AGENDA
EXECUTIVE COMMITTEE
REGULAR MEETING
**MONDAY, APRIL 1, 2024 – 3:00 PM**
**ADMINISTRATION CENTER - ROOM A-200**
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

*The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:*

*Executive Committee Live Stream*

*The public can submit comments here: Public Comment Form*
*Public Comment Policy & Instructions For Submitting Public Comments Online*

1. **CALL TO ORDER**
2. **PROPER NOTICE**
3. **PUBLIC COMMENTS, CORRESPONDENCE, COMMUNICATIONS**
4. **APPROVAL OF MINUTES**
   a. March 1, 2024
5. **ACTION ITEMS**
   a. RES.23-62:2024 Executive Committee Project Fund Recommendation
6. **DISCUSSION ITEMS**
   a. Schedule of County Board Meetings
7. **COUNTY ADMINISTRATOR'S REPORT**
   a. County Administrator's Report - April 2024
   b. County Board Orientation
8. **COMMITTEE REPORTS**
9. **NEXT MEETING DATE**
   June 3, 2024
10. **ADJOURNMENT**

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

*Updated 3/28/2024 12:05 PM*

# Executive Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **April 1, 2024**
**DEPARTMENT:** **County Clerk**
**DIRECTOR:** **Karen Niemuth**
**PREPARER:** **Karen Niemuth**

**Agenda Summary** March 1, 2024

<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/_03012024-3376>

EXECUTIVE COMMITTEE

RESOLUTION NO. 23-62

2024 EXECUTIVE COMMITTEE PROJECT FUND RECOMMENDATION

WHEREAS, the Ozaukee County Board of Supervisors established a Project Fund to address deferred capital projects and other one-time operational proposals in county departments that will allow for the completion of essential projects in 2024; and

WHEREAS, county departments submitted proposals to the Department of Administration for evaluation and grading for the review and recommendation by the Standing Committees of the Ozaukee County Board; and

WHEREAS, the projects identified by the Standing Committees of the Ozaukee County Board were reviewed by the Executive Committee culminating in a final list of recommended projects for consideration by the County Board.

NOW, THEREFORE, BE IT RESOLVED, by the Ozaukee County Board of Supervisors that the following projects be approved and adopted for completion from the Project Fund in the line item accounts detailed below;

401-1-01-60000-032 Court Room Remodel: $258,000

401-1-01-60000-033 Jail Division Door Relays & Intercom Controls: $550,000

401-1-01-60000-034 Glock Firearm Replacement & Optic Upgrade: $88,000

401-1-01-60000-035 Jail division Medical Electronic Health Record System: $30,000

401-1-01-60000-036 Sheriff's Office Training Room: $36,000

401-1-01-60000-037 Solar Electric PV Systems: $400,000

401-1-01-60000-038 ERP Vendor Selection & Implementation Assistance: $90,000

401-1-01-60000-039 Flag Day Parking Lot: $50,000

401-1-01-60000-040 Countywide Radio System Upgrade: $600,000

401-1-01-60000-041 Parks Division Security Cameras: $58,000

401-1-01-60000-042 Virmond County Park Stormwater Wetland Restoration: $75,000

401-1-01-60000-043 HH Park Campground & School Site Development: $225,000

401-1-01-60000-044 Parks Security Gate & Cameras: $163,000

FURTHER RESOLVED, that the $2,200,000 remaining in the project fund shall be reserved to finance future projects following a recommendation by the proper Standing Committee, Executive Committee and the approval of the Ozaukee County Board of Supervisors; and

FURTHER RESOLVED, that any change orders exceeding $5,000 of the budget amounts detailed above shall require approval by the proper Standing Committee, Executive Committee and the Ozaukee County Board of Supervisors; and

FURTHER RESOLVED, that any change orders less than $5,000 of the budget amounts detailed above shall require approval by the County Administrator in consultation with the

County Board Chairperson and the proper Standing Committee Chairperson.

Dated at Port Washington, Wisconsin, this 3rd day of April 2024.

*SUMMARY: Executive Committee recommendation of projects funded by the 2024 Project Fund*

*VOTE REQUIRED: Majority*

EXECUTIVE COMMITTEE

# Executive Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **April 1, 2024**
**DEPARTMENT:** **County Clerk**
**DIRECTOR:** **Karen Niemuth**
**PREPARER:** **Tyler Quaas**

**Agenda Summary** 2024 Executive Committee Project Fund Recommendation

**ATTACHMENTS:**

- Project (PDF)
- Approved Projects (PDF)
- Not Recommended Projects (PDF)

# Executive Committee

## AGENDA INFORMATION SHEET

| | |
|---|---|
| **AGENDA DATE:** | **April 1, 2024** |
| **DEPARTMENT:** | **County Clerk** |
| **DIRECTOR:** | **Karen Niemuth** |
| **PREPARER:** | **Tyler Quaas** |

**Agenda Summary** 2024 Executive Committee Project Fund Recommendation

BACKGROUND INFORMATION: Below the Committee will find information on the project fund applications from the Standing Committee review of the project proposals from the departments under their oversight. A memo explaining the process is included to aid in understanding. A project feasibility report is included for each submittal that summarizes the project and details the staff recommendation. Finally, all of the information submitted by the departments are included.

