

177th BOARD YEAR

LEGISLATIVE ITEMS RECEIVED FOR COMMITTEE REFERRAL

File No.	Rec/Ref:	To:	Title
177-O-060	09/06/22 09/08/22	HR EX	ORD: Amend Chapter 7 Of The County Code Of Ordinances And Establish Policy Relating To Election Administration Grants And Donations
177-O-061	09/02/22 09/08/22	HR	ORD: Amend The Text Of The Code Of Ordinances For Chapter 4, Section 4-9 Participation In The Wisconsin Retirement System And Chapter 7 Administration
177-O-062	09/06/22 09/08/22	CB	ORD: Approve Limited Compromise Agreement For Worker's Compensation Case Entitled Geralyn Pagenkopf vs. County Of Waukesha
177-O-063	09/07/22 09/08/22	CB	ORD: Approve Settlement Agreement Between The City Of Waukesha And Waukesha County Regarding The Former Health And Human Services Building
177-O-064	09/23/22 09/23/22	PW FI	ORD: Modify The 2022 Department Of Public Works, Airport Operations Fund Budget For T-Hangar Roof Replacement And Repairs
177-O-065	10/4/22 10/5/22	LU	ORD: Approve Easement To Spring Brook Watershed Lake Management District For Dam Operation, Maintenance, Repair And Reconstruction Of Willow Springs Dam
177-O-066	10/6/22 10/6/22	LU FI	ORD: Establish Dividends To Participating Municipalities Under Waukesha County Recycling Program
177-O-067	10/4/22 10/6/22	HS FI	ORD: Modify The Department Of Health And Human Services 2022 Budget To Transfer And Appropriate Additional Expenditures Funded By The Covid-19 Crisis Response Workforce Development Grant Funds Provided By The Federal Centers For Disease Control And Prevention Through The Wisconsin Department Of Health Services
177-O-068	10/6/22 10/6/22	HR FI	ORD: Approve 2023 Position Changes Through Creation, Abolishment, Reclassification, Title Change, Equity Adjustment; And Change Ice Arena Coordinator Classification Status To Regular Full-Time
177-O-069	9/29/22 10/6/22	FI	ORD: Adopt 2023 Waukesha County Budget

1 APPROVE EASEMENT TO SPRING BROOK WATERSHED LAKE MANAGEMENT DISTRICT FOR DAM
2 OPERATION, MAINTENANCE, REPAIR AND RECONSTRUCTION OF WILLOW SPRINGS DAM
3

4 WHEREAS, the Spring Brook Dam was built in 1966 by a private landowner and was sold to
5 another private landowner in the 1980s; and
6

7 WHEREAS, in 1998, to preserve the lake, residents of Willow Springs Lake formed the Spring
8 Brook Watershed Lake Management District, a public inland lake protection and rehabilitation
9 district created under Chapter 33 of the Wisconsin Statutes; and
10

11 WHEREAS, in 2002, Enrolled Ordinance 157-50 approved Waukesha County purchasing the
12 former Neubert property in collaboration with the Spring Brook Watershed Lake Management
13 District and the Waukesha County Land Conservancy; and
14

15 WHEREAS, the Spring Brook Watershed Lake Management District purchased the portion of the
16 property containing the entire Dam and Waukesha County purchased the remaining
17 undeveloped land, identified in the adopted Park and Open Space Plan, which is known as the
18 Spring Brook Greenway; and
19

20 WHEREAS, through a cooperative agreement, land records were recorded delineating all
21 structural components of the Dam and certain lands immediately adjacent to the Dam would
22 be owned by the Spring Brook Watershed Lake Management District relieving Waukesha
23 County from any liability or responsibility for ownership, operation, or maintenance of the dam
24 or dam site; and
25

26 WHEREAS, in 2021, the Wisconsin Department of Natural Resources required the Spring Brook
27 Watershed Lake Management District to perform an owner's inspection of the dam, which
28 resulted in identification of several minor deficiencies with the dam that would require
29 maintenance work; and
30

31 WHEREAS, in 2022, the Spring Brook Watershed Lake Management District applied for a
32 Municipal Dam Maintenance grant from the Wisconsin Department of Natural Resources,
33 which resulted in the Department of Natural Resources engineer's interpretation that 0.2664
34 acres of Dam is within Waukesha County land ownership, which requires an easement for the
35 Spring Brook Watershed Lake Management District to receive the state funding and conduct
36 the necessary maintenance required by the Wisconsin Department of Natural Resources; and
37

38 WHEREAS, to carry out the intent of Enrolled Ordinance 157-50, Waukesha County will work
39 with the Spring Brook Watershed Lake Management District and the Wisconsin Department of
40 Natural Resources on the conversion of ownership of the 0.2664 acres from Waukesha County
41 to the Spring Brook Watershed Lake Management District; and
42

43 WHEREAS, the easement serves to provide the interim step for the Spring Brook Watershed
44 Lake Management District to receive the state funding for maintenance and also relieves

45 Waukesha County of all liability and responsibility for the operation and maintenance of the
46 dam.

47
48 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that
49 Waukesha County's access easement to the Spring Brook Watershed Lake Management
50 District, which will be recorded in the Office of the Register of Deeds, is hereby approved.

51
52 BE IT FURTHER ORDAINED that the Director of Parks and Land Use may execute the easement
53 on behalf of Waukesha County, together with any other documents necessary to accomplish
54 the intended transaction.

Document Number

Document Name

This EASEMENT, made between WAUKESHA COUNTY,

Grantor,

and the SPRING BROOK WATERSHED LAKE MANAGEMENT DISTRICT

Grantee.

PROPERTY DESCRIPTION:

See attached Exhibit A (the "Easement Area").

