

**AGENDA**  
**Executive Committee**  
**Monday, October 2, 2017 – 8:30 a.m.**  
**Waukesha County Administration Center – Room 130**  
**Supervisors: please bring your budget book**

Pledge of Allegiance  
Meeting Approvals  
Public Comments  
Future Agenda Items  
Correspondence  
State Legislative Update  
Approve Minutes of September 18, 2017

**ITEMS FOR DISCUSSION AND CONSIDERATION**

1. Discuss and Consider the 2018 Bridges Federated Library System Operating Budget
2. Discuss and Consider the 2018 Non-Departmental Budget
3. Discuss and Consider Resolution 172-R-002: Adopt Five-Year Capital Projects Plan

<b><u>Item</u></b>	<b><u>Appearance by:</u></b>	<b><u>Approx. Time</u></b>
1	Director of Bridges Library System Connie Meyer	8:35 a.m.
2	Director of Administration Norm Cummings	9:25 a.m.

**Minutes of the Executive Committee**  
**September 11, 2017**

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

**Committee Members Present:** Chairman Paul Decker, David Swan, David Zimmermann, James Heinrich, Peter Wolff, Larry Nelson, and Christine Howard (arrived at 11:25 a.m.).

**Others Present:** Chief of Staff Mark Mader, Director of Parks and Land Use Dale Shaver, Director of Public Works Allison Bussler, Departmental Secretary Tony Di Frances, Airport Manager Kurt Stanich, Building Operations Manager Shane Waeghe, Engineering Services Manager Gary Evans, Business Manager Betsy Forrest, Senior Fiscal Specialist Rhiannon Cupkie, Business Manager Lyndsay Johnson, Inspector James Gumm, Sheriff Eric Severson, Deputy Inspector Torin Misko, Financial Analyst Joshua Joost, Human Resources Manager Jim Richter, Information Technology Infrastructure Administrator Al Mundt, Accounting Services Manager Larry Dahl, Business Services Administrator Donn Hoffmann, Senior Correctional Facilities Manager Angela Wollenhaupt, Budget Management Specialist Bill Duckwitz, Business Manager Peter Mudek, Park Systems Manager Steve Brunner, Director of Administration Norm Cummings, and Collections/Business Services Manager Andrew Thelke. District Attorney Sue Opper, Judge Jennifer Dorow, Senior Civil Engineer Kevin Yanny, and Support Staff Supervisor Kathy Brady. Minutes Recorded by Beth Schwartz, County Board Office.

**Approve Minutes of July 17, 2017**

Motion: Swan moved, second by Zimmermann to approve the minutes of July 17, 2017. Motion carried 6-0.

**Future Meeting Date:** September 18, 2017

**Review, Discuss and Consider 2018-2022 Capital Projects Plan Relative to:  
Parks and Land Use (Items 34-42)**

Shaver, Brunner and Mudek discussed the following projects and said all projects are as planned unless otherwise noted as an increase, decrease, delay or deletion.

*Item 34 Lake Country Trail STH 67 Underpass* – As a collaboration with the City of Oconomowoc, entrances and exits to the box tunnel will be installed by the Department of Transportation (DOT) for an underpass for the Lake Country Trail. It will provide a safe and unimpeded crossing of the major roadway for trail users. It will also help maintain efficient traffic flow by reducing congestion and time delays for motorists caused by substantial pedestrian and bicyclist clearance times when trail users are crossing the roadway. Estimated construction time is 3-5 years and will require maintenance including removal of debris, cleanup of vandalism, and monitoring of operational condition of light fixtures. The facility will be maintained by the City of Oconomowoc and current Naga-Waukee Park staff who maintains the Lake Country Trail will maintain the trail approaches and signage. Zimmermann asked who was responsible for maintaining the underpass. Shaver said the County will maintain responsibility and lights and security cameras will be added.

*Item 35 2020 Orthophotography* – The images, topographic maps and underlying DTM are used by planning, parks, land conservation and transportation divisions for planning and development. Without current consistent information, inaccurate assumptions could be made resulting in costly changes in planned activities. There are no ongoing operating costs.

