

Minutes of the Waukesha County Executive Committee

Monday August 15, 2016

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

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

Also Present: County Board Chief of Staff Mark Mader, Airport Manager Kurt Stanich, Director of Administration Norm Cummings, Principal Human Resources Analyst Terri Sgarlata-Lutz, Director of Bridges Federated Library System Connie Meyer, Internal Audit Manager Lori Schubert, and *Freeman* Staff Karen Pilarski. Minutes Recorded by Administrative Specialist Beth Schwartz, County Board Office.

Approve Minutes of July 26, 2016

MOTION: Heinrich moved, second by Swan to approve the minutes of July 26. Motion carried 7-0.

Report on Annual National Association of Counties (NACo) Conference

Nelson said he was appointed as one of three vice chairs for the NACo Community and the Economic and Workforce Development Steering Committee for 2016-2017, which advocates for CDBG and HOME funding. He reported on the contested election for second vice president. The Bridges Library System won the National NACo Achievement Award and he urged committee chairs to apply for awards. Conference speakers included Kareem Abdul Jabbar, swimmer Diana Nyad, and author Jon Meacham. Next year the NACo Conference will be in Columbus, Ohio.

Discuss The Proposed Scope Of The Clerk Of Courts Audit

Schubert said this audit of the Clerk of Courts Probate Division will include administrative functions and financial services designated as Probate related matters as per State Statute. This includes estate proceedings, trusts, adult guardianships and protective placements, adult adoptions, and juvenile guardianship of estates. This is part of a broader effort to consolidate the administrative and fiscal operations common to the various courts divisions. The proposed internal audit will evaluate accuracy, efficiency and effectiveness of current efforts, develop recommendations to improve fiscal management over trusts and guardianships, and to provide information to assist efforts to transition these duties from the Probate Office to the Administration Division-Business Center.

Schubert said some of the objectives of this audit include identifying procedures related to annual guardianship accounting reviews and auditing responsibilities, identifying potential statutory liabilities to the County, identifying reasons additional duties are performed, and identifying any activities between corporate and regular trust accounts to determine if the differences are appropriately based on risk. Schubert reported that in addition a survey of eight other Counties is proposed to assess workload, how resources are allocated, and review processes related to accounting and subsequent auditing, compare service levels between all surveyed counties to the state statutes, and provide copies of surveys to Clerk of Courts management to facilitate further study. There may be an evaluation of best practices for improved use of technology in the administration of trust accounts depending on overall pricing and the proposed work plan. This is a

contracted audit to start in November with field work estimated to be completed by early 2017. In answering Swan's questions, Schubert said surveys let the County know how to do better in the future, and that removing items from the audit would affect the value of the project. Nelson questioned why the number of annual accounts has gone down since 2014, to which Schubert attributed statutory changes occurring through 2013 Wis. Act 92.

Discuss and Consider Ordinance 171-O-031: Repeal And Recreate Portions Of Waukesha County Code Of Ordinances, Section 7-95 Travel Expenses

Sgarlata-Lutz explained the changes to Section I which approves new meal reimbursement rates for County employees. The new rates will be separated in-state and out-of-state. Cummings added that with such a varied rate throughout the country, rates by city are found in the annual index published by the State of Wisconsin Office of State Employment Relations. Sgarlata-Lutz explained Section II updates lodging rates for certain high-cost in-state cities and a minimum out-of-state reimbursement rate. Cummings attributed this in part to WCA conferences. High-cost in-state cities include Green Bay, Madison, Lacrosse, Wisconsin Dells, Appleton, Lake Geneva, and Door County. All lodging rates are reimbursed at the lower of actual daily rate or listed maximum rate. Section III changes are limited to catered meals such as provided lunch in training sessions, or reimbursement for meals with vendors in order to adhere to ethical practices. Section IV is repealed, eliminating the five-day reimbursement limit, with consideration to including travel before and after. Section V is updated to requiring receipts for anything over \$12.00 increased from \$10.00.

These changes will take effect September 1, 2016 except meal rates will take effect January 1, 2017. Any new costs associated with these changes will be managed within existing department travel budgets. No new tax levy impact results from this action. Out-of-state reimbursement rates exceeding \$120.00 follow the annual index published by the State of Wisconsin Office of State Employment Relations, plus applicable taxes. In answering Heinrich's questions, Sgarlata-Lutz said there are always room taxes and if by some chance the room costs more than the rate then the traveler is responsible for the additional amount. Swan asked if mileage is based on federal government guidelines, which Cummings confirmed and also clarified the need for receipts for reimbursements. He noted travel forms and additional rate information can be found online.

