

Minutes of the Waukesha County Executive Committee

Monday, June 20, 2016

Chair Decker called the meeting to order at 8:33 a.m.

Present: Paul Decker, Jim Heinrich, Dave Zimmermann, Christine Howard, and Larry Nelson.

Absent: Dave Swan and Peter Wolff.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Administrative Specialist Beth Schwartz, Internal Audit Manager Lori Schubert, Reporter Karen Pilarski of *The Freeman*, County Board Supervisor Duane Paulson, Senior Landscape Architect Steve Brunner, and Parks & Land Use Director Dale Shaver. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of May 16, 2016

MOTION: Heinrich moved, second by Howard to approve the minutes of May 16. Motion carried 5-0.

State Legislative Update

Spaeth said the Governor's Aging & Disability Resource Center (ADRC) proposal to privatize certain services will not go forward, at least not at this time.

Announcements

Paulson said an effort by some state legislators to simplify the process Veterans Services offices need to adhere to in order to receive their funding seems to have been successful.

Proposed Scope for Parks and Land Use – Golf Course Cashiering Audit

Schubert discussed the proposed scope for the Parks & Land Use golf course cashiering audit which will be conducted on three County golf courses beginning in July or August.

Answering Heinrich's question on clarification, Schubert said the audit will focus on the revenue and receipting process, internal controls, controlling cash, and ensuring funds are deposited in the proper accounts efficiently. It will not focus on inventory.

MOTION: Heinrich moved, second by Zimmermann to approve the proposed scope for the Golf Course Cashiering Audit. Motion carried 5-0.

Proposed Scope for Public Works – Highway Operations Division Audit

Schubert said this audit will focus on the highways operations area that maintains state and county highways, either via Routine Maintenance Agreements (RMAs) or Performance-based Maintenance (PbM) projects.

PbM projects is a State pilot program that began in 2014. It is similar to the private sector in that it is based on performance. Schubert explained the County does the road work and our reimbursement is based on a contract amount, not necessarily what our cost is, therefore, the County can either make or lose money. The total number of State PbM projects worked on by the County are fairly

limited at this time but with a couple years of history, now is a good time to look at how this program is affecting the County.

Schubert said this is an operational audit with a focus on accuracy and efficiency of the cost allocation system and cost tracking. She will examine the level of compliance with our internal policies on PbM projects and benchmarking efforts and what can be done to better evaluate projects. An optional item will be to examine current skillsets required for PbM projects and what will be needed in the future when those positions turnover. Schubert said she hopes to have a contract signed by the end of August and a report completed in early 2017.

Decker had concerns on how estimates can be impacted by interdepartmental charges. Schubert said all costs need to be taken into account when bidding on PbM projects and this will be addressed in the audit.

MOTION: Howard moved, second by Nelson to approve the proposed scope for the Highway Operations Division Audit. Motion carried 5-0.

Ordinance 171-O-008: Modify Project Scope for Capital Project 201407, Waukesha to Brookfield Multi Use Trail

This ordinance was referred back to committee by the County Board due to concerns by several County Board members. Shaver and Brunner discussed this ordinance which modifies the scope of the Waukesha-Brookfield Trail capital project. Shaver discussed options that were looked at to address trail construction for two miles (Brookfield to Pewaukee) as a first phase. The second phase (extending the remaining two miles into Waukesha) will need to be reevaluated for less expensive rail-crossing alternatives in a future capital project. Scope modification is required at this time so staff can proceed with the design phase under the revised project intent.

Project funding of \$500,000 for the design phase has already been appropriated and no additional funding is needed at this time. However, the attached project form includes revised future 2018 construction costs which will be considered in the upcoming 2017-2021 capital plan review process. Total project costs are estimated to decrease by \$721,200, from \$3,216,000 to \$2,494,800 which reflects the reduced scope and updated cost estimates obtained during this design phase. This project continues to be primarily funded with federal and state revenues. This ordinance does not have any direct tax levy impact. However, the County share of costs may be revised in future capital plans as more information is gathered in advance of construction.