SUMMARY OF COMMITTEE RECOMMENDATIONS: Recommendations are not ranked. All oversight committee have made their recommendations as follows. If any recommendations change, Executive Committee will be updated.

| | |
|---|---|
| **PUBLIC SAFETY** | |
| 1. Court Room Remodel | $258,000 |
| 2. Jail Door Relays & Intercom Controls | $550,000 |
| 3. Glock Firearm & Optic Replacement | $88,179 |
| 4. Medical Electronic Health Record System | $30,000 |
| 5. Sheriff's Office Training Room Upgrades | $35,889 |
| **PUBLIC WORKS** | |
| 1. Solar Electric PV System | $400,000 |
| **FINANCE COMMITTEE** | |
| 1. ERP Vendor Selection & Implementation | $90,000 |
| 2. Flag Day Parking Lot Repaving | $50,000 |
| 3. Countywide Radio System Upgrade | $600,000 |
| **HEALTH & HUMAN SERVICES COMMITTEE** | |
| | |
| **NATURAL RESOURCES COMMITTEE** | |
| 1. Parks Security Cameras | $57,500 |
| 2. Virmond Park Stormwater Wetland Restoration | $75,000 |
| 3. HH Park Campground and School Site Development | $225,000 |
| 4. Park Security Gates & Cameras | $163,000 |

Attachment: Project (RES.23-62 : 2024 Executive Committee Project Fund Recommendation)

Staff does recommend consideration of funding in 2024, for projects that did not make the $3.5M project fund cutoff, but are nonetheless urgent or well-conceived project proposals. Staff recommends considering projects in the top half in scoring, which are an additional eight to ten projects.

## SCORING SUMMARY (BLACK RECOMMENDED)

### PUBLIC SAFETY COMMITTEE

| Project Name | Value & Efficiency | Modernization & Service | Cost |
| --- | --- | --- | --- |
| Court Room Remodel | 300 | 280 | $258,200 |
| Jail Division Door Relays & Intercom Controls Replacement | 290 | 300 | $550,000 |
| Glock Firearm Replacement & Optic Upgrade | | | $88,179 |
| Jail division Medical Electronic Health Record System | | | $30,000 |
| Sheriff's Office Training Room - A/V, Furniture, Training Mats | | | $35,889 |
| Justice Center & Jail Division Camera Project | | | $288,745 |
| Behavioral Health Co-Responder Unit Office | | | $110,000 |
| Sheriff's Office Furniture Replacement | | | $294,112 |

### PUBLIC WORKS COMMITTEE

| Project Name | Value & Efficiency | Modernization & Service | Cost |
| --- | --- | --- | --- |
| Solar Electric PV System | 290 | 270 | $400,000 |
| Court Security Improvement | | | $33,900 |

### FINANCE COMMITTEE

| Project Name | Value & Efficiency | Modernization & Service | Cost |
| --- | --- | --- | --- |
| ERP Vendor Selection & Implementation Assistance | 170 | 330 | $90,000 |

Attachment: Project (RES.23-62 : 2024 Executive Committee Project Fund Recommendation)

| | | | |
|---|---|---|---|
| Flag Day Parking Lot | 300 | 250 | $50,000 |
| Countywide Radio System Upgrade | 350 | 260 | $600,000 |
| ERP Software Implementation | 170 | 330 | $900,000 |

**NATURAL RESOURCES COMMITTEE**

| Project Name | Value & Efficiency | Modernization & Service | Cost |
|---|---|---|---|
| Parks Division Security Cameras | 350 | 270 | $57,500 |
| Virmond County Park Stormwater Wetland Restoration | 300 | 310 | $75,000 |
| HH Park Campground & School Site Development | 260 | 320 | $225,000 |
| Parks Security Gate & Cameras | 310 | 270 | $163,000 |
| HH Peters Youth Camp Furnace Replacement | 280 | 220 | $25,000 |
| Little Menomonee River Fish & Wildlife Preserve Public Access | 220 | 200 | $25,000 |
| Aluminum Trailers | 300 | 170 | $35,000 |
| Virmond Caretakers House Roof & Siding Replacement | 330 | 250 | $70,000 |
| Covered Bridge Public Access | 300 | 240 | $52,500 |
| HH County Park Paving | 220 | 180 | $81,100 |

**HEALTH AND HUMAN SERVICES COMMITTEE**

| Project Name | Value & Efficiency | Modernization & Service | Cost |
|---|---|---|---|
| Electronic Health Record Database | 190 | 290 | $300,051 |
| Auditorium Hybrid Meeting Renovation | | | $33,500 |

RECOMMENDED MOTION: Staff respectfully requests that the committee consider the projects as proposed and make a ranked recommendation for consideration by the County Board.

