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**WASHINGTON COUNTY
EXECUTIVE COMMITTEE MEETING**

Courthouse - Government Center
West Bend, WI

January 21, 2014
9:00 a.m.

Present: Herbert Tennes, Rick Gundrum, Mark McCune, Daniel Stoffel, and Paul Ustruck.

Also Present: County Manager Joshua Schoemann, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance Director Susan Haag, Supervisor Peter Sorce, and Chief Deputy County Clerk Linda Doro.

Chairperson Tennes called the meeting to order and read the Affidavit of Posting.

MINUTES

Moved by Mr. Stoffel, seconded by Mr. Gundrum to approve the minutes of December 17, 2013, as presented. Motion carried.

COUNTY MANAGER - GOALS, OBJECTIVES, AND DUTIES

Mr. Schoemann distributed and reviewed the County Manager goals and objectives for 2014. The Committee had no additions or changes to the goals presented.

HUMAN RESOURCES DIRECTOR RECRUITMENT

Mr. Schoemann reported hiring a new Human Resources Director is a top priority for his office. Due to the workload of Human Resources department and implementation of the PTO plan, effective July 1, 2014, he is proposing to recruit a consultant to assist him in finding candidates for this position, as well as, assisting the Human Resources department with some of their pressing projects on an interim basis. It was noted that significant funds have been saved due to the vacancy of the Human Resources Director position since July of 2013. It was the Executive Committee's consensus that Mr. Schoemann should proceed with this proposal.

REQUEST TO NON-LAPSE COUNTY ATTORNEY 2013 FUNDS TO 2014

Moved by Mr. McCune, seconded by Mr. Ustruck to approve the request to non-lapse the balances in the Attorney, Legal Expenses, and Recodification accounts within the 2013 County Attorney budget to 2014. Motion carried.

ORDINANCE AMENDMENT TO 2.01 OF THE COUNTY CODE - ADJUSTMENTS TO SUPERVISORY DISTRICT DESCRIPTIONS

Moved by Mr. Stoffel, seconded by Mr. Ustruck to approve an ordinance amendment to Section §2.01 of the County Code relating to Supervisory District boundary descriptions as presented, and forward to the County Board. Motion carried.

REPORTS

Supervisor Communications

Chairperson Tennes reported he and Mr. Schoemann are investigating ways to improve communicating on the events that occur within the County to the County Board supervisors.

1 Economic Development - Washington County Activity Report

2 Mr. Schoemann reported the Revolving Loan Fund closings for Kerry Ingredients and TCI are
3 completed, and the annual meeting of Economic Development-Washington County will be held
4 on February 5, 2014.

5
6 Medical Examiner Recruitment

7 Mr. Schoemann reported he and Public Safety Chairperson Joseph Gonnering interviewed four
8 candidates for the Medical Examiner position. Mr. Schoemann also reported that he is studying
9 alternative service delivery options for the Medical Examiner's office and will report back to the
10 Executive Committee.

11
12 HIPAA/HITECH - 800 Series Policy Rollout

13 Ms. Nass reported the compliance date for HITECH - 800 Series Policy, was September 23,
14 2013, and the County is compliant. The County Attorney's office is working on training of these
15 policy changes within county departments that are covered under HIPAA.

16
17 MMAC Cultural and Entertainment Needs Task Force Update

18 Mr. McCune reported the next MMAC Cultural and Entertain Needs Task Force meeting is
19 February 4, 2014, and he will have a handout to present to the Executive Committee at the next
20 meeting.

21
22 **NEXT MEETING DATE**

23 The next Executive Committee meeting is tentatively scheduled for Monday, January 27, 2014,
24 at 8:30 a.m.

25
26 **ADJOURNMENT**

27 Moved by Mr. Gundrum, seconded by Mr. Ustruck to adjourn the meeting at 10:08 a.m. Motion
28 carried.

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Brenda J. Jaszewski, County Clerk

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**WASHINGTON COUNTY
EXECUTIVE COMMITTEE**

4 Government Center - Room 1020
5 West Bend WI

January 27, 2014
8:30 a.m.