*Item 36 Camp Pow Wow Expansion* – The original construction was made possible through a 50/50 cost share agreement with the County. This expansion project, with improvements that meet program needs and continue to retain and attract users of this unique program, is proposed with a 50/50 cost share agreement between the County and Association for the Rights of Citizens with handicaps (ARCh). Construction is

being delayed from 2020 to 2021 to allow ARCh more time for fund raising for its share of project costs. There is an expected minimal increase in operating cost due to additional square footage and restroom plumbing fixtures. Some utility savings is expected due to upgrading HVAC and lighting to more efficient equipment and fixtures. Decker asked if there are any restrictions in renting this space out and Shaver said there are not.

*Item 37 University of Wisconsin Waukesha Site Infrastructure Improvements* – This project will repair and replace deteriorating concrete walks, terraces, stairways, asphalt parking lots and update the conditions for Americans with Disabilities Act (ADA) compliance, safety, storm water management, and improved ease of maintenance and campus function. All concrete projects will include erosion and sediment control, site preparation, drainage improvements, excavation, demolition, pavement installation, and vegetative restoration. Swan asked about a particular set of stairs, and Brunner said there is a prioritization list and safety issues are prioritized first.

*Item 38 Menomonee Park Beach House Renovation* – The remodeling is expected to extend the life of the building for another 30 years by replacing original mechanical systems, lighting, windows, and doors/frames, while updating bathrooms and ADA accessibility to current code compliance. Moving the lifeguard room to the beach side of the building will improve visibility and safety. Expected operating costs would be equivalent to current conditions with some utility savings from upgrades to HVAC and lighting. The project will not receive Department of Natural Resources Stewardship funding. Project scope and costs have been adjusted down and will no longer include partial enclosing of the outdoor pavilion, instead focusing on renovation and extension of the facility's useful life. Shaver discussed the alternative of building a second separate gathering space because the lodge is too difficult to rent out in the busy summer swimming season. Heinrich asked if there would be a family bathroom, and Shaver said family bathrooms could easily be incorporated. Zimmermann asked about the fireplace in the center of the building. Shaver said structurally it would be an expensive, high effort job to remove it.

*Item 39 Pewaukee to Brookfield Trail* – This proposed project will develop the three-mile segment of the trail, connecting to 26 miles of established on and off road trails. It will also connect residents in several densely populated areas with a transportation alternative to access employment, retail and recreation centers. Funding will come from multiple sources, and depending on future use and demand, the cities may cooperatively maintain this trail for year round use. Shaver pointed out on a map all of the connections of the trail. Heinrich asked if the pavilion in Brookfield will allow for bathrooms open for 24 hours, and Shaver expects they do.

*Item 40 Phase I: Waukesha-Brookfield Multi-Use Trail Project* – This project is identified as the northern phase of a north-south connector trail in the County Bike/Pedestrian Plan. The ultimate connector trail will serve an estimated 120,000 people in the Waukesha-Pewaukee-Brookfield area. This project will connect public parks and green space reusing an abandoned railroad corridor. It offers economic benefits by connecting businesses and employment centers in the community.

*Item 41 Eble Park Ice Arena Refrigeration System* – The current refrigeration system is original to the ice arena, constructed in 1988, with a lifespan of 25 years. Several components and pipes require replacement and a series of tests were done to determine the condition of the refrigeration plant. The system held up well to this high pressure leak test. Non-destructive testing was also done to determine the metal vessels and piping conditions. This showed some areas of wear and will be addressed with this project. Heinrich asked if this project could be discussed further at the Finance Committee. At Swan's request Shaver provided an estimation of how much money will be left in the Tarmann Fund after this project.

*Item 42 Pavement Management Plan 2018-2022* – The Department maintains paved surfaces around the Government Center, remote County facilities and the major parks. A rating system is used to survey pavement conditions and those with a PCI score of below 40 accounts for 40% of the budget, then the remaining allocation for preventative maintenance, replacement and consulting. Maintenance of the

existing road conditions requires frequent patching and seal applications in order to provide usable conditions and extend pavement life. Operating costs within the next 5 years will be minimal with the proposed pavement improvements.

Mader and Decker inquired if there were any other concerns or additional information needed in respect to these projects. The Committee did not feel the need to further discuss Parks and Land Use Capital Projects.

**Review, Discuss and Consider 2018-2022 Capital Projects Plan Relative to:**

**IT- Countywide (Items 45-47)**

**IT- Sheriff (Items 43-44)**

Richter, Dahl, Hoffmann, Thelke, Severson and Johnson discussed the following projects and said all projects are as planned unless otherwise noted as an increase, decrease, delay or deletion.