CONDITIONS IMPOSED:

WAUKESHA COUNTY, WISCONSIN, a Quasi-Municipal Corporation and Grantor, does hereby permit Grantee, the right, permission, and authority to enter upon and access a parcel of real property upon which is situated on the embankment of the Willow Springs Lake Dam (the "Dam"), located within the Easement Area located in a part of the Southeast 1/4 of the Northeast 1/4 of Section 4, Township 5 North, Range 19 East, in the Town of Mukwonago, Waukesha County.

Name and Return Address

Waukesha County
c/o Department of Parks & Land Use
515 W. Moreland Blvd., AC-230
Waukesha, WI 53188

The location of the Easement with respect to the real property of Grantor is set forth in Exhibit A (Legal Description of Easement Area), which is attached hereto and incorporated herein.

MUKT1882992006

Parcel Identification Number (PIN)

Grantee shall access the Grantor parcel to perform certain enumerated operation, maintenance, repair and construction tasks, as set forth in Exhibit B (Construction and Maintenance Tasks), which is attached hereto and incorporated herein, in order to order operate, repair and maintain the Dam.

Grantor hereby grants and conveys to Grantee, an easement to allow Grantee, its agents, contractors, subcontractors, and employees the right to enter from adjoining Spring Brook Watershed Lake Management District-owned property onto and to perform Construction and Maintenance Tasks enumerated in Exhibit B on the portion of the Grantor parcel described in Exhibit A.

Grantor has obtained written approval to grant this Easement from the Wisconsin Department of Natural Resources (the "DNR") pursuant to section Financial Administration 9.f of that certain Lake Protection Grant Agreement, Land Acquisition Project for Project No. LPT-218-03 (the "Agreement"). Said written approval is attached hereto as Exhibit C. Grantor and Grantee acknowledge that this Easement is subject to the terms and conditions of the Agreement.

The rights granted herein are exclusive and limited to the terms and conditions as stated herein.

Grantee has agreed to assume full prospective and retroactive liability and responsibility for the operation and maintenance of the Dam. The Grantee will assume all responsibilities for the operation, repair, maintenance, and management of the Dam, at its sole cost including, without limitation, performing structural and operational maintenance and repair and reconstruction of the Dam as well as monitoring and reporting conditions of the Dam, monitoring water flow over the dam, and filing applications for government grants, if desired, for repairs. The Grantee will bear all costs incurred by the Grantee in carrying out the Construction and Maintenance Tasks and complying with directives for repair order issued by the Wisconsin Department of Natural Resources (WDNR) on

February 18, 2022, and as the same may be amended in the future, and requirements for dam capacity as set forth in NR 333.07(1).

The Spring Brook Greenway shall at all times remain open for public use. If the Grantee must perform work in any area that will in any way interfere with or detour the travelling public, Grantee will seek prior approval from Grantor, which approval shall not be unreasonably withheld.

This Easement shall run with the land and may not be revoked except for cause upon written notice by Waukesha County. "Cause" hereunder shall mean the uncured breach of any term of this Easement or any conduct by Grantee or Grantee's successors in interest blocking or otherwise interfering with the public's use of the Spring Brook Greenway which continues to exist five (5) or more days after receipt of written notice of the breach or interference.

Grantor reserves the right to utilize its land and Easement Area for all purposes. Grantor will not disturb the Dam or interfere with access to, or operation of, the Dam.

Grantee, and its agents will defend, indemnify and hold harmless Waukesha County and all of its departments, agencies, boards, officers, employees and agents from any and all liability, loss, damages, expenses and costs, including attorney fees and expenses, that they may suffer or incur as the result of any injury (including death) or damage to person or property which results from any action, error, omission, negligence or otherwise, of Grantee, its agents, contractors, subcontractors, invitees and guests, in connection with the grant of this Easement, any and all work of any type which Grantee, and any of its agents, contractors, subcontractors, invitees and/or guests perform or should perform upon the lands subject to this Easement, including but not limited to the Construction and Maintenance Tasks, and their use of the Waukesha County lands covered by this Easement.

The Grantee and its agents shall, at all times during the Term of this Easement, keep in force and effect insurance policies as outlined below, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to Waukesha County. Such insurance shall be primary. Upon execution of this Easement, Grantee shall furnish Waukesha County with a certificate of insurance which references this Easement demonstrating the required coverages. Waukesha County shall be given thirty (30) days advance notice of cancellation, nonrenewal, or material reduction of coverages, scope, or limits during the term of this Easement. Grantee shall maintain liability insurance covering liability for Grantee's liabilities associated with this Easement. Grantee shall require the following insurance from any contractors it retains to reconstruct or maintain the Dam associated with this grant of this Easement: 1) Commercial General Liability Insurance Policy shall be written to provide coverage for, but not limited to, the following: premises operations, personal injury, blanket contractual coverage, independent contractors' coverage. Waukesha County, its boards, commission, agencies, officers, employees, and representatives shall be named as additional insureds and so stated on the certificate of insurance. Limits of liability not less than \$1,000,000 each occurrence and aggregate; 2) Automobile Liability Insurance- Business automobile policy covering all owned, hired, and non-owned private passenger autos and commercial vehicles. Limit of liability not less than \$500,000 combined single limit.

This easement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

This easement shall be duly recorded in the office of the Register of Deeds of Waukesha County, Wisconsin by Waukesha County.

All notices to Waukesha County shall be sent by certified U.S. Mail, Return Receipt Requested, addressed to the Park System Manager, Waukesha County Department of Parks and Land Use, 515 W. Moreland Blvd, Room AC230, Waukesha, Wisconsin 53188. All notices to Grantee shall be sent

by certified U.S. Mail, Return Receipt Requested, addressed to W320 S8315 Beulah Road, Mukwonago, WI 53149.