**ATTACHMENTS:**

- Approved Projects (PDF)

# PROJECT FEASIBILITY ANALYSIS

**Project Name:** Court Room Remodel

**Project Manager:** Connie Mueller

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $258,200 | N/A |
| **TOTAL** | **$258,200** | |

**Project Score: Value and Efficiency (300/400) Modernization and Service (280/400)**

**Project Purpose Summary (from department):**

The furniture and carpeting in the court rooms is original to the construction of the Justice Center in 1991. The construction and upholstery of the furniture is worn, unrepairable (except for the pews) and becoming unfunctional. The new furniture will accommodate all individual sizes to be seated for extended periods of time. There are safety concerns regarding trip hazards on worn/split carpeting and injury due to chairs breaking and pews are splintering.

**Proposal Considerations, Risks, and Identified Issues:**

This project scored very high for percent of budget and budget impact. It scored relatively low for health and safety but high for urgency. As for modernization and project purpose, this project received relatively high scores, as the furniture and carpeting is worn, and unrepairable. For quality of life, it received an average score, but, in terms of customer satisfaction, it scored higher, as it directly relates to jurors and citizens using and visiting the Justice Center, as a very outward facing part of County government.

**Staff Recommendation:**

**Staff recommends approval of the Court Room Remodel out of the 2024 project fund**

Attachment: Approved Projects (RES.23-62 : 2024 Executive Committee Project Fund Recommendation)

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Jail Division Door Relays & Intercom Controls Replacement**

**Project Manager:** Sheriff Knowles

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $550,000 | N/A |
| **TOTAL** | **$550,000** | |

**Project Score: Value and Efficiency (290/400) Modernization and Service (300/400)**

**Project Purpose Summary (from department):**

The existing relay devices and proprietary door and intercom relay boards are well beyond their normal useful life expectancy. As a result, this may lead to a catastrophic event and total failure of the door relay system in the Jail. The project involves designing, fabricating and programming new relay devices and intercom controls to ensure the system continues to operate as it should.

**Proposal Considerations, Risks, and Identified Issues:**

For Value and Efficiency this project scored relatively high in percent of budget, budget impact, health and safety as well as urgency. For modernization it scored high with a relatively high score for modernization, a very high score for project purpose, an average score for quality of life and a very high score for customer satisfaction. This project received a score of 590 making it the fourth highest scoring project of the 2024 proposals.

**Staff Recommendation:**

**Staff recommends to follow through with this project and fund it through the 2024 capital project fund.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Glock Firearm Replacement and Optic Upgrade**

**Project Manager:** Sheriff Knowles

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $88,179 | N/A |
| **TOTAL** | **$88,179** | |

**Project Score: Value and Efficiency (/400) Modernization and Service (/400)**

**Project Purpose Summary (from department):**

The Ozaukee County Sheriff's Office Currently has 110 handguns issued with 80 of those firearms being 17 years old. These handguns were placed into service in 2007. These handguns are worn daily and are exposed to the every day elements. They are used regularly during live-fire firearms training multiple times a year. Glock manufacturer recommends the internal parts and magazines being replaced after 5 years and whole pistol replacement after 10 years.

**Proposal Considerations, Risks, and Identified Issues:**

**Staff Recommendation:**

**Staff recommends to fund this project through the 2024 capital project fund**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Jail Division Medical Electronic Health Record System**

**Project Manager:** Sheriff Knowles

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $30,000 | N/A |
| **TOTAL** | **$30,000** | |

**Project Score: Value and Efficiency (/400) Modernization and Service (/400)**

**Project Purpose Summary (from department):**

The Ozaukee County Jail Medical and Mental Health staff currently document using paper forms. This system is archaic and inefficient. The hand written documentation takes much longer than an Electronic Health Record system and ultimately increases wait times and decreases productivity. Medical records are unable to be shared electronically with the Advanced Correctional Healthcare (ACH) Medical Director as well as medical specialists. The Jail Medical documentation system is long overdue for an update.

**Proposal Considerations, Risks, and Identified Issues:**

**Staff Recommendation:**

**Staff recommends to follow through with this project by funding it through the 2024 capital project fund.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Sheriff's Office Training Room - Audio/Video, Furniture and Training Mats**

**Project Manager:** Sheriff Knowles

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $35,889 | N/A |
| **TOTAL** | **$35,889** | |

**Project Score: Value and Efficiency (/400) Modernization and Service (/400)**

**Project Purpose Summary (from department):**

Replacement audio/video (AV) equipment is needed in the new Sheriff's Office training room. The current AV equipment is outdated and cannot be transferred to the new training room as it has reached its end of life. This is a multi-purpose training room used for in-house training as well as state wide training. The training space will be used for both classroom training and hands-on physical training.