*Item 45 HRIS/Payroll System Implementation* – The current system is at the end of its lifecycle and the vendor does not provide enhancements preventing opportunity to create efficiencies and effective workflows and processes. New system functionality will replace functionality that is now done through a variety of manual tasks. This project will also transition payroll and HR information systems from self-hosted applications to a cloud-based solution, freeing up internal IT resources and eliminating the server infrastructure environment supporting the current in-house systems. In answering Decker's questions, Richter said the system will be highly customizable.

*Item 46 IntelliTime: Dynamic Scheduling* – The Clerk of Courts, Jail Division and Health & Human Services- Mental Health Center currently use outdated software to schedule department staff and because of this experience restrictions and inefficiencies. The Jail Division will be the first to try the new Dynamic Module with improved capabilities for scheduling practices. Zimmermann asked for clarification about annual fee increases, which Thelke explained. Business needs differ between divisions so the goal is to create and maintain separate modules. Heinrich asked about uneven contribution between the departments involved, and Cummings said the funds can be appropriately used for this project based on the County Code and ordinances.

*Item 47 Tax System and Countywide Cashiering Replacement* – This project replaces the Active Network Payment Manager (TAN) countywide cashiering system and the County's Property Tax Application (PTA) through the evaluation of current business processes and future business needs. Life expectancy of Property Tax Systems are limited. The TAN application will not be supported on Microsoft operating systems above Windows 7, establishing TAN's end of life at the end of 2019. The future solution would likely have similar annual maintenance expenses. Decker asked if security is at risk and Dahl said the systems are interdependent.

*Item 43 Security System Recording & Display Equipment Replacement* – This project will work to replace current analog security electronics with a digital system. A consultant found this solution would safely and securely monitor jail activities, record up to 30 days of video, and allow all staff to perform administrative functions of the system which would last a minimum of 7 years. With a number of options to consider, funds to complete a study to identify replacement options are included, then following the study a separate capital project would fund the actual replacement. Zimmermann asked for further details about the digital system.

*Item 44 Jail Video Visitation System Replacement* – The current system is 12 years old and nearing the end of its useful life, and due to its criticalness the Department does not want to wait until the point of failure before replacement. New features in video visitation systems include internet visits, visit tracking and conflict checking. Depending on the vendor selected, ongoing costs could be addressed through a revenue sharing arrangement between the video visitation software and the County.

Mader and Decker inquired if there were any other concerns or additional information needed in respect to these projects. The Committee did not feel the need to further discuss Information Technology Capital Projects.

**Review, Discuss and Consider 2018-2022 Capital Projects Plan Relative to:**

**Public Works – Courthouse Project (Items 5-6)**

**Public Works – Buildings and Facilities (Items 4 & 7)**

**Public Works – Central Fleet and Highway Operations (Items 2-3)**

**Public Works – Highways (Items 8-33)**

**Public Works – Airport (Item 1)**

Bussler, Waeghe, Evans, and Stanich discussed the following projects. Bussler said all projects are as planned unless otherwise noted as an increase, decrease, delay or deletion.

*Item 5 Courthouse Project – Secure Courtroom Construction* – This project involves construction of a new 4 story, 8 courtroom facility and relocation of 8 existing courtrooms to the new facility. This work also includes demolition of the existing 1959 jail. Secure courtroom construction is about 3-way separation between the public, judiciary and court staff, and prisoners. Each have their own pathway that do not connect, which is considered best practice nationwide to ensure safe prisoner movement. The project is expected to increase energy efficiency on a square foot basis with the implementation of state of the art equipment and windows. It is anticipated cleaning and maintenance costs will increase. Based on the conceptual design the Sheriff's Department anticipates there will be a need for additional staff to operate this phase of the courthouse. Nelson asked for more details about new items discussed for the project. Mader asked about where intake and temporary holding will be. Waeghe said take-away temporary solutions were too costly so rooms with direct access to the prisoner transport tunnel will be utilized. Bussler said it isn't just the transport, but the holding cells that create the high cost. Using these rooms will avoid the throw-away cost. Nelson asked what will happen to the jail, and Waeghe said it will be the site of the new tower. Columns and heights of ceilings are the only parts that can not be adjusted for the temporary locations of the holding cells and transport. Mader asked if the courthouse project has any effect on the video visit capital project. Waeghe said video capabilities will be built into the new infrastructure. Severson said the Sheriff's Department associated staffing level required may exceed the video visit's savings. Wolff said that although the most effective for time and manpower is the video system, a prisoner has the opportunity to appear in court in person. Severson and Dorow spoke to the necessity for appropriate updates and changes.

