



Minutes  
Waukesha County Board  
Executive Committee Meeting  
May 16, 2016

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) | David Swan       | Christine Howard | Larry Nelson |
| Peter Wolff         | David Zimmermann | James Heinrich   |              |

**Others Present**

|   |  |
|---|--|
| Administration Director Norm Cummings             | CliftonLarsonAllen, LLC Consultant Tom Killian |
| Park System Manager Duane Grimm                   | CliftonLarsonAllen, LLC Consultant Kyle Smith  |
| Parks & Land Use Director Dale Shaver             | Supervisor Duane Paulson                       |
| Supervisor William Zaborowski                     | Senior Collections Specialist Michele Gallun   |
| Collections/Business Service Manger Andrew Thelke | Senior Landscape Architect Steve Brunner       |
| Internal Audit Manager Lori Schubert              | Senior Financial Analyst Linda Hein            |
| Budget Management Specialist Bill Duckwitz        | Legislative Policy Advisor Sarah Spaeth        |
| Chief of Staff Mark Mader                         | Administrative Specialist Alison Ries          |

**Future Agenda Items**

- Consent agenda
- Two-year budget forecasting
- Cost for county to cover insurance for employee spouses

**Legislative Update**

Spaeth reported the state is in recess for the year and study committees are forming. Topics of interest to committees include the publication of government documents and legal notices, reducing recidivism, how bail is assigned and posted for offenders and county crime prevention boards.

**Committee Welcome and Opening Remarks by Chair**

Decker welcomed members to the committee. He reminded members that as chairs of standing committees, all questions/comments that come to the board floor should be able to be answered and that it is important to think and act strategically and with prudence for this term and beyond.

**Nomination and Election of Secretary**

Heinrich moved, second by Zimmerman to elect Peter Wolff as Secretary of the Executive Committee. Motion carried 7-0.

**Discuss Committee Duties and Responsibilities as Written in the County Code of Ordinances**

Mader explained the duties and responsibilities of the Executive committee as stated in Chapter 4 of the County Code of Ordinances. He stressed the importance of following the meeting agenda and adhering to the open meetings laws. Mader reminded members to notify county board staff in the event of an absence prior to the meeting in an effort to avoid quorum issues.

### **Department of Administration (DOA) Collections Division Audit**

Killian reported the audit was designed to review the Waukesha County Collections Division in order to evaluate its efficiency and effectiveness. The scope of the audit included account referral processes and account creation, collections and receipting activities, month-end reconciliation processes and reporting to internal and external clients. Killian commended the Collections staff for assisting and providing input throughout the audit which expedited the auditing procedure.

Findings determined that the Waukesha DOA Collections Division has a well-controlled environment servicing Waukesha County departments and 57 governmental agencies throughout the State of Wisconsin. Responding to Zimmerman's question, Thelke stated the 57 governmental agencies Collections services include municipalities, Waukesha County Technical College (WCTC), Wisconsin Community Service (WCS), fire districts and the Public Defender's office.

Killian informed members that the audit did not contain any critical issues however, 8 recommendations were identified which are intended to improve the collection processing practice. Recommendations were made to credit card payment information, printing and mailing paper statements, backlog accounts, receipt of referrals into Columbia Ultimate Business System (CUBS), processing time standards for referrals, account referral processing review (quality assurance), client training, and a review of staff access to CUBS. Killian stated that Collections is already implementing some of the recommendations and will continue to engage in continuous improvement efforts.

Motion: Howard moved, second by Heinrich to approve the Collections Division Audit. Motion carried 7-0.

### **Ordinance 171-O-007: Amend The Waukesha County Code Of Ordinances Chapter 14 Pertaining To Park Rules**

Grimm discussed this ordinance which amends Chapter 14, Article II, Division 2, Park Rules for the purposes of amending several definitions, adding provisions regarding permits, adding drones to the list of aircraft prohibited from parks unless a written permit is acquired, and addressing camping changes for the new reservation system.

Responding to Zimmermann's question, Shaver explained that the process of acquiring permits for drones can be completed online, is free and is good for an entire year. He reported there are restrictions in certain areas for drones and those restrictions are posted online.

Motion: Wolff moved, second by Howard to approve Ordinance 171-O-007. Motion carried 7-0.

### **Ordinance 171-O-008: Modify Project Scope For Capital Project 201407, Waukesha To Brookfield Multi Use Trail**

This ordinance modifies the scope of the Waukesha-Brookfield Trail capital project. The original project intent was to build a four-mile trail from Frame Park in the City of Waukesha to Mitchell Park in the City of Brookfield. However, Parks and Land Use (PLU) management were recently informed by the Wisconsin Department of Transportation that one railroad crossing will require constructing a bridge (rather than an at-grade crossing), which PLU estimates would increase project costs about \$3 million. The revised scope will 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 re-evaluated for less expensive rail-crossing alternatives in a future capital project. Scope modification is required at this time so PLU can proceed with the design phase under the revised project intent.

Project funding of \$500,000 for the design phase has already been appropriated (\$73,000 of the \$500,000 are County funds in the 2014-2015 Capital Project budget). No additional funding is needed at this time however,

there will be 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 reflect the reduced scope and updated cost estimates obtained during this design phase. This project continues to be primarily funded with federal/state revenues. This ordinance does not have any direct tax levy, however the County share of costs may be revised in future capital plans as more information is gathered in advance of construction.

Motion: Heinrich moved, second by Zimmermann to approve Ordinance 171-O-008. Motion carried 7-0.

**Appointment 171-A-001: Richard Mace to the Wisconsin River Rail Transit Commission**

Motion: Heinrich moved, second by Nelson to approve Appointment 171-A-001. Motion carried 7-0.

**Appointment 171-A-002: Darlene Johnson to the Phantom Lake Management District**

Motion: Zimmerman moved, second by Heinrich to approve Appointment 171-A-002. Motion carried 7-0.

**Appointment 171-A-003: Fred Muenkel to the Community Development Block Grant Board**

Motion: Swan moved, second by Howard to approve Appointment 171-A-003. Motion carried 7-0.

**Appointment 171-A-004: Larry Nelson to the Community Development Block Grant Board**

Motion: Swan moved, second by Heinrich to approve Appointment 171-A-004. Motion carried 7-0.

**Appointment 171-A-005: Kathleen Novack to the Community Development Block Grant Board**

Motion: Swan moved, second by Howard to approve Appointment 171-A-005. Motion carried 7-0.

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

Finance of May 4: Heinrich stated the committee elected Duane Paulsen as Vice Chair and William Zaborowski as Secretary, approved 8 contract procurements, heard presentations on the Treasurer's office, fund balance policies and bond ratings and a General Funds report.

Public Works of May 12: Swan stated the committee elected Keith Hammitt as Vice Chair and Richard Morris as Secretary, approved 1 ordinance, and had an overview of the Public Works Department.

Health & Human Services of May 12: Howard stated the committee elected Duane Paulson as Vice Chair and Robert Kolb as Secretary, heard overviews of HHS departments, and had an update on Operation Finally Home.

Judiciary & Law Enforcement of May 13: Wolff reported the committee elected Kathleen Cummings as Vice Chair and Jennifer Grant as Secretary, approved 1 ordinance, and heard the 2015 Jury Report and Courts Update.

Motion: Wolff moved, second Swan by to adjourn the meeting at 10:32 a.m. Motion carried 7-0.

Respectfully submitted,

Peter M. Wolff  
Committee Secretary