



Minutes Waukesha County Board Executive Committee Meeting August 17, 2015

Chair Decker called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Committee Members Present

Paul Decker (Chair) Gilbert W. Yerke David D. Zimmermann David W. Swan
Pauline Jaske James A. Heinrich

Peter M. Wolff (*left the meeting at 9:26 a.m., returned at 9:40 a.m., left at 9:52 a.m., returned at 10:19 a.m.*)

Others Present

Chief of Staff Mark Mader	Internal Audit Manager Lori Schubert
Legislative Policy Advisor Sarah Spaeth	Programs and Projects Analyst Windy Jicha
UW-Extension Director Jerry Braatz	Airport Manager Kurt Stanich
Public Works Director Allison Bussler	Principal Buyer Cindy Greco
Supervisor Christine Howard	Freeman Reporter Karen Pilarski
Supervisor Larry Nelson	Citizen Mary Emery
Citizen Marilyn Hagerstrand	Supervisor Duane Paulson
Supervisor Kathleen Cummings	Senior Financial Analyst Steve Trimborn
Citizen Jim Dennistin	Principal Assistant Corporation Counsel Eric Weidig
Budget Specialist Bill Duckwitz	Director of Parks and Land Use Dale Shaver

Public Comment

Howard, a member of the request for proposal (RFP) committee deciding the fate of the former health and human services (HHS) building, spoke about her experiences on the committee and how she supports the committee's decision.

Correspondence

A list of correspondence was distributed.

Approve Minutes of July 20, 2015

Motion: Swan moved, Jaske second, to approve the minutes of July 20, 2015. Motion carried 7-0.

Discuss and Consider Scope of Business Services Division Audit

Schubert reviewed a memo to the committee dated August 12, 2015 outlining the proposed scope of the collections division audit including division background, activities and proposed scope. The audit will examine the efficiency and effectiveness of division operations along with account referral and creation processes, collections and receipting, reconciliation processes and reporting. The audit will be contracted via the county's request for proposal process. Proposers will be asked to provide information on an optional service comparing audit results with public/private collections operations and industry best practices.

Motion: Yerke moved, Jaske second, to approve the scope of the business services division audit. Motion carried 7-0.

Discuss and Consider Ordinance 170-O-047: Authorize Waukesha County University of Wisconsin Extension Office to Accept and Appropriate the ProHealth Care Donation for the Tower Hill Project

Braatz reported that approval of this ordinance authorizes Waukesha County University of Wisconsin Cooperative Extension Office to accept a \$20,000 donation from ProHealth Care. The funding will be used to operate horticulture, nutrition education and financial literacy programs in the Tower Hill Neighborhood of the City of Waukesha. The majority of the funding, \$17,196, will be appropriated to operating expenses and \$2,804 to interdepartmental costs.

In response to Jaske's question, Braatz said ProHealth Care requires semi-annual qualitative and quantitative metrics.

Motion: Heinrich moved, Wolff second, to approve Ordinance 170-O-047. Motion carried 7-0.

Discuss and Consider Ordinance 170-O-046: Authorize Waukesha County University of Wisconsin Extension Office to Accept and Appropriate the City of Waukesha Funding for the Main Street Construction and Energy Efficiency Projects

Braatz reported that approval of this ordinance authorizes Waukesha County University of Wisconsin Extension Office to accept \$22,800 in City of Waukesha funds be used for an energy conservation education program for residents in the Phoenix Heights Neighborhood Revitalization Area and \$7,800 to conduct a business educational outreach program on West Main Street. The majority of the funding, \$20,697, will be appropriated to operating expenses and \$2,103 to interdepartmental costs.

Motion: Wolff moved, Zimmermann second, to approve Ordinance 170-O-046. Motion carried 7-0.

County Board Committee Reports by Committee Chairs for the Following 2015 Meetings:

Land Use – July 21 – Jaske said seven ordinances approved at this meeting have already been approved by the county board.

Finance – July 22 – Heinrich said the committee approved three ordinances and heard a report on the Waukesha Employee Health and Wellness Center.

HHS – August 13 – Yerke said that the committee had reports on 2014 veterans service office activities, Wisconsin Department of Veterans Affairs County Veterans Service Officer grant, 2015 secure detention annual inspection and shelter care at Lad Lake. The committee also toured the Lad Lake shelter care facility.

Judiciary – August 14 – Wolff said the committee approved an ordinance and had a presentation on the sheriff's department equipment replacement plan.