Unless terminated earlier or by an approved conversion, the easement granted by Grantor to Grantee shall expire only upon abandonment of the Dam in the legal manner outlined and prescribed in Chapter 31 of the Wisconsin Statutes.

This easement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties to this easement and duly recorded in the Office of the Register of Deeds of Waukesha County, Wisconsin.

Grantee shall not be permitted to assign this easement without the written permission of Waukesha County.

Signatures Follow

EXHIBIT A
Legal Description of Easement Area

Being a part of Lot 1 of Certified Survey Map No. 9476, recorded December 3rd, 2002, in Volume 86 of Certified Survey Maps on pages 269-276, as Document No. 2889306, being a part of the Southeast ¼ of the Northeast 1/4 of Section 4, Township 5 North, Range 19 East, in the Town of Mukwonago, Waukesha County, State of Wisconsin more particularly described as follows:

Beginning at a 1 inch iron pipe being the southwesterly corner of Lot 2 of said Certified Survey Map No. 9476, thence North 88°21'27" East along the southerly line of said Lot 2, 25.00 feet; thence South 01°38'33" East, 110.00 feet; thence South 88°21'27" West, 160 feet more or less to the shoreline of Willow Spring Lake; thence North 43°05'45" East, 154.86 feet along the shoreline of Willow Spring Lake to a point of the southerly line of said Lot 2; thence North 88°21'27" East along the southerly line of said Lot 2, 26.00 feet to the point of beginning.

Said description contains 11,605 square feet, 0.2664 acres more or less.

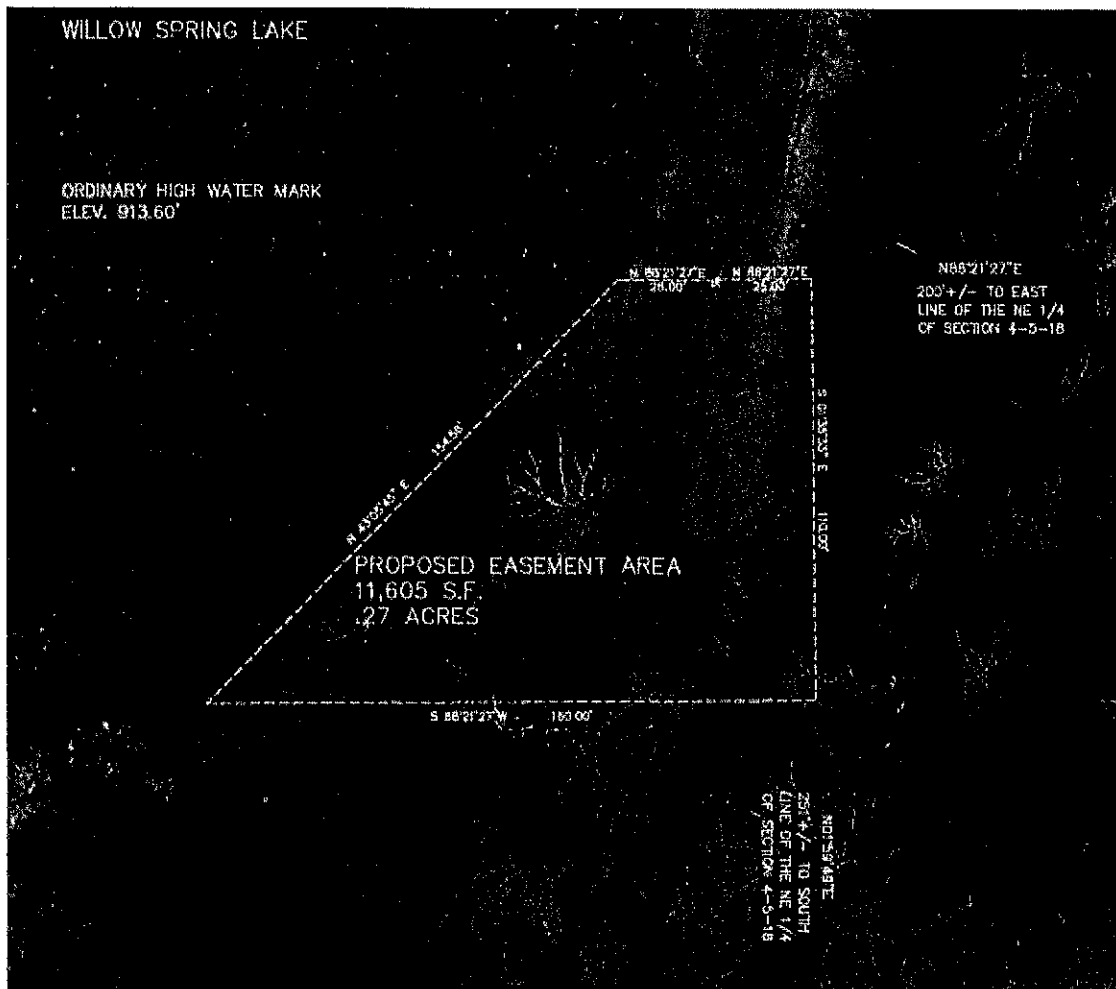


EXHIBIT B
Enumerated Construction and Maintenance Tasks

1. All tasks necessary for the grantee to achieve compliance with the WDNR directives set forth in the Dam Safety Inspection Report dated February 18, 2022, including but not limited to:
 - a. Capacity improvements to spillway
 - b. Embankment repairs and tree removal
2. All other necessary tasks for purposes of operation, maintenance, repair and management of the Dam on an ongoing basis, including but not limited to:
 - a. Spillway operation and repair
 - b. Mowing
 - c. Erosion repair, embankment grading and tree/brush removal
3. Any other tasks necessary to comply with additional directives related to operation, maintenance, repair and management of the Dam which may be imposed on the Grantee by the WDNR or any other entity or authority.

