding for “GoToWEBINAR” Software for the Federated Library System and Modify the 2010 Federated Library System Budget

MOTION: Paulson moved, Haukohl second, to approve Ordinance 165-O-005.

Hennen said the Department of Public Instruction is providing Waukesha County Federated Library System (WCFLS) \$1,000 to fund a subscription to GoToWebinar software. The software will allow library staff to attend conferences online, which will save time and money spent on traveling.

Paulson asked does Waukesha County have to pay any fees? Hennen said there are no fees for the county and the Library Services and Technology Act will not allow indirect charges. WCFLS staff has been researching this software. When the grant ends, he will either drop the software or absorb it into the budget depending on whether or not it becomes an important tool.

Brandtjen asked how long is training? Hennen said it is not very long. The WCFLS automation coordinator will train multiple people.

Motion carried 7-0.

Discuss and Consider Ordinance 165-O-006: Approve Acceptance of Bill and Melinda Gates Grant Program Funds for Computer Purchases for the Butler Public Library and Modify the 2010 Federated Library System Budget

MOTION: Brandtjen moved, Ruf second, to approve Ordinance 165-O-006.

Hennen said the Butler library was the only library in Waukesha County eligible for the grant. The grant was designed for libraries that were mostly rural with citizens at relatively low income levels.

Haukohl said she would like the following phrase in lines 10-12 restated: “serving a population above 10% poverty.” Dwyer said the intent of the phrase is that at least 10% of the population is above the poverty line.

Paulson asked is purchasing Apple computers a grant requirement? Hennen said it was not. Paulson asked is it a requirement to have lines 10-12 in the ordinance?

MOTION: Paulson moved to have lines 10-12 struck from the ordinance. The motion failed because no one seconded it.

The original motion carried 7-0.

Discuss and Consider Ordinance 165-O-007: Authorize Acceptance of Federal Library Services and Technology Act Funds for Novelist Select Integration into Library Catalogs and Modify the 2010 Federated Library System Budget

MOTION: Tortomasi moved, Ruf second, to approve Ordinance 165-O-007.

Hennen said with a shared automation environment, it is increasingly important to help people find books they want to read using the library catalog. WCFLS will experiment to see if this product is useful and if so, purchase it again next year with state funds.

Motion carried 7-0.

Discuss and Consider Ordinance 165-O-004: Transfer of Funds to Capital Project #200326, Secure Corridor

MOTION: Swan moved, Tortomasi second, to approve Ordinance 165-O-004.

Bussler said this project, previously approved by the county board, would build a secure corridor to eliminate the transport of prisoners through public hallways. Project bids came in significantly higher (\$2.27M - \$2.39M) than the project construction budget (\$1.61M) causing a project shortfall of \$656K. The current bids were rejected on April 1, 2010. Approval of this ordinance would provide an additional \$400K for the project.

Cerreta said drawings and specifications were reviewed with the architect to determine what items were more costly than anticipated. It was determined eliminating/replacing the following items could save \$408K: exterior glazing system on the connector bridge (\$100K), hydraulic elevator in lieu of a traction elevator (\$50K), a different metal exterior panel (\$15K), deletion of noise allowance (scheduling changes to eliminate overtime) (\$35K), security electronics package re-engineered (due to an error found in the consultant’s drawings) (\$60K), reduction of security vestibules from four to two (\$30K), elimination of corrections officer workstation wall (\$10K), elimination of detention security door locks (\$18K) and deletion of fire resistant glass (\$90K). If all of these items were eliminated, the project budget would be short \$248K. The project would need \$30K for the rebidding process to cover costs related to printing, contingency and engineering drawings reworked. Cerreta said staff recommends the following for Project

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#200326: incorporating value engineering savings and bidding for fire resistant glass (\$90K) as an alternate bid, which would require \$368K in additional project funding.

Bussler said the fire resistant glass would be installed on the Courthouse and allow natural light into the rooms. In order to comply with the City of Waukesha's fire code, the area would need to have fire resistant glass or be blocked up/dry walled.

Haukohl said her biggest concern is staff security. Bussler said the wall that will be removed from the plans was there to block controls. The contractor suggested moving the controls to save money. The county asked the contractor if they would use the electrical contractor who worked in the jail because the Sheriff's Department is comfortable with them. The Sheriff's Department has approved the changes.

Paulson said waiting for elevators is not very productive. Cerreta said he will be meeting the architect this week to discuss the possibility of using a traction elevator that may fit into the hydraulic space and provide equal savings. Bussler said the difference between elevators is several seconds. The Sheriff's Department finds the hydraulic option acceptable.

Tortomasi said Sheriff's Department staff will not move prisoners through public corridors once this project is completed but judges will have to move courtrooms. Davis said sometimes people are taken into custody unplanned and will travel through corridors. The secure corridor will remove 85-90% of prisoner movement from public corridors. Scheduling issues may also cause prisoners to be transported through public areas. A spare courtroom would alleviate this potential for tension. Dwyer said people are arrested every day in the Courthouse and travel in public areas. Issues such as the need for more criminal courts will be addressed later. Davis said all criminal courts and one family court will be serviced with the tunnel. Dwyer said he is concerned about manpower and prisoner transport. Cutting down on holding cells may increase the need to transport prisoners back and forth. Bussler said Sheriff's Deputies will be able to transport a couple prisoners at a time. Davis said windows are an important concern of the judiciary. Contractor noise can be worked around if the courts are alerted ahead of time. He feels good about the value engineering.

Motion carried 7-0.

Discuss and Approve Proposed Scope for Public Works Central Fleet Audit

Dwyer explained that the Public Works Central Fleet audit scope will review the effectiveness and efficiency of the repair and maintenance operations of the division including evaluation of the division's performance for repairs and maintenance as compared to national standards, controls over inventory, use of P-cards and evaluation of warranty activity. Optional items for the scope could include review of the acquisition and use of fuel, utilization of select classes of vehicles and evaluation of the disposal/auction of vehicles. The audit of the optional items will depend on pricing and overall proposed project plan.

MOTION: Paulson moved, Ruf second, to approve the proposed scope of the Public Works Central Fleet Audit. Motion carried 7-0.

Committee Reports by Committee Chairs for the Following Meetings:

Finance – May 5, 2010 – Haukohl said the committee elected Heinrich as vice chair and Meyers as secretary of the Finance Committee. At the meeting, the committee discussed/reviewed the following items: year-end Special Revenues Funds Report, county investment policies, departmental indirect charges for golf courses and ice arenas, and financial management and economic environment presented to bond rating agencies.

Public Works – May 13, 2010 – Swan said the committee elected Kolb as vice chair of the Public Works Committee and Jaske as secretary. The committee approved bids for the Huber Facility Generator and District

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Attorney Office Remodel Projects, Ordinances 165-O-002, 165-O-003 and 165-O-004. The committee heard updates on the RFP for Northview Upgrades, Vanpool Program and Routine Maintenance Agreement.

Judiciary – May 14, 2010 – Tortomasi said Wolff was elected vice chair of the Judiciary Committee and Kathleen Cummings was elected secretary. The committee reviewed its duties and responsibilities as outlined in the Waukesha County Code. The committee approved ordinances 165-O-008, 165-O-009 and 165-O-004, and had presentations on the courts technology presentation and the 2009 Annual Jury Report.

MOTION: Tortomasi moved, Ruf second, to adjourn the meeting at 10:32 a.m. Motion carried 7-0.

Respectfully submitted,

Janel Brandtjen
Secretary