7 Present: Herbert Tennes, Mark McCune, Paul Ustruck, Rick Gundrum, and Daniel Stoffel.

9 Legislators Present: Representative Mark Born, Representative Daniel Knodl, Representative
10 Daniel LeMahieu, Representative Duey Stroebel, and Senator Glenn Grothman.

11
12 Also Present: County Manager Joshua Schoemann, County Attorney Kim Nass, County Clerk
13 Brenda Jaszewski, Sheriff Dale Schmidt, Register of Deeds Sharon Martin, Treasurer Jane Merten,
14 Planning & Parks Deputy Administrator Debora Sielski, Veterans Service Officer Mark Baldwin,
15 Highway Commissioner Tom Wondra, Finance Director/Interim Human Resources Director
16 Susan Haag, Director/Health Officer Linda Walter, Assistant Director/Deputy Health Officer Joni
17 Whitehouse, County Board Supervisors Daniel Goetz, Ralph Hensel, Donald Kriefall, Dennis
18 Myers, and Peter Sorce, Richard Bertram, and Kristine Deiss.

19
20 Chairperson Tennes called the meeting to order at 8:30 a.m. and read the affidavit of posting.

21
22 **LEGISLATIVE EXCHANGE**

23 The Legislators discussed current legislative issues and items that are being considered by the
24 legislature and Governor. Some of the specific items discussed included: the State budget surplus,
25 education standards, Technical College representation, Family Care/Institutional Care cost to
26 counties, use of Transportation and other segregated state funds, updating the Administrative
27 Codes, potential personal property tax reforms, and proposed WRS reforms.

28
29 The Legislative Exchange concluded at 10:10 a.m. and Mr. Tennes recessed the meeting. The
30 meeting reconvened at 10:20 a.m. with Mr. Tennes, Mr. McCune, Mr. Stoffel, and Mr. Ustruck
31 present.

32
33 **APPOINTMENT**

34 Moved by Mr. Stoffel, seconded by Mr. Ustruck to approve the appointment of Ann Enright to the
35 Landmarks Commission for a three-year term effective February 11, 2014, through December 31,
36 2016. Motion carried.

37
38 **GENERAL FUND TRANSFER REQUEST - ADMINISTRATION**

39 Moved by Mr. Ustruck, seconded by Mr. McCune to approve a 2013 General Fund transfer in an
40 amount not to exceed \$30,000 for Administration. Motion carried.

41
42 Mr. Gundrum returned at 10:22 a.m.
43

1 **CHAIRPERSON AND ADMINISTRATIVE COORDINATOR REPORTS**

2 MMAC Cultural and Entertainment Needs Task Force Update

3 Mr. McCune reported that an independent third party has been hired by the Task Force to assist
4 with the development of the project and he will provide a handout to this Committee after the next
5 Task Force meeting in February.

6
7 Brownfields Grant Application Status

8 Mr. Ustruck informed the Committee that the Planning and Parks Department has submitted the
9 Brownfields grant application and the funding awards will not be announced prior to May. Ms.
10 Sielski stated that the Environmental Protection Agency must give final approval for each parcel
11 eligible for grant funding. The Committee suggested the municipalities that would benefit from
12 this grant submit a letter to Congressman Sensenbrenner requesting his support.