EXHIBIT C
WDNR Access Easement Approval

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
107 South Avenue
Rhineland WI 54901-9340

Tony Evers, Governor
Freeman D. Gale, Secretary
Telephone 608-296-2621
Toll Free 1-888-998-7483
TTY Access Via Relay - 711



September 19, 2022

Rebecca Mattano, Park Systems Manager
Waushara County, Dept of Parks and Land Use
315 W Moreland Blvd.
Rm AC 250
Waushara, WI 53188

Subject: Access Easement for Dam Maintenance on Grant Funded Property

Dear Rebecca,

Waushara County received grant funding from the Wisconsin Department of Natural Resources to fund the acquisition of the parcel described in the *Lake Protection Agreement, Land Acquisition Project* for Project number LPT-218-03.

Spring Brook Watershed Lake Management District is requesting an easement to access the grant encumbered property for the purpose of operating, repairing, and maintaining the existing Willow Springs Lake Dam. Pursuant to section Financial Administration 9.1 of the grant agreement for Project LPT-218-03 the County shall obtain written approval from the Wisconsin Department of Natural Resources prior to the sale, lease, mortgage, or assign of property acquired with grant funding.

The Department conditionally approves of the Easement for the operation, repair, and maintenance the Willow Springs Lake Dam provided acknowledgment of the terms and conditions of Project LPT-218-03 within the recitals of the proposed Easement.

Sincerely,

Laura MacFarland
Surface Water Grants Programs Manager

CC:
Heidi Bunk - SER Lakes Coordinator
Christy Kozak - NER/SER Environmental Grants Specialist

dnr.wisconsin.gov



1 ESTABLISH DIVIDENDS TO PARTICIPATING MUNICIPALITIES UNDER WAUKESHA
2 COUNTY RECYCLING PROGRAM
3

4 WHEREAS, in May 1990, the Waukesha County Board of Supervisors passed Enrolled
5 Resolution #145-7 "Designation of Waukesha County as Responsible Unit for Recycling" as
6 defined in Section 287.09 Wisconsin Statutes with the intent to develop and implement a
7 recycling program for participating municipalities; and
8

9 WHEREAS, 26 municipalities authorized the County as Responsible Unit and directed their state
10 recycling grant funds to the County for recycling on their behalf; and
11

12 WHEREAS, since 1991 the County has operated Material Recycling Facilities (MRFs) to
13 process and market recyclables from participating municipalities and has served participating
14 municipalities since that time at no charge; and
15

16 WHEREAS, the County has continued to provide an "effective recycling program," as defined in
17 Section 287.11(2) Wisconsin Statutes, including education and enforcement; and
18

19 WHEREAS, through Enrolled Ordinance 155-53 "Establish Dividends To Participating
20 Municipalities Under Waukesha County Recycling Program," the County has provided
21 participating communities over \$19 million in tax relief through the annual budget process to
22 defray the cost of the collection of recyclables based upon a percentage of past municipal state
23 grant contributions; and
24

25 WHEREAS, Enrolled Ordinance 155-53 is repealed where dividend payments were based on a
26 percentage of past municipal state grant contributions and replaced with dividend payments
27 based on net program revenues and the MRF Fund working capital balance; and
28

29 WHEREAS, a segregated MRF Fund is maintained by Waukesha County; and
30

31 WHEREAS, dividend payments to communities will be based on municipal program costs,
32 household numbers, services provided and education collaboration and fund balance, including a
33 base level for program financial contingencies and stability. Tip fees may be charged to
34 participating municipalities to maintain an appropriate MRF Fund working capital balance.
35

36 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
37 that the County provide dividends to participating municipalities as appropriate based on net
38 program revenue levels and approved through the annual budget process taking into
39 consideration program costs, household numbers, services provided and education collaboration
40 and Fund balance including a base level for program financial contingencies and stability. Tip
41 fees may be charged to participating municipalities to maintain an appropriate MRF Fund
42 working capital balance.

FISCAL NOTE

ESTABLISH DIVIDENDS TO PARTICIPATING MUNICIPALITIES UNDER WAUKESHA
COUNTY RECYCLING PROGRAM

This ordinance authorizes the Department of Parks and Land Use to resume dividend payments to municipalities participating in the county's recycling program with an updated distribution methodology. Dividends were initially authorized through enrolled ordinance 155-53 (beginning in the 2001 budget) to help defray the cost for collection of recyclables. These dividend payments were discontinued starting in 2019 when Material Recycling Facility (MRF) fund balance could no longer support these payments, largely due to declining recyclable material sales revenue. Since then, the market for recyclable materials and MRF Fund balance has improved, and department management is recommending resuming dividend payments to municipalities, beginning in the 2023 budget.

The original dividends, approved in 155-53, were distributed based on the proportion of each municipality's previous state recycling grant allocation, which was directed to the county to operate the recycling program. Under this ordinance, the dividends would be distributed according to a new methodology, outlined in an intergovernmental agreement with municipalities. The new payments would be distributed according to each municipality's proportion of cumulative recycling program costs (50%); proportion of eligible households, factoring in distance to the MRF (35%); additional recycling services provided to residents (7.5%); and recycling education and outreach partnerships with the county (7.5%).

