

Minutes of the Finance Committee

Wednesday, June 16, 2010

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

Present: Supervisors Pat Haukohl (Chair), Bill Zaborowski, Pamela Meyer, Dave Falstad, and Jim Heinrich. Rob Hutton arrived at 8:34 a.m. Heinrich left the meeting at 9:45 a.m. **Absent:** Ted Rolfs.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Aging & Disability Resource Center (ADRC) Manager Cathy Bellovary, Health & Nutrition Supervisor Mary Smith, Administrative Services Manager Russ Kutz, Inspector Steve Marks, Business Manager Lyndsay Johnson, Community Development Coordinator Glen Lewinski, Senior Financial Analyst Clara Daniels, Criminal Justice Collaborating Council (CJCC) Coordinator Rebecca Luczaj, Parks & Land Use Director Dale Shaver, Building Operations Manager Mark Keckeisen, Senior Financial Analyst Vince Masterson, Airport Manager Keith Markano, Budget Specialist Linda Witkowski, Public Works Director Allison Bussler, Business Manager Betsy Crosswaite, Waukesha Metro Transit Director Bob Johnson, Waukesha Metro Transit Deputy Director Andrew Johnson, Wisconsin Coach Lines Vice President Tom Dieckelman, and Register of Deeds Jim Behrend. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 5-19-10 & 5-25-10

MOTION: Falstad moved, second by Heinrich to approve the minutes of May 19. Motion carried 5-0.

MOTION: Falstad moved, second by Heinrich to approve the minutes of May 25. Motion carried 5-0.

Schedule Next Meeting Dates

- July 7

Hutton arrived at 8:34 a.m.

Chair's Executive Committee Report of 6-14-10

Haukohl highlighted the following items from the last Executive Committee meeting.

- Reviewed the audit of the Health & Human Services billing and accounts receivable function.
- Heard a report from Waukesha County Economic Development Corporation Director Bill Mitchell on the current economic status of Waukesha County businesses, the success story behind Waukesha Electric Systems, and how the sustainability initiative benefits local businesses.
- Discussed and approved the ordinance to reorganize the Airport. Haukohl anticipates she and Supervisor Paulson will propose amendments on the board floor.

- Approved an advisory referendum for Waukesha County in November asking voters if the Wisconsin Constitution should be amended to prohibit further transfers from the segregated State Transportation Fund.

Future Agenda Items

- Review County Contributions into the Wisconsin Retirement System (Zaborowski)

Ordinance 165-O-026: Accept Donation From Roundy's Supermarkets Inc. And Modify Health And Human Services Nutrition Program 2010 Budget To Authorize Donation Expenditures

Bellovary discussed this ordinance which authorizes accepting a \$2,500 donation from Roundy's Supermarkets, Inc. to purchase chairs and storage carts for the Brookfield Senior Center. Bellovary said each time Roundy's opens a new store, they donate funds to an organization in the community.

MOTION: Hutton moved, second by Falstad to approve Ordinance 165-O-026. Motion carried 6-0.

Ordinance 165-O-024: Amend Sheriff's Department 2010 Budget Expenditure Of Office Of National Drug Control Policy Cooperative Agreement Funds

Marks said this ordinance appropriates up to \$13,126 of federal 2010 High Intensity Drug Trafficking Area money to pay for overtime and related benefits (\$2,260), a vehicle lease (\$1,866), and small equipment (\$9,000) such as a pocket projector, digital cameras, hand units, an overhead projector, and pelican (hard-shell) cases.

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 165-O-024. Motion carried 6-0.

Ordinance 165-O-025: Accept Joint Federal Justice Assistance Grant And Modify Waukesha County Sheriff Department's 2010 Budget To Authorize Grant Expenditures

Marks said this ordinance appropriates \$7,000 of Edward Byrne Justice Assistance Grant Program funds to purchase the following: fitness for duty testing equipment (\$1,875), hand held metal detector wands (\$525), personal protective equipment (\$1,250), wireless scanner (\$1,800), and surveillance equipment (\$1,600).

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 165-O-025. Motion carried 5-1. Hutton voted no.

Hutton questioned the necessity of this grant and that the Sheriff's Department may have pursued it on a want basis rather than on a need basis.

State Legislative Update

Spaeth said the legislature is out of session so there are no bills to report on. However, the Governor's Juvenile Corrections Review Committee will recommend that the State close either Ethan Allen or Lincoln Hills in an effort to reduce the corrections budget deficit, currently about \$100 million. A decision is expected June 21. Spaeth noted that both centers are typically half-full and keeping both open will increase the County's daily rate (cost).

Ordinance 165-O-023: Accept And Appropriate Additional Funds Under The Community Development Block Grant – Emergency Assistance Program From The Wisconsin Department Of Commerce

Lewinski discussed this ordinance as outlined which approves the acceptance and appropriation of an additional \$2,552,600 in State Emergency Assistance Program grant funds for the following: construction of a new community center in the City of Oconomowoc (up to \$1,900,000), dam repairs in the Village of Mukwonago (up to \$380,000), business assistance to the Highlander Golf Course (up to \$200,000), and storm water management on Pond View Lane in the Town Oconomowoc (up to \$72,600). Lewinski noted that projects were chosen by the State.