13
14 **NEXT TENTATIVE MEETING DATE**

15 The Executive Committee will tentatively meet on Friday, March 7, 2014, at 9:00 a.m.

16
17 **ADJOURNMENT**

18 Moved by Mr. Stoffel, seconded by Mr. McCune to adjourn the meeting at 10:35 a.m. Motion
19 carried.

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Brenda J. Jaszewski, County Clerk

COUNTY ADMINISTRATIVE OPTIONS

<u>TOPIC</u>	<u>EXECUTIVE</u> (Wis. Stats. Sec. 59.17)	<u>ADMINISTRATOR</u> (Wis. Stats. Sec. 59.18)	<u>ADMINISTRATIVE COORDINATOR</u> (Wis. Stats. Sec. 59.19)
<u>HOW CREATED</u>	Board resolution or citizen petition/referendum	Board resolution or citizen petition/referendum	Board resolution or ordinance
<u>HOW CHOSEN</u>	Spring election every four years (nonpartisan)	Appointed by majority vote of county board	Appointed by majority vote of board
<u>QUALIFICATIONS</u>	U.S. citizen, 18 years of age, county resident	Training, experience, education (no consideration for residence, nationality or political affiliation)	Elected or appointed county official and other qualifications set by board
<u>SOURCE OF POWERS</u>	State statutes	State statutes	Limited state statutes and board resolution/ordinance
<u>REMOVAL</u>	By governor for cause	By county board majority	By county board majority
<u>BUDGET AUTHORITY</u>	Prepares & presents to board	Prepares & presents to board	Only as authorized by board
<u>VETO BOARD ACTIONS</u>	Yes	No	No
<u>DEPARTMENT HEADS</u>	Appoints (subject to board confirmation), removes at pleasure	Appoints (subject to board confirmation), removes at pleasure	No authority unless granted by board
<u>ADVISORY COMMITTEES</u> <u>ADMINISTRATIVE BOARDS</u>	Appoints, removes subject to board confirmation unless waived or made under civil service	Appoints, removes subject to board confirmation unless waived or made under civil service	No authority unless granted by board
<u>COORDINATE DEPTS</u>	Yes	Yes	Only management functions not assigned depts by ordinance or law

4.01(AM 13-8) ADMINISTRATIVE COORDINATOR. (1)(AM 13-8) **Creation.** Pursuant to §59.19, Wis. Stats., there is created the position of Administrative Coordinator, to be known as County Manager, and shall be referred to as such hereafter.

(2)(AM 13-8) **Appointment, Salary.** The County Manager shall be appointed by a 2/3 vote of members of the County Board upon recommendation of the Executive Committee from qualified applicants. The salary and benefits of the County Manager shall be determined in a manner established by law.

(3)(AM 01-8)(AM 11-3)(AM 13-8) **Powers and Duties.** The County Manager shall exercise the following powers and duties, subject to the general supervision of the County Board of Supervisors.

(a) Attend all meetings of the County Board unless excused; present advice and recommendations to the Board in all matters within the responsibilities of his or her office.

(b) In consultation with the Board, its officers and the County Attorney, process resolutions, ordinances and meeting agendas for the County Board.

(c) Attend committee meetings upon the request of their Chairpersons and provide staff support for the committees as requested by their Chairpersons. Minute taking support services shall continue to be provided by the County Clerk.

(d) Budget Development. The County Manager shall:

1. Meet with the Finance Committee early in each fiscal year to establish the format, target funding levels and procedures for the upcoming budget process. Present preliminary funding levels to County Board. Under supervision of the Finance Committee, perform necessary duties to prepare a proposed County budget.

2. Furnish County department heads with appropriate budget development instructions, forms and assistance in making budget requests.

3. Receive the budget requests of departments and assure that all budgets so submitted shall have received the preliminary approval of the department's liaison committee.

4. Schedule and arrange meetings on the budget with department heads and present the draft budget to the Finance Committee. Department heads shall appear at the Finance Committee at the request of the County Manager to provide additional explanation and support for the proposed budget.

5. Prepare a final draft budget and present the same to the County Board, upon recommendation of the Finance Committee.

COUNTY ADMINISTRATION 4.01

6. Report to the Administrative Services Committee all personnel requests without regard to their fiscal effect prior to submittal of the draft budget to the Finance Committee.

7. Prepare for inclusion in the final draft budget a proposed program of capital expenditures and borrowing as directed by the Executive and Finance Committees.