**Proposal Considerations, Risks, and Identified Issues:**

**Staff Recommendation:**

**Staff recommends following through with this project and funding it through the 2024 capital project fund.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name:** Solar Electric PV System – Admin Center, Justice Center, Hwy Shop

**Project Manager:** Facilities MGT/DOA

**Project Budget Estimate:**

| Source | Amount | Grant Information |
|---|---|---|
| 2024 Capital Project Fund | $400,000 | N/A |
| 30% Tax Credit -Inflation Reduction Act | $213,000 | Not Applied For |
| Focus on Energy | $95,000 | Not Applied For |
| **TOTAL** | **708,000** | |

**Project Score: Value and Efficiency (290/400) Modernization and Service (270/400)**

**Project Purpose Summary (from department):**

The estimated cost to design-build three Solar PV Systems, on the flat roofs of the Admin Center (98 KW), Justice Center (166 KW), and Hwy Department (70 KW) is approximately $708,000. $400,000 is requested from the County project fund; $213,000 will be applied for from the Inflation Reduction Act’s “Elective Pay” provision, which allows municipalities to be eligible for a 30% tax credit; and $95,000 will be obtained from Focus on Energy's (FOE) renewable energy incentive program. The $308,000 in tax credit and FOE incentive funding would reimburse approximately 43% of the project, with approximately 57% coming from the County project fund. The County will accrue electrical cost savings of approximately $40,000 annually. After ten years, the County will have recovered the $400,000 investment through cost savings. Over the 25-year warrantied life of the system, the County will accrue $1,000,000 in savings, a gain of $600,000, and an ROI of 250%, an annualized rate of return of 3.75%.

**Proposal Considerations, Risks, and Identified Issues:**

Installation of a Solar PV System on our three main campus buildings is a unique opportunity, due to the 30% tax credit being offered to municipalities, through the Inflation Reduction Act (IRA). Municipalities would typically be ineligible for a tax credit, but under the IRA, they can receive a direct pay incentive through the program. The project also relies on Focus on Energy funding. The project would also further the renewable energy goals of the County’s Energy & Sustainability Plan, offsetting approximately 397,000 kWh annually or 5.6% of the County’s electrical use.

**Staff Recommendation:**

**Staff recommends consideration of funding for Solar Electric PV Systems at the Administration Center, Justice Center and Highway Department, contingent on obtaining FOE incentives, and the 30% tax credit through the Inflation Reduction Act.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: ERP Vendor Selection & Implementation Assistance**

**Project Manager:** Chris McDonell

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $90,000 | N/A |
| **TOTAL** | **$90,000** | |

**Project Score: Value and Efficiency (170/400) Modernization and Service (330/400)**

**Project Purpose Summary (from department):**

The proposal includes expenses to contract with a vendor to assist the County in selecting and implementing a new ERP software system. The proposed approach to this work includes: Engagement planning and kickoff, business process and software requirements review, develop functional requirements report, vendor request for proposal (RFP) development, develop demonstration scrips and manage demonstration process, vendor selection and contract negotiations, develop and maintain an internal implementation checklist, conduct internal project status calls with the county team, participate in vendor-led status calls, oversee task completion, serve as a point of escalation for any issue resolution.

**Proposal Considerations, Risks, and Identified Issues:**

This project scored moderate for percent of budget and high for urgency. It did not score well for budget impact or health & safety. This project did score high for modernization, project purpose and customer satisfaction but scored moderate for quality of life. This project accounts for the cost of hiring a vendor that would assist in providing us with a seamless transition from Great Plains come 2026 not to be confused with the actual cost of the software implementation. The cost dedicates a project manager who is familiar with software transitions and solely focused on transitioning us out of Great Plains to provide us with the seamless transition.

**Staff Recommendation:**

**Staff recommends consideration of funding.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: National Flag Day Foundation Parking Lot**

**Project Manager:** County Administrator

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $50,000 | N/A |
| | | |
| **TOTAL** | **$50,000** | |

**Project Score: Value and Efficiency (300/400) Modernization and Service (250/400)**

**Project Purpose Summary (from department):**

The National Flag Day Foundation is the not-for-profit organization that honors the Congressionally recognized Birth Place of Flag Day at Stony Hill school in Waubeka in 1885. The National Flag Day foundation operates the Americanism Museum in Waubeka that honors the birthplace of Flag Day with a museum and operates as a civic center. The Americanism Center is seeking support of $50,000 to assist with the replacement of the driveway to the building.

**Proposal Considerations, Risks, and Identified Issues:**

This project scored high on percent of budget and budget impact while scoring moderate for health & safety and urgency. It scored relatively high for modernization and project purpose but scored moderate for quality of life and customer satisfaction. The parking lot at National Flag Day Foundation is degrading and unsafe for pedestrian use. Its' renovation is overdue and necessary to maintain quality for the good of the National Flag Day Foundation and all they do.

**Staff Recommendation:**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Countywide Radio System – Microwave Upgrade & Equipment**

**Project Manager:** Jason Dzwinel

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $600,000 | N/A |
| | | |
| **TOTAL** | **$600,000** | |

**Project Score: Value and Efficiency (350/400) Modernization and Service (260/400)**

**Project Purpose Summary (from department):**

This project is the second phase of the Pinnacle Tower Upgrade to the countywide radio system. The microwave system is the backup connection between the radio towers so that in the event of an equipment failure of one of the radio towers the other towers in the system have the ability to continue to provide coverage. In addition, this upgrade will bring the Harrington Beach tower online in the countywide radio system. Under the current configuration, radio users need to switch channels when seeking radio coverage using the Harrington Beach tower and switch back to rejoin the 'normal' radio system.