MOTION: Howard moved, second by Nelson to approve Ordinance 171-O-031. Motion carried 7-0.

Discuss and Consider Ordinance 171-O-030: Delete Existing Capital Project #201311 South And West Terminal Ramp Expansion, Create New Airport Ramp Expansion Project With Modified Scope And Revenue #201621, And Modify The 2016 Capital Projects Budget

Stanich explained this ordinance deletes the existing capital project for the south and west terminal ramp expansion (#201311) and creates a new replacement ramp expansion project (#201621) with enhanced scope and revenue. The ordinance modifies the 2016-2020 capital plan for the deletion and creation of these projects. The last time this project was approved by the County Board no funding was available from the Federal Aviation Administration (FAA) and Wisconsin Bureau of Aeronautics (BOA), which usually covers about 95% of projects. The project had to be fully-funded with County Airport Fund balance, so a project was designed to fit the scale befitting of their budget, but without a signed land lease agreement from their service providers the project was not initiated. Now, instead of doing a small expansion of the ramp, the FAA and BOA revenues are expected to be available to help fund a more comprehensive ramp expansion that is consistent with the Airport master plan. The project will also include improvements to storm water management, airfield lighting and signage.

Stanich reported fourteen acres of grass will be lost, so grass cutting is a negligible cost. The new ramp space will result in additional ongoing costs for snow removal and pavement maintenance. As part of their eventual lease agreements, the hangar owners will pay for portions of the new pavement for which they are leasing. Ongoing costs for the remaining pavement will be paid for by the County. Snow removal will be a cost incurred by a service provider who will rent out the ramp space when the expansion is complete. The ramp expansion also provides ramp space for potentially three new hangars, which are expected to be constructed over the next three years and estimated to generate approximately \$84,000 in additional annual land lease revenues. The new hangars will support additional based aircraft at the Airport, increasing fuel revenues paid to the County. The project is expected to improve accessibility within the airport grounds and enhance safety by removing traffic from aircraft movement areas and a busy taxiway. This change will also improve the service time for Flight for Life. Another cost saver is that stormwater management requirements will be accomplished in the first phase. In answering Decker's question, Stanich confirmed the area being expanded into is currently grass islands. To Swan's inquiry, Stanich said future expansions will be in 2022. Heinrich asked about stormwater concerns and surface water retention from additional concrete. Stanich said the DNR is looking at the three phases all together, a global view in which the first phase will include implementing all stormwater practices for all three phases.

MOTION: Heinrich moved, second by Swan to approve Ordinance 171-O-030. Motion carried 7-0.

Discuss and Consider Ordinance 171-O-032: Modify The Bridges Library System 2016 Budget To Accept And Appropriate Grant Funding To Improve Library Services To Youth And Citizens With Special Needs

Meyer reported the State Department of Public Instruction (DPI) approved the Library Services Technology Act (LSTA) grant request from the Bridges Library System on behalf of seven Wisconsin Library Systems. The Bridges Library System received an official Notification of Grant Award and may accept up to \$7,000 of federal Library Services and Technology (LSTA) grant funds passed through the State Department of Public Instruction (DPI). The funds will be used for mini grants to libraries in 15 counties in various library systems for projects to improve library services and programs for serving youth and those with special needs in the communities they serve. The proposed use of these grant funds has no direct impact on either the County General Tax Levy or the Special Library Tax Levy, and the revenue and expenditure will match. Decker and Howard asked if this grant includes training costs and managing costs. Meyer said implementation is not included in the grant, and the library system must demonstrate there is local in kind contribution. In answering Heinrich's question, Meyer said Bridges will be reimbursed only for the documented expenditures and resources used. The ACT 150 Committee, which discusses standards and hours of operation best practices, will be meeting next month.

MOTION: Nelson moved, second by Heinrich to approve Ordinance 171-O-032. Motion carried 7-0.

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

Public Works Committee of August 11: Swan reported the Committee approved three ordinances, and heard two bids, one for the Health and Human Services emergency distribution upgrade and one to raze a rental house in Nashotah Park. They also heard an overview of transit services.

Health and Human Services Committee of August 11: Howard reported the Committee heard presentations from a number of different programs, including Foodshare Employment training (FSET), Veteran Services, and the Economic Fraud area.

MOTION: Wolff moved, second by Zimmerman to adjourn at 10:01 a.m. Motion carried 7-0.

Respectfully submitted,

Peter M. Wolff
Secretary