8. Monitor implementation of the adopted County budget to assure that all expenditures of County funds are in compliance with the budget.

9. Review all requests for transfers within the adopted budget other than those transfers within the authority of department heads, and further review all requests for modifications of allocations in the budget, and make recommendations on said requests to the Finance Committee and Board where necessary.

10. Nothing in this paragraph shall be construed to prevent a department head or Liaison Committee representative from appearing at the Finance Committee to explain or defend the draft budget or to contest the County Manager's recommendation.

(e) The County Manager shall oversee the management of investments and the investment of the surplus funds of the County, subject to the general supervision of the Finance Committee and in accordance with the County's financial policies.

(f) The County Manager shall manage and periodically evaluate the County's Capital Improvement Budget and the current year's operating budget and make quarterly reports to the County Board on the general and financial condition of the County and its departments, particularly advising the Board of financial trends facing the County and necessary policy or budgetary changes to reflect those trends, including long-term financial needs of the County. More frequent reports shall be presented when circumstances require or at the request of the Board or the Executive Committee. Significant initiatives, work plans and policy changes shall be reported to the Executive Committee monthly, at least.

(g) The County Manager shall maintain and supervise a centralized system of purchasing, emphasizing volume discount purchasing to maximize County purchasing power and to procure supplies at the most advantageous cost. The County Manager shall supervise the Purchasing Ordinance.

(h) Property Management. Subject to the general supervisory authority of the Finance Committee, the County Manager shall do all of the following:

1. Be responsible for the maintenance, preservation and care of all personal property of the County over which the County has authority, maintain an inventory and record of the property and provide for maintenance of the property to preserve its value to the County.

2. In cooperation with department heads and elected officials, develop a long-range plan for management of County property, including real property, including recommendations for construction of facilities needed to deliver County services.

COUNTY ADMINISTRATION 4.01

3. When directed by the County Board or a committee thereof, cause to be prepared plans and architectural specifications for County capital projects authorized by the Board, and coordinate County monitoring of construction progress.

4. Allocate space to County departments and agencies.

(i) Insurance Administration. The County Manager shall be primarily responsible for assuring that insurance coverage is solicited and maintained by the County in such amounts as are available and affordable and are adequate to protect the County from financial loss. Therefore, the County Manager shall:

1. Serve as custodian of all insurance policies held by the County, filing duplicates thereof with any appropriate department head or agency.

2. Under the supervision of the Administrative Committee, procure through bidding or other means as deemed proper by the committee, insurance coverage for the property, casualty, employee health, life and other insurance risks. The County Manager shall continuously evaluate the County's coverage and recommend County policies which will protect the County from unreasonable risk of loss.

3. Process all insurance claims and refer them to the County Attorney and committees of the County Board, as appropriate.

4. Be responsible for all loss-control activities.

(j) Appointment of Department Heads, Staff and Assistants. The County Manager shall appoint all department heads where no specific provision is provided in the statutes or in this chapter and shall further appoint such assistants, staff and technical staff of his or her office as authorized by the County Board. Department head appointment shall be made in consultation with the appropriate Liaison Committee. Where the statute governs appointment of a department head, the County Manager shall recruit and screen candidates, and shall recommend candidates to the County Board, County Board Chairperson, County liaison committee or other appointing authority. The number of candidates recommended shall normally be 2 or 3, depending on the quality and quantity of applicants and as further directed by the appointing authority. The County Manager shall train and supervise department heads regardless of the appointing authority.

(k) Evaluation and Discipline of Department Heads and Officers. Except for elected department heads, the County Manager shall evaluate and discipline all department heads and officers. Evaluations of department heads shall be conducted by the County Manager annually, or more often if necessary in consultation with the appropriate liaison committee. With regard to discipline, the County Manager shall receive and review complaints from whatever source received and shall recommend appropriate discipline to the appointing authority in consultation with the County Attorney, County Board Chairperson and Liaison Committee Chairperson. Such discipline shall follow those disciplinary procedures contained in the County Code and Wisconsin Statutes. Except as provided for in Wisconsin Statutes, the County Manager shall have the authority to dismiss a department head after consultation with the liaison committee.