*Item 6 Courthouse Project Step 2 – Renovate 1959 Courthouse* - This project involves renovating the existing Courthouse facility in a 3-stage vertical segmented approach to provide newly renovated facilities for all divisions, except the secure courtrooms addressed in Step 1. Courthouse renovation will also include the installation of new state of the art mechanical, electrical, fire protection, window systems and new wall, floor and ceiling finishes in all renovated areas. This approach will not require temporary offsite relocation of Courthouse personnel. Swan asked if each room will have its own electrical work. Waeghe said it will be determined with the engineers. Bussler said new items being discussed to possibly include, but that are not currently included, are relocating juvenile courtrooms and a computer training room for dispatch. Nelson asked about the timeline for new additions to the project. Bussler said by 2021 all final decisions must be made.

Supervisor Howard arrived at 11:25 a.m.

*Item 4 MHC Roof Replacement* - This project involves replacing 55,000 gross square feet of rubber roofing which will last approximately 20 years on the Mental Health Center. Ongoing operating costs will be reduced for labor and materials associated with repairing leaks and associated damages. Decker asked what the life span is after replacement and Waeghe said another 10-15 years.

*Item 7 UWW Roofing Upgrades* – This project repairs and replaces building envelope components at the University of Wisconsin-Waukesha campus. The useful life of a roof lasts 15-40 years.

*Item 2 Construct Salt Storage Facility/Replace Brine Maker* – Bussler said this project was delayed to allow for the opportunity to negotiate with DOT to share the cost of a new brine-maker as part of a larger salt dome construction project. It is expected to move forward with the county and the DOT entering into a memorandum of understanding. Heinrich asked if a brine has an adverse affect. Bussler said there is a lot of damage done to the trucks so that they need to be replaced.

*Item 3 Fuel Tank Replacement and Infrastructure Project* –This project involves 25 above ground and 5 underground tanks that will be replaced with similar tank styles, design, and capabilities. Funding for this project is spread out into later years, which allows for more initial research into replacement strategies and costs before committing too much funding. The budget strategy for the project is to fully fund the project and to utilize funds only as needed to complete improvements when necessitated by aging infrastructure. The most cost effective way is to wait until it fails and then replace it immediately.

*Item 4 Communication Center Expansion* – This project involves expanding space for the Waukesha Communications Center (WCC) to accommodate additional dispatch agencies and space for the Emergency Operations Center (EOC) to better handle countywide emergencies. The project will also add storage, a garage, and administrative space to free up existing space in the current facility to accommodate future county wide dispatch and better manage significant incidents. By adding new space, the Communication Center will be large enough so every municipality could fit into the building. Howard asked if it is anticipated that other municipalities will join. Bussler said they will not solicit partners.

*Item 8 CTH M, Calhoun Road to East County Line* – This project involves the widening of 3 miles of CTH M (North Avenue) from Calhoun Road to 124 Street to four lanes and the replacement of a bridge over Underwood Creek. Due to anticipated high construction costs at or near Pilgrim Road from last year's capital plan, this project was combined with it to form a single project.

*Item 9 CTH YY, Underwood Creek Structure* – Bussler said the roadway will remain two lanes over the structure but the substandard shoulder width will be improved to current standards. The project is not straight-forward due to a number of site constraints. Significant additional easements are anticipated and initial maintenance costs may be reduced.

*Item 10 CTH Y, Pilak Creek Tributary Bridge Rplc* - This project involves replacing the CTH Y structure over an unnamed tributary to Pilak Creek. The roadway will remain a two lane rural section over the structure. Various structure types will be considered. The City of Muskego is planning a bicycle facility along the west side of the highway. Accommodating the bicycle facility may require additional culvert length as well as some land acquisition. No federal funding is available for this project.

*Item 11 CTH O, I-94 to USH 18* – This 0.8 mile long project involves bringing it up to current standards including replacing existing concrete pavement, reconfiguring intersections, replacing older traffic signals, minor grading, and adding sidewalks and storm water improvements. Bussler said Moreland Road is one of the most important roads in the County, and this project is contingent on receiving federal funds. Nelson asked who has the authority when there are problems with entering and exiting a road.