The intergovernmental agreement sets both a "cap" and a "floor," for MRF Fund "working capital." Working capital is defined as current assets minus current liabilities, excluding funds specifically reserved for equipment repairs or upgrades and certain grant funds. When working capital is (1) above the \$3.5 million cap for the most recent completed fiscal year, and (2) the recycling program's audited financial statements show a positive cash flow during that year, the county will distribute dividends to participating municipalities for the following budget year. When working capital decreases below the floor of \$3.1 million, participating municipalities will contribute "tipping fees" to the county to replenish MRF Fund balance.

The fund's working capital was \$3,808,725 at the end of 2021, and the 2023 proposed budget includes dividend payments to municipalities of \$308,725. The county retains the right to adjust the cap and floor levels in future years in response to changing market conditions or programmatic needs, upon providing written notice to municipalities twelve months in advance.

There is no direct tax levy impact resulting from this ordinance.

William Duckwitz

William Duckwitz
Budget Manager
10/4/2022

1 MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2022 BUDGET TO
2 TRANSFER AND APPROPRIATE ADDITIONAL EXPENDITURES FUNDED BY THE
3 COVID-19 CRISIS RESPONSE WORKFORCE DEVELOPMENT GRANT FUNDS
4 PROVIDED BY THE FEDERAL CENTERS FOR DISEASE CONTROL AND PREVENTION
5 THROUGH THE WISCONSIN DEPARTMENT OF HEALTH SERVICES
6

7 WHEREAS, in February 2022, the Wisconsin Department of Health Services (WI-DHS) made
8 COVID-19 Crisis Response Workforce Development grant funds (CRWD) of \$435,600 from the
9 federal Centers for Disease Control and Prevention available to the Waukesha County
10 Department of Health and Human Services (HHS) to expand, train, and sustain the public health
11 workforce to support COVID-19 prevention, preparedness, response, and recovery initiatives;
12 and
13

14 WHEREAS, the Waukesha County Board previously accepted CRWD funding and appropriated
15 \$125,671 of expenditures through enrolled ordinance 177-17 in 2022, and the department
16 included \$158,750 of the available CRWD funds in the Department's 2023 proposed budget; and
17

18 WHEREAS, the remaining \$151,179 CRWD funds made available to HHS by the WI-DHS is
19 necessary for the continued public health pandemic prevention, preparedness, response, and
20 recovery initiatives, including the management of COVID-19 as a Category 1 disease; and
21

22 WHEREAS, Category 1 disease management activities are required by WI-DHS to be completed
23 by HHS – Public Health division while COVID-19 is classified at the highest level of disease
24 management; and
25

26 WHEREAS, disease management activities include outbreak reporting and management,
27 electronic laboratory and healthcare information processing, management of information and
28 referral activities, and providing technical assistance to community partners and citizens; and
29

30 WHEREAS, the 2022 amended budget originally assumed that the \$125,671 of Public Health-
31 CRWD funding would be accounted for in the HHS Public Health – General Fund budget, but it
32 would be administratively simpler for managing and reporting purposes to transfer these funds and
33 account for them on a project-basis in the Special Purpose Grant Fund that was set up in 2021
34 (Enrolled Ordinance 176-46) to track grant-funded projects.
35

36 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
37 that the 2022 Waukesha County Department of Health and Human Services – Special Purpose
38 Grant Fund be modified to increase personnel costs by \$151,179 and general government
39 revenue by \$151,179 to continue level 1 disease management activities as required by the State
40 of Wisconsin Department of Health Services.
41

42 BE IT FURTHER ORDAINED that the 2022 Waukesha County Department of Health and
43 Human Services budget be modified to transfer the following from the Department of Health and
44 Human Services Public Health – General Fund budget to the Special Purpose Grant Fund budget
45 to continue pandemic response efforts: Operating expenses of \$94,355, interdepartmental
46 charges of \$15,246, fixed assets of \$16,070, and general government revenue of \$125,671.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2022 BUDGET TO TRANSFER AND APPROPRIATE ADDITIONAL EXPENDITURES FUNDED BY THE COVID-19 CRISIS RESPONSE WORKFORCE DEVELOPMENT GRANT FUNDS PROVIDED BY THE FEDERAL CENTERS FOR DISEASE CONTROL AND PREVENTION THROUGH THE WISCONSIN DEPARTMENT OF HEALTH SERVICES

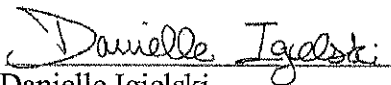
This ordinance modifies the Department of Health and Human Services (HHS) Special Purpose Grant Fund – Pandemic Response 2022 budget to appropriate \$151,179 of additional expenditure authority and increase general government revenue of \$151,179. The COVID-19 Crisis Response Workforce Development Grant can be used to evaluate organizational effectiveness, provide programmatic training, purchase supplies and equipment or perform activities necessary to support COVID-19 prevention, preparedness, response, and recovery initiatives. The grant period is through June 30, 2023.

These additional funds will be used to perform disease management activities for COVID-19, which is required by the State of Wisconsin – Department of Health Services (WI-DHS) while the disease continues to be classified as a category 1 disease. Disease Management activities for existing temporary staff include the following:

Activity	Activity Description
Outbreak reporting and management	Management of incidence with two or more connected cases in facilities that are statutorily required to report to the WI-DHS (e.g., long-term care facilities or schools) or for businesses if they seek assistance; reporting all managed outbreak data into the Wisconsin Electronic Disease Surveillance System (WEDSS), which is managed by the State of Wisconsin and transferred to the Center for Disease Control and Prevention (CDC).
Electronic laboratory and healthcare information processing	Adding additional information into WEDSS as needed when positive cases are submitted (any data not auto populated), review of all reported hospitalizations to ensure COVID-19 cases meet the WEDSS reporting criteria and, when appropriate, reports mandatory information into WEDSS.
Management of information and referral activities and providing technical assistance to community partners and citizens	Community partners (e.g., hospitals, long-term care facilities, schools, local businesses) and citizens continue to contact HHS through the call center or through other available avenues to request technical assistance, clarification of CDC guidance, and self-reporting of home test results.

