

1 **EXECUTIVE COMMITTEE**

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3  
4 West Bend, WI  
5 Government Center - Room 2024

November 17, 2009  
9:05 a.m.

6  
7 Present: Charlene Brady, Mark McCune (arrived at 9:08 a.m.), John Stern, and Herbert Tennes.  
8 Excused: Daniel Stoffel.  
9

10 Also present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, Supervisor James  
11 Core, Planning & Parks Assistant Administrator for Golf and Parks Mike Kactro, County Clerk Brenda  
12 Jaszewski, and Administrative Assistant Linda Doro.  
13

14 Chairperson Tennes called the meeting to order at 9:05 a.m. and read the affidavit of posting.  
15

16 **MINUTES**

17 Moved by Ms. Brady, seconded by Mr. Stern to approve the minutes of October 20, 2009, as presented.  
18 Motion carried.  
19

20 Mr. McCune arrived at 9:08 a.m.  
21

22 **REVIEW OF COUNTY ORGANIZATIONAL STRUCTURES FOR OVERSIGHT OF FAIR**  
23 **PARK**

24 Mr. Johnson provided background on the oversight of the Fair Park operations. The Committee discussed  
25 what went wrong with the Ziegler center project, RV park and Harley event and whether there were  
26 county structure problems that contributed to what went wrong.  
27

28 The Committee discussed available options for changes to oversight structure, and a timeframe to  
29 implement any changes.  
30

31 Options to consider for the Oversight structure include: 1) assign a new liaison committee - Executive  
32 Committee or PCPC, 2) create a new liaison committee just for Fair Park; 3) assign a new manager to  
33 support designated liaison committee - Finance Director, or a manager from Planning & Parks  
34 Department, and 4) keep Fair Park at Education & Culture as liaison, and keep Administrative  
35 Coordinator in the management role, with six-month reviews of how things are going by the Executive  
36 Committee.

37 Moved by Mr. McCune, seconded by Ms. Brady to keep Fair Park oversight with the Education &  
38 Culture Committee and assign the Finance Director as liaison for Fair Park to the Education and Culture  
39 Committee effective January 1, 2010. Motion carried.  
40

41 **STATUS REPORT ON PROGRESS TOWARD PURCHASE OF FAIR PARK BUILDINGS AND**  
42 **OTHER FIXED ASSETS AND DEVELOPMENT OF NEW LEASE AND OPERATING**  
43 **AGREEMENT**

44 Ms. Nass reported she submitted a request for a title report, judgment and lien documents. The AIS is  
45 working to compile a total of the construction related costs that are outstanding. The closing date is  
46 targeted for either December 11, or December 18, 2009. The lease, operating agreement, and six  
47 performance measures will be discussed at a joint meeting of the Finance, Executive and Education &  
48 Culture Committees on November 23, 2009. The lease and operating agreement will be presented to the  
49 County Board on January 12, 2009.  
50

51 **REPORT ON 2009 GOLF COURSE BUILDING FIRE**

52 Ms. Jaszewski reported on the September 23, 2009, fire in the new maintenance building at the County  
53 Golf Course. The building itself was not structurally damaged and fire damage was contained to the  
54 equipment with severe smoke damage to the building. There were no injuries and the official cause of the

1 fire was listed as accidental. Kelmann Corporation, a fire damage restoration company, was hired to do  
2 the restoration and clean up. The total value of loss is expected to be approximately \$400,000.

### 3 4 **REPORT ON UWWC ROOFTOP HVAC UNIT PROJECT**

5 Mr. Johnson presented a status report on the UWWC Roof Top Units Replacement Project. J & H  
6 Heating was awarded the contract to install the roof top units and we did a direct owner's purchase  
7 through Johnson Controls (JCI) for 4 single zone units and 3 multiple zone units. The single zone units  
8 were installed with no complications; however, the three multiple zone units are 6' too long and 2' feet too  
9 wide. Johnson Controls was contacted and admitted that it was their error with the measurements. A  
10 decision was made by Johnson Controls to install the units with a roof curb adapter. There are concerns  
11 with the units and curb adapters, especially with the placement of unit 1. The County contacted J & H  
12 Heating and requested the correct units be expedited and installed. J & H Heating did not order the three  
13 replacement roof top units as requested by the County and has retained counsel. JCI, J & H, and the  
14 County jointly selected Harwood Engineering, as an independent engineering firm, to evaluate the project  
15 and the County's concerns with the three roof top units 1, 9 & 10. Harwood Engineering reported its  
16 findings and concerns to the UWWC Board of Commissioners on October 27, 2009. The UWWC Board  
17 met in closed session on November 9, 2009, and supported a recommendation from the Deputy County  
18 Attorney calling for the performance bond of the contractor and that process has been formally initiated.  
19 The UWWC Board will meet again in closed session on November 30, 2009.

### 20 21 **REPORT ON DELINQUENT TAXES**

22 Appearance: Janice Gettelman, Treasurer

23 Ms. Gettelman presented a status report on delinquent taxes. As of September 1, 2009, Washington  
24 County has \$4,128,148.34 in uncollected taxes from the 2008 tax roll. In 2009, there were 2,088  
25 certificates. The unpaid balance as of October 31, 2009, for all years delinquent, is \$4,558,273.41.

### 26 27 **DISCUSS QUESTIONS ABOUT COUNTY CEMETERY**

28 Mr. Tennes discussed the maintenance of the Washington County cemetery. Mr. Kactro reported park  
29 staff work is confined to mowing and brush control. Mr. Tennes discussed replacing some of the  
30 markers in the cemetery. Committee consensus was to continue mowing, brush control, and fill where  
31 there are sunken markers.

### 32 33 **NEXT MEETING DATE**

34 The Executive Committee will tentatively meet on January 25, 2009, at 9:00 a.m. for a legislative session  
35 and regular meeting.

### 36 37 **ADJOURNMENT**

38 Moved by Mr. Stern, seconded by Ms. Brady to adjourn the meeting at 11:14 a.m. Motion carried.  
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Brenda J. Jaszewski, County Clerk