*Item 12 CTH O & I Intersection Reconstruction* – This project involves improvements to the intersection at Moorland Road and Beloit Road. Left turn lanes on Moorland Road will be turned into double left turn lanes, right turn islands will be added, Beloit Road will be restriped to provide two lanes in each direction, failing pavement on Moorland Road will be replaced, and traffic signals will be upgraded. This is the first of three Moorland Road projects in the Capital Plan.

*Item 13 CTH O, CTH I to CTH ES* – This 1.4 mile long project involves replacing existing concrete pavement, reconfiguring intersections, replacing older traffic signals, minor grading, and adding sidewalks and storm water improvements.

*Item 14 CTH C, Hasslinger Drive Intersection* – This project is to address existing potential hazards including the sharp curve at an awkwardly configured intersection with a residential street, driveway and private road. This rural highway has one of the highest collision rates, and all crashes involved northbound vehicles running off the right side of CTH C at the midpoint of its curve.

*Item 15 CTH D, Moraine Hills Drive Intersection*- This project corrects the safety problems along the curved segment of CTH D at Moraine Drive. Because of the high crash rate and one fatality, this project will be completely covered by federal funding.

*Item 16 CTH E, Woodland Drive Intersection* – This project corrects the safety problems along the curved segment of CTH E at Woodland Drive. Construction will begin in 2022 to correct the high number of run-off-the-road crashes and instance of fatality.

*Item 17 CTH VV, Hickory Street to CTH F* – The existing pavement is nearing the end of its service life and is need of resurfacing/rehabilitation and had a low pavement condition index rating.

*Item 18 CTH D, Calhoun Road to 124 Street Rehab* - The pavement along this 3 mile long portion of CTH D requires reconditioning. Bussler said this project involves the rehabilitation of CTH D between Calhoun Road and 124th Street and the rehabilitation of the culverts at Deer Creek. The roadway will be rehabilitated with minor shoulder and intersection improvements. Federal funds were denied for bridge aid, so the project was rolled into a bigger project.

*Item 19 CTH ES, Fox River Bridge* – A bridge rehabilitation report was completed for this project and recommended deck repairs and a deck overlay. However to meet federal funding eligibility requirements regarding shoulder widths, the project scope was expanded to become a substructure widening and concrete deck replacement. The project has been re-scoped back to the original intent to repair and overlay the existing bridge deck, which means the project will no longer be eligible for federal funding.

*Item 20 CTH Q, Oconomowoc River Bridge* – This project is a replacement of the bridge with a single span slab anticipated, but various structures have been investigated. Reconstruction of additional approach roadway will be required. Federal bridge aid is anticipated to be used on this project.

*Item 21 CTH XX, Pebble Brook Creek Bridge* – This project involves overlay of the CTH XX bridge over Pebble Brook Creek. A concrete overlay is anticipated, but several overlay types will be considered during design. This project is delayed because the project was not approved for federal funding for the 2015 application, but the County will make the application for funding this year.

*Item 22 CTH I, Fox River Bridge* – This rehabilitation project is expected to include superstructure replacement, railing replacement, approach paving, approach guardrail replacement, repair of riprap slope paving, and painting of the pier columns. Roadway shoulders over the bridge will accommodate bicycles and the project does not include bridge widening for a bicycle trail. Following DOT approval of the rehabilitation report, the County will apply for federal bridge aid. The substructure and girders are generally in good condition but the girders do not have adequate load-carrying capacity for current design standards.

*Item 23 CTH F, N.B. Bridge at Green Road* – The scope of this project includes concrete overlay of the wearing surface and reconstruction of the concrete bridge railings. The structure is not currently eligible for federal bridge aid, however it is anticipated the bridge's deterioration over the last two years will soon lower the rating. Therefore, it is appropriate to initiate a project now given the time frame required to secure federal funding on bridge rehabilitation projects.

*Item 24 CTH VV, W.B. Bridge Over Menomonee River* – The slope of this project includes concrete deck replacement and guardrail upgrading. Following DOT approval of the rehabilitation report, the County will apply for federal bridge aid. As of 2016 the deck wearing surface indicates 20% delamination or debonding of the previous overlay. It is anticipated the bridge's deterioration over the last two years will soon lower the rating. Therefore, it is appropriate to initiate a project now given the time frame required to secure federal funding on bridge rehabilitation projects.

*Item 25 CTH O, CTH ES to STH 59 Rehabilitation* – This 2.3 mile long rehabilitation/reconstruction project includes replacing existing concrete pavement, reconfiguring intersections to improve safety, replacing older traffic signals, minor grading, adding sidewalks and storm water improvements. Traffic control will be a major challenge for this project and federal funds will partially offset the cost of design and construction. Answering Decker's question, Evans said this is a very expensive project because of concrete.