In addition, this grant transfers the \$125,671 in expenditure authority authorized by the County Board in enrolled ordinance 177-17 from the HHS – General Fund to the HHS – Special Purpose Grant Fund Pandemic Response budget to keep all pandemic response related expenses in one budget for ease of administration.

This ordinance does not result in a direct tax levy impact.


Danielle Igielski
Accounting Services Manager
9/29/2022

1 APPROVE 2023 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,
2 RECLASSIFICATION, TITLE CHANGE, EQUITY ADJUSTMENT; AND CHANGE ICE
3 ARENA COORDINATOR CLASSIFICATION STATUS TO REGULAR FULL-TIME
4

5 WHEREAS, it is appropriate to create new positions and abolish existing positions in the 2023
6 budget as necessary based on departmental operations; and
7

8 WHEREAS, the Department of Administration has reviewed a subset of non-represented
9 classifications in the six-year review cycle and found that reclassifications, title changes, and
10 equity adjustments are appropriate; and
11

12 WHEREAS, the employment status of the Ice Arena Coordinator classification is currently a
13 Limited Benefit Employee, which is defined as an employee who is in a classification where the
14 duties and responsibilities dictate the hours of work required to perform the job, and who does
15 not receive full employee benefits; and
16

17 WHEREAS, while at one point the ice arena facilities operated seasonally similar to the golf
18 courses, however the ice arenas are now year-round facilities and it would be appropriate to
19 change the Ice Arena Coordinator status to regular full-time with regular full-time employee
20 benefits; and
21

22 WHEREAS, the Department of Health and Human Services is creating a new Assistant
23 Veterans' Service Officer position to improve the quality, quantity, and timeliness of the work,
24 resulting in fewer appeals and increased benefits for veterans.
25

26 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
27 that the following changes be made:
28

29 I. Effective December 31, 2022, the regular full-time and regular part-time positions listed
30 in Table I, attached and on file in the Department of Administration, Human Resources Division,
31 are created or abolished.
32

33 II. Effective December 31, 2022, the reclassifications listed in Table II, attached and on file
34 in the Department of Administration, Human Resources Division, are adopted.
35

36 III. Effective December 31, 2022, the classification title changes for the positions listed in
37 Table III, attached and on file in the Department of Administration, Human Resources Division,
38 are adopted.
39

40 IV. Effective December 31, 2022, the equity adjustments listed in Table IV, attached and on
41 file in the Department of Administration, Human Resources Division, are adopted.
42

43 BE IT FURTHER ORDAINED that the employment status of the Ice Arena Coordinator
44 classification be changed to regular full-time and be eligible for regular full-time employee
45 benefits.
46

47 BE IT FURTHER ORDAINED that the classification specification for Assistant Veterans'
48 Services Officer, on file in the Division of Human Resources of the Department of
49 Administration, is approved and adopted as of December 31, 2022.

FISCAL NOTE

APPROVE 2023 POSITION CHANGES THROUGH CREATION, ABOLISHMENT,
RECLASSIFICATION, TITLE CHANGE, EQUITY ADJUSTMENT; AND CHANGE ICE
ARENA COORDINATOR CLASSIFICATION STATUS TO REGULAR FULL-TIME

Table I: Create & Abolish Positions:

The proposed ordinance creates 23.50 FTE positions and abolishes 18.00 FTE positions for a net increase of 5.50 FTE authorized positions. The net levy impact associated with the creations and abolishments for 2023 is \$597,800.

Gross new position costs are offset with \$393,900 in revenue, as well as net cost reductions of \$1,233,800 associated with the abolishment of 16.00 FTE positions that had funding in the 2022 budget. The additional 2.00 FTE position abolishments were not funded in the 2022 budget (unfunded in prior years); therefore, they have no cost savings impact in the proposed 2023 budget, but they did have cost savings in prior budgets of over \$163,900.

The 23.50 new positions, along with associated abolishments and other position offsets are detailed below. (Please note that part-time positions are counted as 0.50 FTE according to Human Resources convention and actual budgeted FTE may vary.)