**Proposal Considerations, Risks, and Identified Issues:**

This project scored high for percent of budget, budget impact, health & safety, and urgency. It also scored high for modernization and project purposes while receiving moderate scores for quality of life and customer satisfaction. Following through with this upgrade will bring on the newly built Harrington Beach radio tower while providing seamless use. If this project is not followed through with the Harrington Beach radio tower will remain effectively useless from this area of the county without the implementation of this upgrade.

**Staff Recommendation:**

**Staff recommends consideration of funding.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Parks Division - Security Cameras**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $57,500 | N/A |
| **TOTAL** | **$57,500** | |

**Project Score: Value and Efficiency (350/400) Modernization and Service (270/400)**

**Project Purpose Summary (from department):**

New security cameras are needed to deter damage and vandalism and increase park safety for visitors, especially with increased park visitor numbers due to the COVID-19 pandemic.

**Proposal Considerations, Risks, and Identified Issues:**

This project received high scores all across the board because of its' clear value to the parks system and the purpose it serves to deter vandalism. Receiving high scores across the board, this project ended up as the highest scoring project request submitted this year.

**Staff Recommendation:**

**Staff recommendation to fund Parks Division security cameras through the Capital Project Fund.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Virmond County Park Stormwater Wetland Restoration**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $75,000 | N/A |
| Grant | $96,000 | WCMP |
| Grant | $134,000 | FFLM |
| Grant | $200,000 | NFWF SOGL |
| **TOTAL** | **$505,000** | |

**Project Score: Value and Efficiency (300/400) Modernization and Service (310/400)**

**Project Purpose Summary (from department):**

Surface water runoff in Park has changed over the years causing some bluff instability along the eastern portion of the Park near depressional wetlands. Adjacent residential development on neighboring properties to the north have prevented the continued discharge of surface water from these wetlands and has caused ponding on Park property. Neighbors to the north of the Park have expressed concern over the ponded water and potential impacts to the residential and other structures on their properties. This project is a priority for 2024. Project costs are estimated from 2023 HWY Department estimates and recent similar projects.

**Proposal Considerations, Risks, and Identified Issues:**

This project was graded very highly in the percent of budget and budget impact categories as most of the funding for this project will be received from grants. For health & safety this project received a low grade, but received a relatively high grade for urgency, due to the impact on residential neighbors. This project did receive high grades for modernization, project purpose, quality of life and customer satisfaction. The total score of this project is 610 making it the second highest score of the 2024 projects.

**Staff Recommendation:**

**Staff recommends funding the Virmond Park Stormwater Wetland Restoration through the capital project fund.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Hawthorne Hills Park Campground and School Site Development**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $225,000 | N/A |
| Grant | $100,000 | WDNR Stewardship |
| **TOTAL** | **$325,000** | |

**Project Score: Value and Efficiency (260/400) Modernization and Service (320/400)**

**Project Purpose Summary (from department):**

Aside from Waubedonia County Park (17 campsites), no additional camping is available within the Ozaukee County Park System and the Waubedonia County Park camping locations, especially RV/Trailer camping, are routinely fully booked. Currently, this camping activity is not accommodated or permitted for at Hawthorne Hills County Park, although it has been used in this way by the OCHS events. Waubedonia County Park experienced its highest usage and reservations between 2020 - 2023 and this trend is expected to increase. Site development items are also required per the approved SMNS agreement.

**Proposal Considerations, Risks, and Identified Issues:**

This project received a high score for percent of budget and urgency but relatively low scores for budget impact as well as health & safety. This project also received high scores in modernization, project purpose, quality of life and customer satisfaction. The total score for this project was 580.

**Staff Recommendation:**

**Staff recommends funding the HH Park Campground & School Site Development through the 2024 project fund**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Parks Division - Parks Security Gates and Cameras**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $163,000 | N/A |
| **TOTAL** | **$163,000** | |

**Project Score: Value and Efficiency (310/400) Modernization and Service (270/400)**

**Project Purpose Summary (from department):**

Parks staff manually open/close each gate & bathroom each day at each park (Mar - Nov) coinciding with park hours (closed 9 pm-6 am). Staff are required to travel to each location in the early morning and evening, resulting in difficult hours to staff, travel time and associated fuel costs. When staffing is limited due to staff shortages and/or vacations/sick, completing the task becomes a burden on other PT/FT employees. In addition, only staff that have gate keys can open the gates, which also becomes an issue when other staff are assisting with these duties, or when emergency vehicles need access to the parks outside posted hrs/weekends.

**Proposal Considerations, Risks, and Identified Issues:**

This project received high scores for percent of budget, budget impact, for its direct impact on lowering operational staff time and costs. For project purpose and customer satisfaction this project scored high but scored relatively average in modernization and quality of life giving it a total score of 580.

**Staff Recommendation:**

**Staff recommends funding Parks Security Gates & Cameras through the 2024 capital project fund.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Justice Center and Jail Division Camera Project**

**Project Manager:** Captain Lambrecht

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $288,745 | N/A |
| **TOTAL** | **$288,745** | |

**Project Score: Value and Efficiency (/400) Modernization and Service (/400)**

**Project Purpose Summary (from department):**

The project involves a camera upgrade in the Justice Center and Jail Division. A total of (73) seventy-three analog cameras will be replaced. The project will include running Cat 6 cable to each camera. It also includes replacing (7) seven Bosch Video Management System workstations. This project will complete the camera system updates in the Justice system and Jail Division.