*Item 26 CTH DE, Wild Rose Lane to Oak Court* – This new project in the Town of Genesee will correct the safety problems along the curved segment of the highway. Proposed improvements include addressing concerns like adding pavement safety edges, improving clear zones, adding center line and shoulder rumble strip pavement markings to alert motorists approaching and driving through the curved segment, and other existing potential hazards.

*Item 27 CTH T, Northview Road to I-94* – This new 0.9 mile long rehabilitation/reconstruction of the City of Waukesha highway includes milling of and replacing the existing asphaltic pavement, base repairs to the underlying concrete pavement, minor reconfiguration of intersections to improve safety, replacing/upgrading of older traffic signals, storm water improvements and adding additional sidewalks. Traffic control will be a major challenge for this project, as traffic volumes are approximately 24,000 vehicles a day.

*Item 28 CTH VV, CTH E – Intersection* – This new proposed project in the Town of Merton is to correct safety problems by installing a roundabout. Improvement to the CTH E vertical alignment by removing a dip at the crossing of CTH E and the Bugline bicycle trail will make it safer for crossing bicycle traffic.

*Item 29 CTH KF, CTH JK – Intersection* – The proposed solution to correct this safety problem in the Town of Lisbon is to install a traffic signal in conjunction with turn lane improvements. A roundabout was ruled out due to the steep vertical geometry on CTH KF. The high number of collisions are attributed to several causes including cross traffic going through the two-way stop intersection, visibility of south bound traffic is limited by terrain and vegetation, and some CTH JK motorists report they assume the intersection is a four-way stop.

*Item 30 Bridge Aid Program 2018-2022* – This program provides assistance to municipalities for the replacement of large drainage structures. The program normally provides 50% of the funding for engineering, design and construction of town and village initiated projects without federal or state aid. Projects do not require departmental budget operating expenditures and are reviewed by County engineering staff.

*Item 31 Culvert Replacement Program 2018-2022* – Culverts are replaced annually because of deterioration. Larger culvert structures that require extensive design, more land acquisition and higher construction costs are addressed. The County averages one or two culvert replacements per year and locations are not normally known until the year they are to be replaced. Projects do not require departmental budget operating expenditures and are reviewed by County engineering staff.

*Item 32 Repaving program 2018-2022* – This project resurfaces/rehabilitates county trunk highways to remove distressed areas and provide improved riding surfaces. The Department's goal is to pave 20 lane miles of roadway annually. Crush, relay, and surface or other alternative methods will be used as necessary in lieu of patch and overlay. The Pavement Inspection Program determines sections of highways in need of



repaving, along with cost of shouldering, and parking lots at the Department's substation facilities. Typical useful life of pavement is 15 years, and as it ages the surface tends to rut and crack due to vehicle loads and weathering of the asphalt.

*Item 33 Signals & Safety Improvements* – Roadway safety is addressed through upgrades to existing traffic signals and new locations where traffic signals are warranted, as well as locations where there are safety concerns. Intersections with poor roadway geometry are studied for signal and roundabout alternatives. Beginning in 2018, intersection and safety projects will be introduced separately and evaluated on their merits against all other capital projects. As the County population grows, roadway vehicular traffic volumes and crashes increase, resulting in the need to install new traffic signals or roundabouts, to make geometric changes to reduce crash rates, delays and congestion. Some existing older signals need new features such as turn arrows and pedestrian phases.

*Item 1 Airport Ramp Expansion Project* – This project expands the South and West Airport Terminal Ramps to accommodate requests by Aeronautical Service Providers to construct corporate aircraft hangars. Grass islands currently dividing the main terminal ramp will be filled in with concrete to create parking for transient aircraft and improve ramp operations. Additionally, the west terminal ramp will connect to the west corporate hangar area significantly increasing safety as well as improving timely delivery of fuel service to corporate customers.

Mader and Decker inquired if there were any other concerns or additional information needed in respect to these projects. The Committee did not feel the need to further discuss Public Works Capital Projects.

**County Board Committee Reports by Committee Chairs for the Following 2017 Meetings**

These were moved to the 9/18/17 Executive Committee meeting.

Motion: Howard moved, second by Wolff to adjourn the meeting at 2:24 p.m. Motion carried 7-0.