- a) 2.00 FTE Information Technology Technicians in the IT Public Safety Systems, Business Applications Support (BAS), Project Management Office, and Operations program – End User Technology Fund (EUTF), which is offset by the elimination of contracted “help desk” positions that performed similar tasks.
 - b) 1.00 FTE Information Technology Technician and 1.00 FTE Senior Information Technology Professional in the IT Public Safety Systems, BAS, Project Management Office, and Operations program – EUTF, partially offset by the elimination of contracted positions in Health and Human Services (HHS) that performed similar tasks.
 - c) 1.00 FTE Fiscal Specialist in HHS – Administrative Services, mostly offset with the abolishment of a 1.00 FTE Fiscal Assistant.
 - d) 2.00 FTE Programs and Projects Analysts in HHS – Administrative Services, partially offset by a reduction in temporary extra help.
 - e) 1.00 FTE Senior Fiscal Specialist in HHS – Administrative Services.
 - f) 1.00 FTE Health and Human Services Coordinator in HHS – Adolescent & Family Services, partially offset with the abolishment of a 1.00 FTE Human Services Supervisor.
 - g) 1.00 FTE Health and Human Services Coordinator in the HHS – Aging and Disability Resource Center (ADRC) Division, partially offset with federal Older Americans Act and Aging Disability Resource Center grant revenue.
 - h) 1.00 FTE Senior ADRC Specialist in HHS – ADRC Adult Protective Services, mostly offset with the abolishment of a 1.00 FTE Human Services Support Specialist and a reduction in temporary extra help.
 - i) 1.00 FTE Human Services Supervisor in HHS – Child & Family Services - Children with Special Needs, offset with the abolishment of a 1.00 FTE Human Services Support Specialist and Children’s Long-Term Support (CLTS) revenue.
 - j) 1.00 FTE Human Services Supervisor in HHS – Mental Health Outpatient – Clinical and Intensive programs, partially funded with Regional Crisis Stabilization Facility grant revenues.
 - k) 0.50 FTE Public Health Nurse in HHS – Public Health, offset with the abolishment of a 1.00 FTE Public Health Nurse.
 - l) 3.00 FTE Community Health Educators in HHS – Public Health, offset with the abolishment of a 3.00 FTE Public Health Nurses.
 - m) 1.00 FTE Programs and Projects Analyst in the HHS – Special Purpose Grant Fund, funded with American Rescue Plan Act (ARPA) revenues.
 - n) 1.00 FTE Assistant Veterans' Services Officer in HHS – Veterans’ Services, funded with ARPA revenues.
 - o) 1.00 FTE Veterans' Services Specialist in HHS – Veterans’ Services, partially offset with the abolishment of a 1.00 FTE Senior Administrative Specialist.
 - p) 1.00 FTE Administrative Specialist (Sunset) in HHS – Veterans’ Services, offset with the abolishment of a 1.00 FTE Administrative Specialist.
 - q) 1.00 FTE Deputy Medical Examiner Supervisor in the Medical Examiner’s Office.
 - r) 1.00 FTE Administrative Assistant in the Medical Examiner’s Office, partially offset with the abolishment of a 0.50 FTE Administrative Assistant.
 - s) 0.50 FTE Conservation Specialist in Park and Land Use – Land & Water Conservation.
 - t) 0.50 FTE Park Naturalist in Park and Land Use – Retzer Nature Center, offset by a reduction in temporary extra help.
- Other abolished positions that had funding in the 2022 budget include:
- u) 5.50 FTE Psychiatric Technicians in HHS – Mental Health Center, partially offset by increased contracted security services.

In addition to the positions in this ordinance, there are 14.05 FTE net positions that are proposed to be unfunded in the 2023 budget with an estimated net levy saving of \$1,122,500 and related net reductions in temporary extra help and contract services of \$181,100.

The net levy impact of reclassifications (Table II) is estimated at \$7,500. The proposed equity adjustments (Table IV) result in some employees being placed in higher salary ranges, which could result in higher costs over time as staff progress toward the top of their range. However, all current affected employees are already compensated above the minimum level of their new ranges, so there is no net levy impact estimated for these changes in 2023.

Changing the employment status of the 2.00 FTE Ice Arena Coordinators from Limited Benefit Employees to regular full-time employees with full-time benefits will make these employees eligible for traditional vacation and holiday time off and is not expected to result in increased costs.

	2023 Est. Net Tax Levy Impacts
Total Table I: Create & Abolish Positions:	\$597,800
Table II: Reclassifications:	\$7,500
Table III: Title Change:	\$0
Table IV: Equity Adjustment:	\$0
Total Estimated Net Tax Levy Impact	\$605,300

Position costs, related cost reductions, and revenue funding offsets related to this proposed ordinance are included in the proposed 2023 Budget.



 Andrew Thelke
 Director of Administration
 10/5/2022
 CLD

TABLE I

**Create and Abolish Positions
Effective December 31, 2022**

CREATE				ABOLISH		
Department	Status	Classification	2022 Annual Salary	Status	Classification	2022 Annual Salary
Administration	3-RFT	Information Technology Technician	Open Range 08 \$53,352 - \$70,595			
	1-RFT	Senior Information Technology Professional	Open Range 15 \$75,109 - \$99,320			
Circuit Court Services				1-RFT	Administrative Assistant ¹	Step Range 05 \$35,235 - \$43,867
Medical Examiner	1-RFT	Administrative Assistant	Step Range 05 \$35,235 - \$43,867	1-RPT	Administrative Assistant	Step Range 05 \$35,235 - \$43,867
	1-RFT	Deputy Medical Examiner Supervisor	Open Range 13 \$68,120 - \$90,064			
Parks & Land Use	1-RPT	Conservation Specialist	Open Range 06 \$48,402 - \$64,022			
	1-RPT	Park Naturalist	Open Range 07 \$50,814 - \$67,205	1-RFT	Fiscal Specialist ²	Step Range 08 \$40,810 - \$50,752

(Continued on next page)

¹ Previously unfunded in 2021.

² Previously unfunded in 2021.

