

1 **EXECUTIVE COMMITTEE**

2 West Bend, WI  
3 Courthouse – Room 2131

April 26, 2005  
9:00 a.m.

4  
5 Present: Kenneth Miller, James Spindler, Herbert Tennes, and Paul Tuchscherer. Excused:  
6 Daniel Stoffel.

7  
8 Also present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County  
9 Clerk Brenda Jaszewski, and Administrative Assistant Linda Doro.

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11 Chairperson Miller called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

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13 **MINUTES**

14 Moved by Mr. Spindler, seconded by Mr. Tuchscherer to approve the minutes of March 29, 2005,  
15 as presented. Motion carried.

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17 **2005 ORDINANCE 1 – CONTRACT ADMINISTRATION**

18 Ms. Nass presented an ordinance amendment that sets clear procedures for the review and  
19 administration of contracts. Moved by Mr. Tennes, seconded by Mr. Spindler forward to the  
20 County Board for approval, 2005 Ordinance 1 – Contract Administration. Motion carried.

21  
22 **RECORDS RETENTION/DESTRUCTION ORDINANCE**

23 Ms. Nass distributed a draft record retention-destruction schedule. Copies have been given to  
24 department heads for their feedback. The Record Retention-Destruction Schedule requires State  
25 approval and will be sent to the State Public Records Committee for consideration. Upon State  
26 approval, the ordinance will be presented to the County Board .

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28 **PROPOSED PARTNERSHIPS FOR ECONOMIC DEVELOPMENT**

29 *Appearance by: Herb Wolf, Planning and Parks Department Assistant Administrator and Andy*  
30 *Gumm, Economic Development Advisory Committee*

31 Chairperson Miller reviewed the proposal to shift county ED activities to a non-profit/public  
32 partnership corporation. A consultant would be hired for the interim/transition period to manage  
33 economic development activities and form an EDC. A Board of Directors would be created with  
34 both private sector and county/public representatives. The Board of Directors would hire the  
35 EDC staff. Moraine Park Technical College (MPTC) has offered space in the Applied  
36 Manufacturing Technology Center (AMTC) for an economic development center, will provide  
37 access to IT and phones, and hire a part-time government procurement person to assist area  
38 business to help obtain government contracts and tap into statewide resources.

39  
40 Mr. Gumm reported on his visits to municipalities and area businesses to explain the proposal and  
41 solicit feedback on current county ED activities and support of an EDC.

42  
43 Mr. Wolf gave an overview of the Jefferson and Walworth County Economic Development  
44 Corporation structures.

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46 *Resolution to Redirect County Efforts*

47 Moved by Mr. Tennes, seconded by Mr. Spindler to forward to the County Board for approval,  
48 2005 Resolution 4 – Support for Private-Public Partnership Approach to Countywide Economic  
49 Development. Motion carried.

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1 *Ordinance to Implement Directions*  
2 Moved by Mr. Tennies, seconded by Mr. Spindler to forward to the County Board for approval,  
3 2005 Ordinance 3 – Economic Development. Motion carried.

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5 *Economic Development Advisory Committee Appointments*  
6 Moved by Mr. Tennies, seconded by Mr. Tuchscherer to forward to the County Board for  
7 approval, the appointments of John Stern, Craig Johnson, Russell Brandt, and Lisa Maylen to the  
8 Economic Development Advisory Committee for a two year term effective June 1, 2005, through  
9 May 31, 2007. Motion carried.

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11 **ATTENDANCE AT THE 2005 WISCONSIN COUNTIES ASSOCIATION**  
12 **CONFERENCE**

13 Moved by Mr. Tennies, seconded by Mr. Tuchscherer to authorize attendance of all county board  
14 supervisors at the 2005 Wisconsin Counties Association convention in Milwaukee, however,  
15 accommodations at the convention will not be paid for by the County. Motion carried.

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17 **CHAIRPERSON, ADMINISTRATIVE COORDINATOR, COUNTY ATTORNEY**  
18 **REPORTS**

19 Miller reported on the electric line relocation for the Courthouse Addition Building project.

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21 **NEXT MEET DATE**

22 The Executive Committee will meet on Tuesday, May 24, 2005, at 9:00 a.m.  
23 Chairperson Miller called for a recess at 10:05 a.m. and reconvened the meeting at 10:13 a.m.

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25 **CLOSED SESSION**

26 Moved by Mr. Tuchscherer, seconded by Mr. Spindler to convene into closed session at 10:15  
27 a.m. in accordance with Wisconsin State Statutes Section 19.85(1)(c) considering employment  
28 promotion, compensation or performance evaluation data of any public employee over which the  
29 governmental body has jurisdiction exercises responsibility; "namely to conduct annual  
30 performance reviews of Administrative Coordinator and County Attorney." Motion carried  
31 unanimously by roll call vote.

32  
33 **RETURN TO OPEN SESSION**

34 Moved by Mr. Tuchscherer, seconded by Mr. Tennies to return to open session at 11:50 p.m.  
35 Motion carried unanimously by roll call vote.

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37 **ADJOURNMENT**

38 Moved by Mr. Tennies, seconded by Mr. Tuchscherer to adjourn the meeting at 11:55 a.m..  
39 Motion carried.

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Brenda J. Jaszewski, County Clerk