Respectfully submitted,

Peter M. Wolff  
Secretary

**Minutes of the Executive Committee  
September 18, 2017**

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

**Committee Members Present:** Chairman Paul Decker, Supervisors David Swan, David Zimmermann, James Heinrich, Peter Wolff, Larry Nelson, and Christine Howard.

**Others Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Internal Auditor Lori Schubert, and Treasurer Pamela Reeves. Minutes Recorded by Beth Schwartz, County Board Office.

**Future Meeting Date:** October 2, 2017 (Budget Review)

**Discuss and Consider Proposed Scope for the Parks and Land Use Audit**

Schubert said the audit proposes to update the documentation of the permitting processes documented in the Waukesha County Guide to Permits, Licensing and Development Services. This includes storm water and erosion control, sanitary permit, site plan and plan of operation, conditional use, zoning permit/construction activities, and access to CTH public. The review process will include detailing the internal County procedures and will use value stream mapping (exclusive of the time calculations) and flowcharting. It will assess the processes to determine potential efficiencies and opportunities to streamline processes within current system constraints and identify potential considerations for future computerization in this area. Schubert said it will save a significant amount of money to finalize and write the report herself but she will work with a consulting firm to perform the audit. She is looking at June 2018 to complete the audit. Heinrich asked if there will be an RFP process and Schubert said they will get price quotes and work with the Purchasing Department. Swan asked if surplus budget money can be used next year and Schubert said it cannot. Answering Swan's question, Schubert said software that is internally built has a higher maintenance and personnel cost and the County is trying to move away from this.

**Discuss and Consider Proposed Scope for the Department of Administration Tax Listing Audit**

Schubert said this audit was requested by Larry Dahl and the Department of Administration to assess the effectiveness and efficiency of Division operations. The Tax Listing Division is responsible for creating and maintaining accurate lists and descriptions of parcels of real estate in the county and responds to municipal requests. To accomplish this the Division coordinates with the Register of Deeds Office, Treasurer's Office, Land Information Systems Division and various municipal clerks throughout the County. This information is the basis for property tax billing for County municipalities. Schubert said the audit will be done in house with an estimated completion date of early December and presentation in February.

**Discuss and Consider the Following Appointments:**

MOTION: Swan moved, second by Zimmermann to approve the appointments en masse.

- a. Appointment 172-A-025: Judie Berthelson to the Aging and Disability Resource Center (ADRC) Advisory Board
- b. Appointment 172-A-026: Christine Howard to the Aging and Disability Resource Center (ADRC) Advisory Board

- c. Appointment 172-A-027: Rev. Dr. Michelle Ann Oberwise Lacock to the Mukwonago Community Library Board of Trustees

Motion carried 7-0.

**Determine Sale Values on County-Owned Foreclosure Properties Less than \$5,000**

Reeves presented sale values on tax foreclosure properties according to Wisconsin Statute 75.69. The first remnant property, approximately 325' x 30', is .22 acres in Supervisor Mitchell's district. The assessed and equalized value is \$1,000. The taxes, interest, penalty and fees as of June 2017 plus a deed recording fee is \$235.56. Reeves recommended pricing the properties in relation to the other properties. Howard recommended a sale value of \$500, second by Swan. Heinrich recommended cutting the sale value down to \$300.

MOTION: Howard moved, second by Swan to approve a sale value of \$500. Motion carried 7-0.

The second remnant property, approximately 240' x 4', is .002 acres with an assessed and equalized value of \$100 in Supervisor Howard's district. The taxes, interest, penalty and fees as of June 2017 plus the deed recording fee is \$200.27. Howard recommended a sale value of \$150. Further discussion resulted in an increased sale value.

MOTION: Howard moved, second by Zimmermann to approve a sale value of \$200. Motion carried 7-0.

The third remnant property, approximately 175' x 16', is .059 acres with an assessed and equalized value of \$200 in Supervisor Batzko's district. The taxes, interest, penalty and fees as of June 2017 plus the deed recording fee is \$208.93. Zimmermann recommended a sale value of \$250. Heinrich asked if these assigned costs can be negotiated. Reeves said people often try but once the price is determined by the committee it is final. The process to change the price according to the statutes is lengthy including an appraisal and auction.

MOTION: Howard moved, second by Zimmermann to approve sale value of \$200. Motion carried 7-0.