**Proposal Considerations, Risks, and Identified Issues:**

**Staff Recommendation:**

**Staff does not recommend funding this project at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Behavioral Health Co-Responder Unit Office**

**Project Manager:** Sheriff Knowles

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $110,000 | N/A |
| **TOTAL** | **$110,000** | |

**Project Score: Value and Efficiency (/400) Modernization and Service (/400)**

**Project Purpose Summary (from department):**

The costs associated with the project include remodeling of the old dispatch center into office space to be utilized by the Behavioral Health Co-Responder Unit. Costs for the project would include flooring ($15,000 - $20,000), cubicles for the Deputies and Mental Health Specialists ($40,000), computers and infrastructure for the Behavioral Health Deputies and Mental Health Specialists ($12,000) and the construction of a "soft interview room" including furniture ($35,000).

**Proposal Considerations, Risks, and Identified Issues:**

**Staff Recommendation:**

**Staff does not recommend funding this project through the 2024 capital project fund at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Sheriff's Office Furniture Replacement**

**Project Manager:** Sheriff Knowles

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $294,112 | N/A |
| **TOTAL** | **$294,112** | |

**Project Score: Value and Efficiency (/400) Modernization and Service (/400)**

**Project Purpose Summary (from department):**

The Sheriff's Office has had the same office furniture (desks, cabinets, cubicles, workstations since moving into the Justice Center in 1991. The furniture is out-dated, over 20 years past its useful life, not designed for modern work environments, showing its age, non-ergonomic, and non-modular.

**Proposal Considerations, Risks, and Identified Issues:**

**Staff Recommendation:**

**Staff does not recommend funding this project through the 2024 capital project fund at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Court Security Improvement**

**Project Manager:** Ryan Tackes

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $33,900 | N/A |
| **TOTAL** | **$33,900** | |

**Project Score: Value and Efficiency (/400) Modernization and Service (/400)**

**Project Purpose Summary (from department):**

In 2012 and 2017, the United States Marshals Service (USMS) conducted a Court Security Survey and Assessment of the Ozaukee County Justice Center located at 1201 S. Spring St. in the city of Port Washington. Both assessments were conducted by USMS Senior Inspector Gary Enos. In both assessments, Inspector Enos suggested we close the small hallway to the public creating a two door employee entrance and exit located by the Child Support office. This would significantly upgrade the security to this employee entrance area in multiple ways.

**Proposal Considerations, Risks, and Identified Issues:**

**Staff Recommendation:**

**Staff does not recommend funding this project through the 2024 capital project fund at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: ERP Software Implementation**

**Project Manager:** Chris McDonell

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $900,000 | N/A |
| **TOTAL** | **$900,000** | |

**Project Score: Value and Efficiency (170/400) Modernization and Service (330/400)**

**Project Purpose Summary (from department):**

The County relies on Microsoft Dynamics GP for financial management and payroll, but Microsoft has announced the end of support for GP by January 11, 2028. Additionally, Kronos, Lasata's timekeeping software, will no longer receive support after March 31, 2027. Replacing only Kronos without addressing GP would be impractical due to the intricate integrations between the two. Consequently, our goal is to implement a new ERP system by January 1, 2026, allowing seamless coexistence with the current system for one year to ensure accuracy, before fully transitioning.

**Proposal Considerations, Risks, and Identified Issues:**

This project scored moderate for percent of budget and high for urgency. It did not score well for budget impact or health & safety. This project did score high for modernization, project purpose and customer satisfaction but scored moderate for quality of life. The project accounts for the implementation of new software to replace Great Plains which will no longer receive support beginning 2028. This project is being considered now in anticipation of a timely process to perform this software transition.

**Staff Recommendation:**

**Staff does not recommend consideration of funding at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Human Services Electronic Health Record Database**

**Project Manager:** Liza Drake

**Project Budget Estimate: $300,051.79**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $300,051.79 | N/A |
| **TOTAL** | **$300,051.79** | |

**Project Score: Value and Efficiency (190/400) Modernization and Service (290/400)**

**Project Purpose Summary (from department):**

Human Service's current Electronic Health Record (EHR) database, WebHarmony, is no longer supported by the vendor, WellSky starting in January 2024. WebHarmony lacks several critical features that the new proposed program would include such as intuitive billing and insurance verification; a patient portal with integrated telehealth, scheduling and health records release capabilities; and the ability for clients to electronically sign forms.The features associated with a new EHR database would drastically improve the overall customer experience, increase security and cut down on the time employees would need to spend updating records.

**Proposal Considerations, Risks, and Identified Issues:**

This project scored lower in relative terms due to its impact on budget, and low impact on health an safety. Revisit at a later date.

