

Minutes of the Land Use, Parks and Environment (LUPE) Committee

Tuesday, August 21, 2018

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

Present: Supervisors Dave Zimmermann, Kathleen Cummings, Keith Hammitt, Bill Mitchell, and Tom Schellinger. **Absent:** Steve Whittow and Chuck Wood.

Also Present: Legislative Policy Advisor Sarah Spaeth, Parks System Manager Rebecca Mattano, Parks System Manager Steve Brunner, Senior Landscape Architect Nicki Jensen, Senior Planner Amy Barrows, Parks & Land Use Director Dale Shaver, W-O-W Workforce Development Board President Laura Catherman, Chief of Staff Shawn Lundie, Supervisor Darlene Johnson, and Principal Financial Projects Analyst Danielle Igielski.

Approve Minutes – July 17, 2018

MOTION: Mitchell moved, second by Schellinger to approve the minutes of July 17. Motion carried 5-0.

Executive Committee Report of – August 20, 2018

Zimmermann advised the Executive Committee approved three ordinances, five appointments, and determined sale values on County-owned foreclosure properties less than \$5,000. They also heard a report by Internal Audit Manager Lori Schubert on the Parks & Land Use and Public Works Permitting Processes Review and an update on the County's customer service program. Chair Decker reported on the County Board Chair Conference, and Workforce Development and Transportation Issues, and chairs gave standing committee reports.

Future Agenda Items

- WOW Board Overview

Future Meeting Dates

- Tuesday, September 18, 2018 (Capital Projects)
- Tuesday, October 2, 2018 (Budget)
- Tuesday, October 16, 2018 (Regular Business)

Legislative Update

Spaeth provided an update on the State's study committees.

Discuss and Consider Ordinance 173-O-029: Approve First Amendment To Millpointer Property Residential Use Agreement

Mattano discussed this ordinance as outlined which amends extending the Residential Use Agreement with JoAnne M. Millpointer for property located within Nashotah Park. Consistent with the Waukesha County Park and Open Space Plan, the County Board adopted Enrolled Ordinances 167-19 and 168-61 to acquire the Joanne M. Millpointer Revocable Trust property located in the Village of Nashotah to become part of Nashotah Park. Through a Residential Use Agreement, Joanne Millpointer was given the ability to live in the house on the property for a maximum of five years, with an expiration date on December 20, 2018. However, to assist in the living arrangement transition for Joanne Millpointer, the County agrees to extend the term of the Residential Use Agreement until April 1, 2019.

MOTION: Schellinger moved, second by Cummings to approve Ordinance 173-O-029. Motion carried 5-0.

Discuss and Consider Ordinance 173-O-031: Authorize Department Of Parks And Land Use To Acquire Real Estate Interests To Complete The Lake Country Trail STH 67 Underpass Project, Waukesha County Project I.D. 3852-05-00

Jensen discussed this ordinance which authorizes the Parks and Land Use Department to acquire additional real estate interests related to the Lake Country Trail State Highway 67 Underpass project #201607. It was determined during the preliminary design phase (30% completion) of the project that additional real estate interests were necessary to complete the Project. According to staff, the amount currently budgeted in the capital project should be sufficient for this purpose. Any modification of the project budget overall will require future County Board approval. This ordinance requires no additional tax levy.

MOTION: Mitchell moved, second by Hammitt to approve Ordinance 173-O-031. Motion carried 5-0.

Presentation on Okauchee Downtown Development

Barrows was present to update the committee on planning that has taken place regarding the Okauchee downtown development. Planning and zoning staff have been working with an advisory committee to make recommendations for changes to the County Code to allow for economic growth in this area. The advisory committee met to discuss what they currently like about downtown Okauchee, what are the opportunities for improvement and what idea they have for code changes. As far as code changes the committee made recommendations on density, height, setbacks, building footprint, parking, signage and outdoor seating. In the future there will be a public hearing before an ordinance would come before the County Board.

Schellinger asked that staff keep track of time they spend on this project, and Cummings echoed that comment. Schellinger asked if this project should have been outsourced and Shaver said there would not have been much staff time saved because staff would have been involved in the project throughout the process regardless.

Discuss and Consider Ordinance 173-O-030: Execute Sub-grantee Agreements And HUD Grant Agreement For Community Development Block Grant (CDBG) And Home Investment Partnership (Home) Programs For The 2019 Program Year

Shaver discussed this ordinance as outlined which authorizes the County Executive to execute agreements with the Federal Government to accept up to \$2,837,246 of CDBG and Home grants and program income. If the HUD funding allocation awards are less than the estimated amount, the CDBG and Home Consortium Boards will make appropriate reductions to sub-grantee grant amounts and send a notification of any decreases to the Finance Committee. The Community Development expenditures will be limited to the amount of the HUD award notifications. All sub-grantee agreements for projects will include clauses providing for grant funding decreases, if necessary. If the final Federal appropriation amount is greater than the estimated amount of \$2,837,246 an ordinance to appropriate the additional funding will require County Board approval to increase the CDBG and Home program expenditure appropriations and revenue budgets accordingly. This ordinance has no direct tax levy impact.

MOTION: Cummings moved, second by Mitchell to approve Ordinance 173-O-030. Motion carried 5-0.

Discuss and Consider Ordinance 173-O-038: Create One Workforce Development Board Director Position And Modify Waukesha County Parks And Land Use 2018 Budget To Appropriate Waukesha-Ozaukee-Washington Workforce Development Board Grant Funds

Shaver, Lundie, and Catherman were present to discuss this ordinance as outlined which creates one regular, full-time (1.00 FTE) Workforce Development Board Director position (salary range \$93,772 - \$128,621) in the Workforce Innovation and Opportunity Act (WIOA) Fund in the Parks & Land Use Department. This ordinance also appropriates \$434,700 of total expenditure authority and increases General Government revenues by a corresponding amount for the fourth quarter of 2018.

This new position is a result of Waukesha County agreeing to serve as the administrative entity, grant recipient, fiscal agent, and oversight manager of the Waukesha, Ozaukee, and Walworth (WOW) Counties Board. The position will implement grant-programs working with sub-grantee vendors, work with stakeholders on macroeconomic workforce issues, and serve as a liaison with representatives of the WOW counties.

Personnel costs of \$42,300 are related to the Workforce Development Board Director position as well as programmatic support costs and extra help. Operating Expenses of \$392,400 is largely to support sub-grantee programs mentioned previously. Other miscellaneous operating expenses are mainly budgeted to provide office supply costs, office rent, staff development and travel, and software/computer maintenance.

All position costs and any Workforce Development grant programming and related expenses are funded through federal Workforce Innovation and Opportunity Act annual allocations. Staff indicate that the total grant expenditures are estimated to be expended by December 31, 2018 and any amounts remaining will be submitted as part of the County's carryover ordinance process. This ordinance is estimated to have no direct tax levy impact and is conditioned upon the approval and execution of a mutually agreeable Fiscal Agent Agreement.

Johnson expressed concern about Waukesha taking the lead. Lundie explained Waukesha County has always been the lead fiscal agent; the only change is where the position is housed.

MOTION: Hammitt moved, second by Mitchell to approve Ordinance 173-O-038. Motion carried 5-0.

MOTION: Cummings moved, second by Schellinger to adjourn at 10:01 a.m. Motion carried 5-0.

Respectfully submitted,

Steve Whittow

Steve Whittow
Secretary