Shaver said the project, as amended and described above, benefits many municipalities and it connects to the Milwaukee County trail system. Options for connecting into the City of Waukesha were studied and there are several possibilities for the future which he explained in detail. While it would be ideal to do it all at one time, it is not feasible today. Shaver noted this is similar to other bike trails they have done or are in the process of, and similar to acquiring parkland of which he gave examples. Addressing some supervisors' concerns, Shaver said this is not a dead end trail whereby he explained the trail system using a map. The County has been planning this trail corridor for quite some time with the goal that municipalities will begin planning connections from their business districts, subdivisions, etc. Shaver said the department and County Executive remain committed to completing this trail which is included in the County Development Plan. Brunner indicated that informational meetings were held and they heard only positive comments by the

public. Paulson said he could not support this ordinance unless the City of Waukesha connection can be finished. Heinrich stated the City of Brookfield has invested a significant amount of money to build a trailhead and asked how much has been committed by the City of Waukesha. Shaver noted there are some access issues near the railroad at the Payne & Dolan site in the City of Waukesha but whether the railroad would be willing to sell it to the County is unknown at this time.

MOTION: Howard moved, second by Heinrich to approve Ordinance 171-O-008. Motion carried 5-0.

Discuss and Consider the Following Appointments:

Motion: Howard moved, second by Heinrich to approve the following appointments en masse.

Appointment 171-A-006: Chuck Wood to the Eagle Springs Lake, Pretty Lake, and School Section Lake Management Districts

Appointment 171-A-007: Bobbi Woppert to the Big Bend Library Board of Trustees

Appointment 171-A-008: Rev. Stephen Welch to the Community Development Block Grant Board

Appointment 171-A-009: Nancy Bonniwell to the Board of Adjustment

Appointment 171-A-010: Nicholas Jordan as an Alternate to the Board of Adjustment

Appointment 171-A-011: Robert Peregrine to the Park and Planning Commission

Appointment 171-A-012: Bonnie Morris as an Alternate to the Park and Planning Commission

Appointment 171-A-013: Michael Crowley to the Airport Operations Commission

Appointment 171-A-014: Thomas Farley as an Alternate to the Ethics Board

Appointment 171-A-015: Arnold Moncada to the Ethics Board

Motion carried 5-0.

County Board Committee Reports by Committee Chairs for the Following 2016 Meetings:

Finance of May 18: Heinrich reported the committee approved two ordinances and heard reports on the County's workers' compensation payable reserve level, investment policies, and first quarter investments.

Public Works of June 16: Mader reported the committee approved bids for the Naga Waukeke Park Ice Arena Dasher Board, air handling units at the UW-Waukesha Campus, sidewalk and parking lot improvements at UW-Waukesha and the Courthouse, and cooling tower top replacements at the Jail, Law Enforcement Center, and Administration Center; heard a status report on the Nashotah rental home demolition, approved two ordinances, saw a presentation on the YourGOV app, heard reports on the Summer Road School Conference and the Transportation Development Association, and heard an overview of the Highway Operations which included a tour of the facility.

Health & Human Services of June 16: Howard reported the committee heard presentations on the Waukesha County Community Dental Clinic, the Women, Infants, and Children (WIC) Program, and the Children & Family Services Division including the Safe Babies Healthy Families Program.

Judiciary & Law Enforcement of June 17: Decker and Spaeth reported Sheriff Severson discussed budget challenges in the Sheriff's Department, and the committee approved one ordinance.

Land Use, Parks and Environment of May 17: Zimmermann reported the committee elected Bill Mitchell as vice chair and Keith Hammitt as secretary, heard overviews on Parks & Land Use and zoning, and approved six ordinances which have since been approved by the County Board.

Human Resources Committee of May 17: Nelson reported the committee elected Mike Crowley as vice chair and Jeremy Walz as secretary, reviewed the annual report of the County Clerk's Office, and heard an update on the Waukesha Employee Health & Wellness Clinic.

MOTION: Zimmermann moved, second by Nelson to adjourn at 10:08 a.m. Motion carried 5-0.

Respectfully submitted,

Peter M. Wolff
Secretary