COUNTY ADMINISTRATION 4.01

(1) The County Manager shall have the following general powers:

1. To assure that all resolutions, ordinances and regulations of the County Board are faithfully executed, whether by the coordinator or department heads.

2. To supervise and coordinate the operations of all County departments except where the County Board has directed otherwise, and conduct regular department head meetings.

3. To update and maintain the County Code with the professional assistance of the County Attorney.

4. To make recommendations to the County Board for reorganization of the County departments, assignment of responsibilities to other agencies, merger, consolidation or abolition of County agencies, positions and programs; and report these recommendations to the Board.

5. To monitor developments in State, Federal and other relevant laws and governmental affairs, and to advise the County on recommended policy positions to advance which will improve County administration and operations.

6. To recommend proposed resolutions, ordinances or regulations to the County Board as are necessary to promote improved County services to the public interest, and provide all requested information, data and reports requested by the County Board to the extent such information is available.

7. To generally represent the County before governmental agencies, at public functions, at inter-governmental meetings, in business transactions, negotiations and administrative proceedings unless otherwise directed by the County Board.

8. To develop and maintain personnel policies and procedures and to evaluate department heads at least annually.

9. To provide administrative services and support and fiscal liaison to the County Historical Society and the County Library Board.

(4)(AM 13-8) **Bonding.** The County Manager shall be included in the County's public employee blanket position bond, and shall be indemnified in the amount of \$10,000.

(5)(AM 13-8) **Term.** The County Manager shall serve at the pleasure of the County Board and may be dismissed at any time by 2/3 vote of all members of the board.

ITEM 8

Washington County Wisconsin Capital Improvement Program Policy

1.0 PURPOSE

To provide an authoritative decision-making process for the evaluation, selection and multi-year scheduling of public physical improvements based on a projection of available fiscal resources and the community's priorities.

2.0 ORGANIZATIONS AFFECTED

Washington County has a substantial investment in buildings, equipment, parks and public infrastructure. Prudent management of these investments is the responsibility of County government. In order to fulfill this responsibility but remain within fiscally prudent parameters, the County has enacted this policy for development of the capital improvement budget. This policy applies to all capital budgets of the County.

3.0 POLICY

This policy establishes a Capital Improvement Program to:

1. Ensure the timely renewal and extension of the County's physical facilities
2. Maintain control over the County's long-term debt in relation to the County's capacity.
3. Maintain control over use of county sales tax proceeds for capital improvements.
4. Ensure coordinated capital development

4.0 DEFINITIONS

4.1 *Capital Improvement Program (CIP)*

A comprehensive and systematic program designed to facilitate the planning, budgeting and funding of all Capital Improvement Projects. This shall include the Equipment Replacement Program, as well as any projects which meet the below definition(s).

4.2 *Capital Improvement Project Threshold*

Projects meeting the below definition shall be included in the Capital Improvement Program document rather than the Operating Budget document, as determined by the Executive Committee..

- A project expected to have a useful life greater than 5 years and an estimated cost of \$50,000 or more. Capital projects include the construction, purchase, or major renovation of buildings, utility systems, or other structures; purchase of land and major landscaping projects; purchase of machinery or equipment.

4.3 *Capital Improvement Schedule*

A summary schedule of all approved capital improvement projects. The program shall be for a five year period. The program shall be annually revised and projected one year to allow for changed conditions and circumstances.

4.4 *Capital Improvement Plan*

A comprehensive planning document including all approved projects in the five-year Capital Improvement Program. This document will include detailed information regarding each project, the Capital Improvement Program Project Request Form and any subsequent attachments and background materials. This document will also include the Capital Improvement Schedule and the Equipment Replacement Schedule, as well as funding source information, linkages to other planning documents and other similar data and analysis.