**Staff Recommendation:**

**Not recommended at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Admin Center Auditorium Hybrid Meeting Renovation**

**Project Manager:** Liza Drake / Mike Cosgrove

**Project Budget Estimate: $33,500**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $33,500 | N/A |
| **TOTAL** | **$33,500** | |

**Project Score: Value and Efficiency (/400) Modernization and Service (/400)**

**Project Purpose Summary (from department):**

Upgrading the hybrid meeting capabilities of the auditorium would allow for more productive and transparent hybrid meetings. Citizens, board and committee members or employees wishing to attend or view a meeting remotely would have a more immersive experience, being able to more clearly see and hear and interact with those in attendance in-person, and in-person participants would likewise be able to more clearly hear, see and interact with people attending the meeting remotely.

**Proposal Considerations, Risks, and Identified Issues:**

Project to be revisited at a later date. Potential to fund it in future from IT budget as it has a countywide impact.

**Staff Recommendation:**

**Not recommended at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Parks Division - HH Peters Youth Camp Furnace Replacement**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $25,000 | N/A |
| **TOTAL** | **$25,000** | |

**Project Score: Value and Efficiency (280/400) Modernization and Service (220/400)**

**Project Purpose Summary (from department):**

The furnace at HH Peters Youth Camp is over 30 years old and is no longer functioning adequately to fully heat the building. The furnace has been inspected by HVAC companies the costs of repair and ongoing maintenance are likely greater than the cost of a new furnace. Multiple repairs have occurred since 2021. HH Peters Youth Camp is routinely rented/reserved for large events including weddings and scout group gatherings (including during fall through spring where heat is required), and provides lodging for youth conservation corps groups assisting with Department activities.

**Proposal Considerations, Risks, and Identified Issues:**

This project scored high on its' budget impact and percent of budget scores due to its' $25,000 cost. This project did not score well in health and safety but did score well on urgency. For modernization, purpose and quality of life this project scored average. As for customer satisfaction it scored slightly higher giving this project a total score of 500.

**Staff Recommendation:**

**Staff does not recommend funding the HH Peters Youth Camp Furnace Replacement through the capital project fund at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Little Menomonee River Fish and Wildlife Preserve Public Access**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
| --- | --- | --- |
| 2024 Capital Project Fund | $25,000 | N/A |
| Grant | $40,000 | WDNR Stewardship |
| **TOTAL** | **$65,000** | |

**Project Score: Value and Efficiency (220/400) Modernization and Service (200/400)**

**Project Purpose Summary (from department):**

Little Menomonee River Fish and Wildlife Preserve was acquired by the County in 2019 from MMSD, and has undergone extensive river corridor restoration, wetland restoration, and invasive species management. The site is currently undeveloped. The next phase of development needs involves public access amenities. To foster future public enjoyment and education, passive-use recreational amenities are needed and currently represent a gap in service.

**Proposal Considerations, Risks, and Identified Issues:**

This project scored very high in percentage of budget and budget impact due to the project being primarily funded through the WDNR stewardship grant. On the other hand, this project did not score well for urgency or health & safety. For modernization, quality of life, project purpose and customer satisfaction, all four categories were scored as average giving this project a total score of 420.

**Staff Recommendation:**

**Staff does not recommend funding the Little Menomonee River Fish and Wildlife Preserve Public Access parcel through the capital project fund at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Parks Division - Aluminum Trailers**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $35,000 | N/A |
| **TOTAL** | **$35,000** | |

**Project Score: Value and Efficiency (300/400) Modernization and Service (170/400)**

**Project Purpose Summary (from department):**

The Parks Division currently has 2 steel frame wood deck utility trailers that need significant repairs due to rusting of the frame, wheel wells, and rotting of the wood decking. Each trailer can only hold one utility golf cart, which is not efficient. This project would include purchase of 3 new aluminum trailers that can haul multiple utility carts. In addition, aluminum trailers have a much longer usable life span and less need for ongoing maintenance. The new trailers would include all aluminum rails, decks, and ramps. This project is a priority for 2024.

**Proposal Considerations, Risks, and Identified Issues:**

This project received high scores for budget impact, percent of budget, and urgency but was not scored well in the health and safety scoring section. As for the modernization, project purpose and customer satisfaction it was scored relatively average while also receiving a low quality of life score. This project received a total score of 470.

**Staff Recommendation:**

**Staff does not recommend funding Aluminum trailers through the capital project fund at this time**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Virmond County Park Caretakers House Roof & Siding Replacement**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $70,000 | N/A |
| **TOTAL** | **$70,000** | |

**Project Score: Value and Efficiency (330/400) Modernization and Service (250/400)**

**Project Purpose Summary (from department):**

The Virmond County Park Caretaker's house roof and siding needs a full replacement. The aging materials have potential for leaks, potentially damaging County (including new housing upgrades) and private property (Caretaker personal property).This project is a priority for 2024. The Department anticipates initiating this project in 2024 and successful completion meeting timelines and budgets per prior completed Capital Project Fund grants

**Proposal Considerations, Risks, and Identified Issues:**

This project received high scores for budget impact, percent of budget and urgency but scored average for health & safety. For Modernization, project purpose and customer satisfaction this project was graded highly and received a relatively low grade for quality of life. This project received a total score of 580 making it the 5$^{th}$ highest graded project of 2024.