Reeves discussed the process of determining sale values on these properties and said next year the committee will determine about 20 foreclosure property sale values. Swan asked what happens if these properties don't sell. Reeves said they go to auction and generally people are most interested in properties with houses.

**Further Discussion and Consideration of Capital Projects**

Swan discussed his concerns with project #201611 CTH C, Hasslinger Drive Intersection, which addresses existing potential hazards including the sharp curve at an awkwardly configured intersection with a residential street, driveway and private road. This rural highway has one of the highest collision rates, and all crashes involved northbound vehicles running off the right side of CTH C at the midpoint of its curve. Swan said with all its complications this project may go to court. Zimmermann commented if the roads are privately owned it is difficult for the County to fix the problem if the owners fight the solutions. The Committee will schedule a vote on the 2018-2022 Capital Plan on October 2, anticipating no problems with the standing committees still to review Capital Plan projects.

### **Update on Regional Transit Leadership Council Executive Committee and Wisconsin Workforce Development Association Board**

Decker discussed the advantages of becoming a new transit subcommittee of M7. Most recent discussions have been about multi-modal versus fixed transit, and he will be meeting Thursday morning with Southeastern Wisconsin Regional Planning Commission (SEWRPC) to discuss combining public and private transportation efforts to be completely regional. Nelson asked what the committee process is, and Decker said there are nine members and there needs to be a majority to pass a vote. Decker also reported on the Wisconsin Workforce Development Association Board where the focus is on tomorrow's job, not yesterday's, for college and high school students. Another focus is on getting prison inmates the qualifications and training within prisons to prepare them for work upon release.

### **County Board Committee Reports by Committee Chairs for the Following 2017 Meetings:**

Land Use, Parks & Environment of August 15- Zimmermann reported the committee discussed and considered four ordinances.

Human Resources of July 18- Nelson reported the committee heard an ordinance, heard a status report on the hiring of relatives of current employees, and went into closed session to discuss collective bargaining issues for employees covered under the Wisconsin Professional Police Association (WPPA) Union.

Finance of August 16 & September 6- Heinrich reported the committee heard several reports for six months ended including investments, special revenue funds, general funds, collections, proprietary funds and claims, and status reports on the contingency fund and capital projects. The committee also discussed the worker's compensation trends and experience modification rating factor, heard a report on County equalized property values, Tax Incremental Districts (TIDs), and an update on alcohol treatment fees and revenue goals.

Public Works of August 10 & September 14- Swan reported the committee discussed and considered ordinances and heard an overview of ongoing highway projects. They also reviewed Capital Plan projects related to Public Works and recommended their approval to Executive Committee.

Health & Human Services of August 10 & September 14- Howard reported the committee heard an update about psychiatric trends and treatments, approved the 2016 Veterans Services Annual Report, discussed the 2017-2019 HHS Strategic Plan, and discussed the Clinical Division's privileging of medical staff. The committee also heard an update on the ERAs Senior Network, Emergency Preparedness training, and the Community Health Improvement Plan and Process (CHIPPP).

Judiciary & Law Enforcement of August 11 & September 15- Wolff reported the committee discussed and considered several ordinances and toured the Medical Examiner's Office. They also reviewed Capital Plan projects related to the Sheriff's Department and recommended their approval to the Executive Committee.

### **Legislative Update**

Spaeth reported on some of the items that passed in the budget including Airbnb regulations and eliminating state prevailing wage. In transportation there will be a study on tolling and an increase in fees on electric and hybrid vehicles. Spaeth discussed disappointments related to the federal swap bill

but the governor indicated a partial veto giving Department of Transportation (DOT) authority. Answering Nelson’s questions about the federal swap bill, Spaeth said other states use this process where the DOT has the power to implement it, and if and how this will be implemented remains to be seen. The I94E-W expansion was not funded as well as the north leg of the Zoo Interchange. The Foxconn bill was signed into law today. Other current bills include Dark Store where big box stores such as Walgreens and Menards want to be assessed as an empty store. The County believes there should be a higher assessment than what it is now. The stores are suing for the desired tax assessment, and for Walgreens, for example, this course of action has worked for them and they have won the lawsuits in other states. Many oppose the bills and ads are being run against the bill authors. Spaeth also invited Supervisors to participate in Wisconsin County Association’s lobbying day October 23.

Motion: Wolff moved, second by Howard to adjourn the meeting at 10:26 a.m. Motion carried 7-0.

Respectfully submitted,

Peter M. Wolff  
Secretary