4.5 *Capital Budget*

The capital budget includes those projects scheduled for activity and funding in the next budget year. The capital budget shall be presented annually by the County Manager to the Executive Committee. After Committee approval the County Manager shall present to the County Board for their approval. The source of financing for each project in the budget shall be identified. The capital budget and the Capital Improvement Schedule shall only include those project costs or portions thereof, that the County is responsible for funding. This would include grant proceeds received on a reimbursement basis, but would not include non-local funding for which the County does not need to front the money.

4.6 *Capital Fund*

To ensure proper accounting and financial management the County shall create and maintain a Capital Projects Funds for the purposes of financing and accounting for the cost of Capital Improvement Projects. These funds shall be accounted for in the Comprehensive Financial Report of and subject to the annual audit and will be maintained by the Finance Department.

5.0 SCHEDULE

The schedule for the annual CIP process shall be as follows:

- *March* - CIP Request Forms issued by County Manager
- *May* – Departmental submission of CIP request forms to County Manager.
- *June and July* – County Manager and Finance Director present analysis of available and acceptable funding levels to Executive Committee
- *September* - Presentation to the County Board of the CIP
- *October* – Adoption of the CIP by the County Board

6.0 PROJECT PRIORITIZATION

As part of the project submittal process, department/division heads shall identify project priorities to help determine which projects are recommended for inclusion in the five-year CIP.

The following matrix system shall be used to establish a priority for each project. The system ranks projects in two separate categories and then, through the use of the matrix, ranks the projects as either Level 1 (highest), Level 2 (medium) or Level 3 (lowest) priority.

The initial measure of the project's priority is first established using the following factors:

High

- Project is mandated by local, State or Federal regulations
- Project is a high priority of the County Board.
- Project prevents irreparable damage to existing facilities
- Project leverages local funding with other non-local funding sources
- Project finishes a partially completed project

Medium

- Project maintains existing service levels
- Project results in increased efficiency
- Project reduces operational costs
- Project significantly reduces losses in revenue or provides for significant increased revenues

Low

- Project provides an expanded level of service or new public facility
- Project is deferrable

Four project criteria are then evaluated to help separate projects with a greater “need”, like Health & Safety issues as compared to new projects that might be more “desired” than “needed”. The four project criteria are summarized as follows:

Health/safety

- Capital projects that protect the health and safety of the County, its residents, visitors and employees

Maintenance/replacement

- Capital projects that provide for the maintenance of existing systems and equipment

Expansion of existing programs

- Capital projects which enhance the existing systems and programs allowing for expansion of services

New program

- Capital projects that allow new programs and services

After each project is rated on the priority criteria and project criteria identified above, the project is placed on the grid of the matrix and the rating is determined to be a Level I, II or III.

Prioritization Matrix

CRITERIA		PRIORITY		
		HIGH	MEDIUM	LOW
Health/ Safety/ Welfare	1	I	I	II
Maintenance/ Replacement	2	I	II	II
Expansion of Existing Program	3	II	II	III
New Program	4	II	III	III

Note: Prioritization Matrix and description adapted from South Hampton County, VA.

7.0 Executive Committee Criteria

- Project rating as established by department/division Head.
- Cost in consideration of available funding, including non-local funding opportunities.
- Project Benefits in relation to costs:
 - Projects directly affecting the health and safety of citizens shall have priority over all other projects
 - Projects accruing benefits to a larger number of citizens shall have priority over projects benefiting a smaller number of citizens
- Project operating costs - Projects will be evaluated on the basis of additions and/or savings to the County's operating costs
- Economic Development Impact - Projects will be evaluated on the basis of their overall impact on the County's economic base, including the likelihood that the project will spur other private and public sector development, create new jobs or assist in retaining current jobs, or otherwise positively impact the County's economic base
- Project Readiness - Projects will be evaluated on the ability to move the project expeditiously to completion
- Provide a balance of capital expenditures among the various service sectors.