Haukohl had concerns with giving \$200,000 to a private golf course when municipalities such as Brookfield are still having flood control issues. Lewinski said he sent letters to every municipality advising of the available funds. Residential rehabilitation funding is still available for residents who have flood damage but they must qualify at 80% of the medium income level – the same criteria used with their other programs. Zaborowski also spoke of concerns with this particular project. Haukohl asked what would happen if this ordinance was amended on the board floor whereby eliminating the golf course project. Lewinski said the funds would likely go to the next project on the State's list, quite possibly outside Waukesha County. Hutton asked how the funds would be used. Lewinski said the golf course owner submitted bills to him for restoration, property damage to the clubhouse, and damage to the golf course. Haukohl noted if there is a funding classification for private businesses then this project is applicable.

Hutton asked about the physical condition of the community center. Lewinski said the center was heavily damaged by floods and the object is to move it to higher ground so it does not flood again. Hutton said he typically does not approve of government subsidies for private businesses, such as the golf course, but because there is a legitimate program providing for this type of reimbursement, he spoke in support. He noted the State has subsidized Roundy's Corporation in the past with little or no scrutiny. He believes there will be more economic activity at the golf course than at the community center and questioned why there wasn't more scrutiny over their award of up to \$1.9 million. To answer Haukohl's question, Lewinski did not believe the golf course owner had flood insurance. Haukohl asked how many other private businesses applied for these funds to which Lewinski said none.

MOTION: Heinrich moved, second by Falstad to approve Ordinance 165-O-023. Motion carried 4-2. Hutton and Zaborowski voted no.

Change in 2010 Criminal Justice Collaborating Council (CJCC) Budget Intent

Luczaj discussed this item as outlined in her memo which involves transferring \$28,057 from the Operating After Revocation (OAR) Program. She explained the legislature recently decriminalized OAR offenses, therefore, the County's OAR Program will cease July 30. Those convicted of OAR will now go through municipal court and not the County court system. Luczaj said she and Health & Human Services Director Peter Schuler decided how to best use the remaining \$28,057. She advised the funds will go for WCS administrative overhead (\$7,863); the Intoxicated Driver Intervention Program (\$10,097); and the Alcohol Treatment Court Program (\$10,097).

MOTION: Falstad moved, second by Zaborowski to approve the change in 2010 CJCC budget intent. Motion carried 6-0.

Heinrich left the meeting at 9:45 a.m.

Ordinance 165-O-022: Amend Waukesha County 2010 Budget To Discontinue The Energy Efficiency Revolving Loan Program And Transfer The 2010 Appropriated Funding Of \$440,000 To Increase Capital Project 200918 Energy Efficiency And Conservation Block Grant Implementation For Additional Project Expenditures

Shaver and Keckeisen explained this ordinance which modifies the 2010 budget due to the proposed discontinuation of the Energy Efficiency Revolving Loan Program in the Non-Departmental operating budget for \$440,000. The program's federal restrictions and requirements will diminish the effectiveness of the program as previously planned. The funds will be transferred to capital project #200918 entitled "Energy Efficiency and Conservation Block Grant Implementation" to include the installation of a solar thermal system for the Waukesha County Jail and Law Enforcement Center water supply.

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 165-O-022. Motion carried 4-1. Hutton voted no.

Hutton voted no, not based on the project nor that the program didn't work, but on principle. He was concerned that none of the program funds went to the private sector.

Ordinance 165-O-018: Amendment Of Declaration Of Covenants And Restrictions For Buildings And Structures Of Waukesha County Airport Development District/Corporate Hangar Area Development

Markano discussed this ordinance as outlined which modifies covenants for the corporate hangar area development to allow the provision of aeronautical services. This results in an increase in the land lease rate by \$0.0186 per square foot. The revised rate of \$0.2675 per square foot is comparable to current rates charged under terminal ramp covenants which allow aeronautical services. This may result in additional annual revenues estimated at about \$4,900 if the four remaining lots are leased and involve aeronautical services.

MOTION: Falstad moved, second by Hutton to approve Ordinance 165-O-018. Motion carried 5-0.

Ordinance 165-O-019: Approve Operating Agreement Between Waukesha County And Stein Aircraft Services, LLC

Markano explained this ordinance to approve an airport operating agreement with Stein Aircraft Services, LLC which is a sublease to an existing lease with Select Leasing. The sublease agreement involves the new provision for aeronautical services (see Ordinance 165-O-018) which could result in additional estimated revenues of about \$1,800 annually with a CPI increase applied each year for the five-year lease period.

MOTION: Hutton moved, second by Zaborowski to approve Ordinance 165-O-019. Motion carried 5-0.