Referred on: 10-6-22

CONTINUED

TABLE I

Create and Abolish Positions
Effective December 31, 2022

CREATE				ABOLISH			
Department	Status	Classification	2022 Annual Salary	Status	Classification	2022 Annual Salary	
Health & Human Services	3-RFT	Community Health Educator	Open Range 07 \$50,814 - \$67,205	3-RFT	Public Health Nurse	Open Range 12 \$64,854 - \$85,821	
	1-RFT	Fiscal Specialist	Step Range 08 \$40,810 - \$50,752	1-RFT	Fiscal Assistant	Step Range 06 \$37,024 - \$46,030	
	2-RFT	Health & Human Services Coordinator	Open Range 18 \$86,923 - \$125,154	1-RFT	Human Services Supervisor	Open Range 15 \$75,109 - \$99,320	
	2-RFT	Human Services Supervisor	Open Range 15 \$75,109 - \$99,320	1-RFT	Human Services Support Specialist	Step Range 05 \$35,235 - \$43,867	
	3-RFT	Programs & Projects Analyst ¹	Open Range 10 \$57,699 - \$76,274				
	1-RPT	Public Health Nurse	Open Range 12 \$64,854 - \$85,821	1-RFT	Public Health Nurse	Open Range 12 \$64,854 - \$85,821	
	1-RFT	Senior ADRC Specialist	Open Range 09 \$56,035 - \$74,110	1-RFT	Human Services Support Specialist	Step Range 05 \$35,235 - \$43,867	
	1-RFT	Senior Fiscal Specialist	Open Range 05 \$46,072 - \$60,944				
	1-RFT	Assistant Veterans' Services Officer	Open Range 08 \$53,532 - \$70,595				
	1-RFT	Veterans' Services Specialist	Open Range 04 \$43,909 - \$58,053	1-RFT	Senior Administrative Specialist	Open Range 03 \$41,787 - \$55,286	
	1-RFT	Administrative Specialist ²	Step Range 06 \$37,024 - \$46,030	1-RFT	Administrative Specialist	Step Range 06 \$37,024 - \$46,030	
				5-RFT	Psychiatric Technician	Step Range 06 \$37,024 - \$46,030	
				1-RPT	Psychiatric Technician	Step Range 06 \$37,024 - \$46,030	

¹ Sunset position (1-RFT).

² Sunset position.

TABLE II
Reclassifications
Effective December 31, 2022

CREATE			ABOLISH			
Department	Status	Classification	2022 Annual Salary	Status	Classification	2022 Annual Salary
Administration	1-RFT	Principal Financial Analyst	Open Range 17 \$82,826 - \$109,491	1-RFT	Budget Management Specialist	Open Range 17 \$82,826 - \$109,491
	2-RFT	Principal Financial Analyst	Open Range 17 \$82,826 - \$109,491	2-RFT	Principal Financial Projects Analyst	Open Range 17 \$82,826 - \$109,491
	1-RFT	Principal Financial Analyst	Open Range 17 \$82,826 - \$109,491	1-RFT	Senior Financial Analyst	Open Range 14 \$70,117 - \$92,706
	3-RFT	Senior Financial Analyst ¹	Open Range 14 \$70,117 - \$92,706	3-RFT	Senior Financial Budget Analyst ¹	Open Range 15 \$75,109 - \$99,320
Corporation Counsel	1-RFT	Senior Administrative Specialist	Open Range 03 \$41,787 - \$55,286	1-RFT	Administrative Specialist	Step Range 06 \$37,024 - \$46,030
Health & Human Services	1-RFT	Public Communications Coordinator	Open Range 10 \$57,699 - \$76,274	1-RFT	Public Communications Specialist	Open Range 06 \$48,402 - \$64,022
	6-RFT	Senior Mental Health Counselor	Open Range 09 \$56,035 - \$74,110	6-RFT	Social Worker	Open Range 09 \$56,035 - \$74,110
Parks & Land Use	1-RFT	Senior Administrative Specialist	Open Range 03 \$41,787 - \$55,286	1-RFT	Administrative Specialist	Step Range 06 \$37,024 - \$46,030

¹ The 3.0 FTE Senior Financial Budget Analysts that are being reclassified to Senior Financial Analysts will also receive an equity adjustment to Open Range 15 along with existing Senior Financial Analysts (see Table IV).
 Referred on: 10-6-22

TABLE III

**Title Changes
Effective December 31, 2022**

Department	Current Title	Proposed Title
Health & Human Services	Centralized Records Supervisor	Health Information Management Supervisor
Health & Human Services	Senior Substance Abuse Counselor	Senior Substance Use Counselor
Health & Human Services	Substance Abuse Counselor	Substance Use Counselor

TABLE IV

**Equity Adjustments
Effective December 31, 2022**

<u>Department</u>	<u>Status</u>	<u>Classification</u>	<u>2022 Current Annual Salary Range</u>	<u>2022 Proposed Annual Salary Range</u>
Health & Human Services	1-RFT	Epidemiologist	Open Range 15 \$75,109 - \$99,320	Open Range 13 \$68,120 - \$90,064
Health & Human Services	1-RFT	Licensed Practical Nurse	Step Range 09 \$42,869 - \$56,514	Step Range 13 \$52,104 - \$68,744
Health & Human Services	4-RFT	Psychiatric Nurse Practitioner	Open Range 20 \$95,826 - \$138,008	Open Range 24 \$116,501 - \$167,773
Administration (2), Health & Human Services (3), Register of Deeds (1)	6-RFT ¹	Senior Financial Analyst	Open Range 14 \$870,117 - \$92,706	Open Range 15 \$75,109 - \$99,320

¹ The 6.0 RFT includes existing Senior Financial Analysts. An additional 3.0 FTE Senior Financial Budget Analysts that are being reclassified to Senior Financial Analysts (see Table II) will also receive an equity adjustment to Open Range 15.
Referred on: 10-6-22

ADOPT 2023 WAUKESHA COUNTY BUDGET

WHEREAS, pursuant to Wisconsin Statutes, Section 59.17 (5), the County Executive is charged with annually submitting a proposed budget to the County Board; and

WHEREAS, public hearings were held and notices provided in accordance with Wisconsin Statute, Section 65.90; and

WHEREAS, the Waukesha County Board of Supervisors has completed their review and made changes through amendments to the Proposed 2023 Budget.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that the 2023 Waukesha County Budget on file in the Office of the County Clerk is hereby adopted.