Discuss and Consider Resolution 170-R-002: Authorize Negotiation of New Fixed Base Operator (FBO) Agreement between Atlantic Aviation and Waukesha County

Bussler said Atlantic Aviation, Inc., the county's current FBO, has proposed to invest \$2.5 million in a new hangar and \$1 million in airport terminal building renovations, which are expected to increase business potential through increased based corporate aircrafts and higher fuel flow revenues and decrease the airport's reliance on county tax levy. Because the benefits exceed the timeframe of the current FBO lease and operating agreement (set to expire in 2018), Bussler recommends the county suspend its usual purchasing policy requiring such contracts to be awarded through public bid or RFP process and entering into a new 20-year FBO lease and operating agreement. The county board will approve the final agreement.

Motion: Swan moved, Yerke second, to approve Resolution 170-R-002.

In response to Jaske's question, Bussler said the county may or may not get a better deal going through the RFP process. In response to Heinrich's concerns about both FBO contracts expiring in similar time frames, Bussler explained some positive and negative factors associated with FBO contracts expiring within three years of each other. Paulson asked that escape clauses for both the FBO and county be built into the contract.

Motion carried 7-0.

Public Comment

Emery, Hagerstrand and Cummings spoke against the RFP committee's recommendation for the former HHS building while Paulson spoke for it.

Wolff left the meeting at 9:26 a.m.

Discuss and Consider RFP Committee Recommendation for the Former HHS Building

Bussler reported that one proposal to repurpose the former HHS building was received from Gorman & Company. The RFP committee asked for additional information from Gorman & Company to address several deficiencies with the proposal related to access, parking, campus fit, rezoning, tax credits and historical maintenance and preservation. Gorman & Company responded to the request by submitting additional information but the committee found that it still lacked sufficient detail to complete a thorough project evaluation including cost impacts. The RFP committee allowed the company to change the intent of their project midstream (not usually allowed under the county's RFP process) from a multi-family complex to senior living apartments. Gorman & Company was invited to make a presentation to the committee indicating why the company is suited for the project, address proposal deficiencies and answer questions. Gorman & Company indicated a reduction of the \$400,000 purchase price by an unspecified amount would be needed to deal with several issues (parking, access and footprint) and could reduce the purchase price to zero. The RFP committee does not recommend moving forward with this project due to the incomplete proposal but requests that the finance committee approve the RFP process as required by the county code.

Wolff returned at 9:40 a.m.

In response to Decker's questions, Greco said the committee followed the county's RFP procedures. In response to Heinrich's comments, Bussler explained the difference between actual parking needs and parking needs dictated by the city.

In response to Zimmermann's question, Bussler said Ted Malcom from Gorman & Company talked to her once to ask questions about parking needs related to the RFP.

Wolff left at 9:52 a.m.

Yerke said he will be voting against the RFP committee's recommendation to not move forward with the project. Yerke wished the county would have been more forward thinking and began plans to repurpose the building years ago. The county is missing an opportunity to focus on a public-private partnership, preserve history and meet needs in the community such as affordable senior housing. Jaske said the county missed an opportunity to do something helpful in the community and show leadership.

Wolff returned at 10:19 a.m.

Swan said he supports the RFP committee's recommendation and wants the county to keep the land because of its location. Zimmermann said it would be great to save the building but making it work is not practical.

Motion: Wolff moved, Swan second, to approve the RFP committee's recommendation for the former HHS building indicating the county does not move forward on the project. Motion carried 6-1 (Yerke voted no).

County Board Committee Reports by Committee Chairs for the Following 2015 Meetings:

Human Resources – July 21 – Zimmermann reported that the committee had reports on the following topics: hiring of relatives of current employees, 2015 human resources division budget objectives, collective bargaining and Waukesha Employee Health and Wellness Center.

Public Works – August 13 – Swan said the committee approved two ordinances, a resolution, a bid award for UW-Waukesha and the RFP for the former HHS building.

Legislative Update

Spaeth said she is working with Federated Library Director Connie Meyer to develop state legislation regarding library board membership of multi-county library systems. Waukesha County Federated Library System's (WCFLS) current board membership is seven. With the joining of Waukesha and Jefferson Counties, state statutes require the membership to increase to 15 members. Meyer feels a board of 11 members would be optimal. Spaeth will be in Madison August 20 to work with legislators on quickly passing the legislation to fit upcoming changes to the county's library system.

Motion: Wolff moved, Jaske second, to adjourn the meeting at 10:36 a.m. Motion carried 7-0.

Respectfully submitted,

Peter Wolff
Committee Secretary