**Staff Recommendation:**

**Staff does not recommend funding the Virmond County Park Caretakers House Roof & Siding Replacement through the capital project fund at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Covered Bridge Park – West Parcel Public Access**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $52,500 | N/A |
| Grant | $10,000 | Greater Cedarburg Foundation |
| **TOTAL** | **$62,500** | |

**Project Score: Value and Efficiency (300/400) Modernization and Service (240/400)**

**Project Purpose Summary (from department):**

There is no parking access on the new 4.84 acre parcel. To reach this area, staff and visitors need to park in the existing lots on the east side of Covered Bridge Road and cross the road, which is dangerous due to high vehicular speeds and limited visibility on the road. Parking on the west side of Covered Bridge Road was envisioned when the County added this parcel to Covered Bridge County Park. In addition, there is no formal public access within the new parcel or to Cedar Creek. Project activities would be initiated in 2024.

**Proposal Considerations, Risks, and Identified Issues:**

This project received high scores for the percentage of budget and budget impact but received average scores for health & safety and urgency. This project received average scores for all modernization categories of project purpose, quality of life, customer satisfaction and modernization giving it a total score of 540.

**Staff Recommendation:**

**Staff does not recommend funding Covered Bridge Park – West Parcel Public Access through the capital project fund at this time.**

# PROJECT FEASIBILITY ANALYSIS

**Project Name: Parks Division - Hawthorne Hills County Park Paving**

**Project Manager:** Andrew Struck

**Project Budget Estimate:**

| Source | Amount | Grant Info |
|---|---|---|
| 2024 Capital Project Fund | $81,000 | N/A |
| **TOTAL** | **$81,000** | |

**Project Score: Value and Efficiency (220/400) Modernization and Service (180/400)**

**Project Purpose Summary (from department):**

This project would pave the remaining park road and parking areas below the crest of the hill and also patch areas on the driveway / parking at HH Peters Youth Camp. The current roadway cannot be plowed in the winter due to the steep hill. Paving this portion would allow for winter plowing and year-round park access. The Highway Department will be contracted to do the work. In addition, paving is required to ensure safe access to the new parking lot within the project area for Sugar Maple Nature School (SMNS) use per the approved SMNS agreement.

**Proposal Considerations, Risks, and Identified Issues:**

This project received relatively high scores for budget impact and percent of budget but received low scores for health & safety as well as urgency. For modernization, project purpose, quality of life and customer satisfaction this project received below average grades giving it a total score of 400.

**Staff Recommendation:**

**Staff does not recommend funding the Hawthorne Hills county park paving through the capital project fund at this time.**

Attachment: Not Recommended Projects (RES.23-62 : 2024 Executive Committee Project Fund Recommendation)

# Executive Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **April 1, 2024**
**DEPARTMENT:** **Administrator**
**DIRECTOR:** **Jason Dzwinel**
**PREPARER:** **Karen Niemuth**

**Agenda Summary** County Administrator's Report - April 2024

**ATTACHMENTS:**

- County Administrator's Report April 2024 (PDF)

EXECUTIVE COMMITTEE

# County Administrator's Report

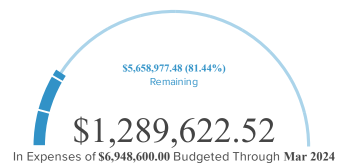
April 3, 2024

## FINANCE

1. Staff recommendation of placing $440,000 of surplus into Project Fund

**Finance Committee**

Data Updated Mar 21, 2024, 2:58 PM | Prorated Budget



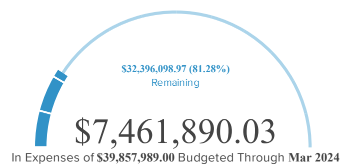

## HUMAN SERVICES

1. RFP for Lasata CBRF Construction Management reviewed recommendation approved

**Health and Human Services Committee**

Health and Human Services Committee

Data Updated Mar 21, 2024, 2:58 PM | Prorated Budget

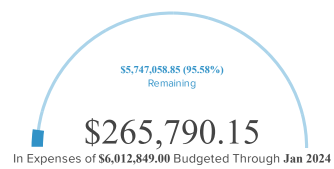



## NATURAL RESOURCES

1. Approved use of unexpended UWEX Contracts totaling $8,000 for Marketing Specialist Contract

**Natural Resources**

Data Updated Mar 21, 2024, 2:58 PM | Prorated Budget



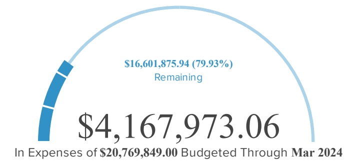

Attachment: County Administrator's Report April 2024 (County Administrator's Report - April 2024)

## PUBLIC SAFETY

1. No March Meeting

**Public Safety**

Data Updated Mar 21, 2024, 2:58 PM | Prorated Budget

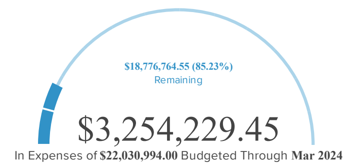



## PUBLIC WORKS

1. New Taxi Routing Software implementaion successful

**Public Works**

Data Updated Mar 21, 2024, 2:58 PM | Prorated Budget




OZAUKEE COUNTY

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Attachment: County Administrator's Report April 2024 (County Administrator's Report - April 2024)