Update on the Van Pool Program & Delays

A. Johnson said the vanpool program is very new to Waukesha County. It is a ridesharing agreement, much like a carpool, where four to seven people use a County-owned van to commute to work and back. The County provides the van, insurance coverage, a maintenance program, and a fuel program. Vanpool members will operate the van, pick up riders safely and on time, ensure the van is serviced and maintained, and submit monthly operating reports. Regarding costs, program details are being finalized. Vanpools are cost effective – currently the most cost effective mode of transportation – only a fraction of the cost per mile of a single occupant vehicle. Vanpools can produce tax savings for the employers and employees.

A. Johnson explained how the County will recover its costs and said if the program comes close to revenue neutral, it will be considered a success. It is not intended to cost the County much money. Bussler indicated employers will be charged a per-month, per-mile rate. Falstad said while this type of program requires flexibility in its development, it will need to be managed well. A. Johnson advised that miles will be limited but some personal use allowed. Bussler gave the example of errands on the way home from work. A. Johnson noted the program needs to be convenient otherwise it won't be utilized. Mileage allowances, however, will be enforced. Hutton was opposed to using the vehicles for personal use. Mader said in some cases, this will allow workers who don't have a car a way to get to and from work. Vanpools meet basic transit and business needs to get workers to businesses that otherwise might not happen. Bussler indicated carpooling is very cost effective. If everyone did that with one other person, the number of cars on the road would be cut by half. To answer Hutton's question, Bussler said they have not heard from a lot of businesses asking for vanpools because many are not yet familiar. However, they do have a long list of businesses wanting more transit options. A. Johnson added that about eight businesses and non-profits were represented at a recent meeting on this issue where at least a couple of them expressed interest afterwards. At Hutton's request, Bussler and A. Johnson explained the factors they will consider when analyzing the program in the future to determine whether it should be discontinued, expanded, etc. Haukohl felt this program was a worthwhile endeavor.

Annual Report on Transit Routes and Contracts with City of Waukesha

Crosswaite distributed copies of the fourth quarter 2009 update and the update for January through April 2010.

A. Johnson said ridership was down in 2009 compared to 2008, a record ridership year. They stayed under budget and ended the year okay. There were no major changes in the service unlike previous years.

A. Johnson said so far in 2010, ridership is up. Haukohl asked which routes are doing really well. A. Johnson replied commuter route 906 is doing extremely well. Route 901 (all-day route) isn't doing as well as they had hoped but is still within acceptable limits. A. Johnson explained that all-day routes typically don't do as well as commuter routes which operate only during peak periods. Staff are looking at ways to increase ridership. B. Johnson indicated commuter routes 904 and 905 are both doing well. A. Johnson advised that ridership on route 218 is down. It is running at 7.3 passengers per revenue hour, the lowest of all the routes, which is not an acceptable level. They will be looking at ways to increase ridership with Wisconsin Coach Lines. Route 901 paratransit is down and they are investigating why. Paratransit ridership has decreased all over. Route 10

extension is doing very well, always has, and ridership is up in 2010. Route 79 ridership is down somewhat compared to 2009 and much like the other commuter routes, this has a lot to do with economic conditions and fuel prices. Operating expenses are up quite a bit because of a fuel adjustment clause (less of a County credit than in 2009) affecting this particular route. Route 1 extension ridership has increased significantly as have the rides per revenue hour, probably due to improvements in the economy. Overall, ridership increased 0.1%. A. Johnson said operating costs have risen, although 4.2% is still good.

Haukohl suggested meeting with businesses through WCEDC meetings to find out what their needs are. Perhaps they would benefit from vanpools.

Ordinance 165-O-016: Approve Using Part Of New Recording Fee To Make Social Security Numbers Not Viewable Or Accessible On Previously Recorded Documents

Behrend reviewed this ordinance which authorizes the Register of Deeds to apply \$5.00 of the \$30.00 flat fee for recording each document to redact social security numbers that are viewable in electronic format on the internet. Behrend said this is a State mandate that comes with money. The fee would become effective June 25, 2010 and will raise about \$220,000 for the remainder of 2010 and about \$400,000 next year to be part of a capital project. The capital project will address the redaction of social security numbers and is expected in the 2011 budget. The office will continue collecting the redaction fees to cover implementation, recurring maintenance, and software costs until the project is completed.

Haukohl asked if \$5 is enough to cover costs. Behrend said \$5 is plenty. In fact, he expects revenues to increase.

Behrend advised they will scan past files that are on microfilm, put them in the electronic environment, and then screen everything. This process should take about 1.5 years in manual labor. This will be part of the capital project next year, as will the scanning component. Behrend did not think the capital project will cost more than the estimated \$620,000 in revenues.

MOTION: Falstad moved, second by Meyer to approve Ordinance 165-O-016. Motion carried 5-0.

MOTION: Falstad moved, second by Hutton to adjourn at 12:02 p.m. Motion carried 5-0.

Respectfully submitted,

Pamela Meyer
Secretary