

## Minutes of the Executive Committee

Monday, August 20, 2018

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

**Present:** Supervisors Paul Decker, Jim Heinrich, Christine Howard, Larry Nelson, Dave Swan, and Dave Zimmermann. **Absent:** Peter Wolff.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Senior Engineering Tech Jason Mayer, Engineering Services Manager Carolynn Gellings, Treasurer Pam Reeves, Administration Director Norm Cummings, Principal Financial Projects Analyst Danielle Igielski, WOW Development Board President Laura Catherman, Internal Audit Manager Lori Schubert, Public Works Director Allison Bussler, Parks & Land Use Director Dale Shaver, Reporter Cara Spoto of *The Freeman*, Senior Financial Analyst Steve Trimborn, Supervisor Bill Mitchell, and Environmental Health Supervisor Mike Radomski.

### Approve Minutes of July 16, 2018

MOTION: Swan moved, second by Zimmermann to approve the minutes of July 16. Motion carried 6-0.

### State Legislative Update

Spaeth covered Dark Stores issues.

### Future Meeting Date

- September 17, 2018 (a.m./p.m.)

### Standing Committee Reports by Committee Chairs

Standing committee chairs gave reports on their respective committee meetings.

### Ordinance 173-O-032: 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

Gellings and Mayer explained this ordinance which amends Chapter 15, Article II, Division 4 for the purpose of revising sections of the County Code and updating the same sections based upon current practices as it relates to purpose, fees, definitions, required permits, access point design criteria, location and construction requirements, permit requirements, application process, appeal of denial of permit, violations, and conditions related to reconstruction of county trunk highways. Technical revisions may be made on the Board floor to 15-55, Section 3, to “greater” than 600, greater than “1,500”, and greater than “2,500 ft.” Noted on the ordinance, in concert with 15-54 number of units.

MOTION: Zimmermann moved, second by Swan to approve Ordinance 173-O-032. Motion carried 6-0.

### Determine Sale Values on County-Owned Foreclosure Properties Less Than \$5,000

Reeves reviewed 15 properties outlined in her report which included information on property location, assessed value, equalized value, and taxes, interest, penalties and fees owed. All values

were established at \$200 with the exception of Tax Key MUKV 1974.954.000 which was given a value of \$300.

MOTION: Howard moved, second by Zimmermann to approve the sale values. Motion carried 6-0.

**Ordinance 173-O-033: Amend Waukesha County Code of Ordinances, Section 7-95 Regarding Travel Expenses**

Cummings said this ordinance will amend the County Code of Ordinances to update travel reimbursement rates and practices to take effect September 1, 2018. To increase efficiency for County staff, travel advances will be allowed up to 100% of estimated travel. The current County Code with respect to in-state hotel rates have not been updated since 2012 and normally the state rate in certain cities is unavailable. For in-state hotels, the maximum reimbursement will be \$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.

MOTION: Howard moved, second by Nelson to approve Ordinance 173-O-033. Motion carried 6-0.

**Ordinance 173-O-034: Approve WOW Consortium Agreement and Authorize Waukesha County As The Fiscal Agent Of The Workforce Development Board**

Cummings, Catherman, and Igielski discussed this ordinance to approve the Waukesha-Ozaukee-Washington (WOW) consortium agreement and authorize Waukesha County as the fiscal agent of the Workforce Development Center. The WOW Board is one of Wisconsin's eleven regional boards and is charged with addressing local economic workforce issues in Waukesha, Ozaukee, and Washington Counties. The WOW Board works in collaboration with local elected officials, economic development corporations, businesses, and the community to address macroeconomic workforce issues in the three-county area.

WOW Board staff and board members, Waukesha County staff, Waukesha, Ozaukee, and Washington County Board Chairs, and workforce system stakeholders evaluated allowable board, fiscal agent, and staffing structures and best practices to determine the most efficient and cost effective model. Waukesha, Ozaukee, and Washington Counties had previously entered into a Consortium Agreement pursuant to the Workforce Innovation and Opportunity Act to define the three-county workforce development area and the roles of the counties under the Workforce Innovation and Opportunity Act. It is now desirable that Waukesha County serve as the administrative entity, grant recipient and fiscal agent for the WOW Board. In light of these changes, it is necessary to update the Consortium Agreement.

MOTION: Howard moved, second by Nelson to approve Ordinance 173-O-034. Motion carried 6-0.

**Appointment 173-A-016: James Dwyer to the Southeastern Wisconsin Regional Planning Commission; Appointment 173-A-017: Patricia Carriveau to the Aging and Disability Resource Center Advisory Board; Appointment 173-A-018: Susan Schweda to the Aging and Disability Resource Center Advisory Board; Appointment 173-A-019: Phyllis Wesolowski to the Aging and Disability Resource Center Advisory Board**

MOTION: Swan moved, second by Heinrich to approve the above-listed appointments en masse. Motion carried 6-0.

**Parks and Land Use and Public Works Permitting Processes Review**

Schubert, Shaver, and Bussler were present to discuss this item as outlined in the report. Internal Audit has completed the review of selected permitting processes within the Parks and Land Use and Public Works Departments as approved by the Executive Committee of the County Board of Supervisors. The fieldwork for this review was conducted by Matrix Consulting Group. The report contains several recommendations to improve the processes. Several of these recommendations are technology dependent. Internal Audit has discussed the process mapping and recommendations with management of the Parks and Land Use Department and the Public Works Department. They are generally in agreement with the mapping results and recommendations. Shaver and Bussler discussed their responses to the report as outlined in their memos to Schubert dated October 6 and 9, respectively.

MOTION: Heinrich moved, second by Zimmermann to approve the Internal Audit report titled “Waukesha County Parks and Land Use and Public Works Permitting Processes Reviews – August 2018.” Motion carried 6-0.

**Update by Chair on County Board Chair Conference, and Workforce Development and Transportation Issues**

Decker provided additional information and details regarding his involvement at both events. He also covered transportation issues and future challenges.

**Update on Customer Service Program Information**

Spaeth gave an update on the County’s customer service program including data for April through August of which the committee provided commentary.

**Standing Committee Reports**

Committee chairs and Spaeth, on behalf of Wolff, gave reports on their respective committee meetings.

MOTION: Zimmermann moved, second by Howard to adjourn at 11:50 a.m. Motion carried 6-0.

Respectfully submitted,

*Peter M. Wolff*

Peter M. Wolff  
Secretary