

1 **EXECUTIVE COMMITTEE**

2
3 West Bend, WI
4 Government Center - Room 2024

June 15, 2010
9:03 a.m.

5
6 Present: Herbert Tennes, Mark McCune, William Meyers, John Stern, and Daniel Stoffel.

7
8 Also present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Engineer Scott
9 Schmidt, Assistant Facilities Manager Deb Martz, Facilities Manager Dave Loomans, Fair Park Executive
10 Director Tera Greenland, Finance Director Susan Haag, GIS Manager Eric Damkot, IS Director Mike McGinnis,
11 IS Network Manager Dawn Sericati, Samaritan Administrator Ed Somers, Sheriff Dale Schmidt, Supervisor Dick
12 Bertram, Supervisor James Core, Supervisor Marilyn Merten, Supervisor Gerald Schulz, Supervisor Paul Ustruck,
13 and County Clerk Administrative Assistant Linda Doro.

14
15 Chairperson Tennes called the meeting to order at 9:03 a.m. and read the affidavit of posting.

16
17 **MINUTES**

18 The May 25, 2010, minutes will be taken up at the next meeting.

19
20 **WORKING SESSION ON 2011-2016 CAPITAL IMPROVEMENT PROGRAM (CIP) DRAFT 2**

21 **Appearances on Selected Projects**

22 Projects at Fair Park - Appearance: County Engineer Scott Schmidt, Facilities Manager Dave Loomans and Fair
23 Park Executive Director Tera Greenland

24 Mr. Loomans presented the 2011-2016 CIP Facilities projects at Fair Park.

25 2011

Main Roadways/Main Parking Lot: Crackfill, Sealcoat, & Stripe Asphalt \$15,000
Grounds: Additional Parking Lot - SE grass area \$85,000

26 Mr. Loomans explained an additional parking lot was placed in the 2011 plan because there is not enough parking
27 for large events held at both the Ziegler and Pavilion buildings during the winter months.

28 2012

Parking Lots: Regrind and Relay Asphalt \$50,000
Grounds: New asphalt drive on east & north side of Ziegler building \$25,000
Pavilion: Flooring Replacements \$25,000

29 2013

Parking Lots: Regrind and Relay Asphalt \$80,000
Inside Fence - Asphalt: Crackfill, Sealcoat & Stripe Asphalt (3 yr. schedule) \$20,000

30 2014

Parking Lots/Roadways: Crackfill, Sealcoat & Stripe Asphalt (3 yr. schedule) \$35,000
Parking Lots: Regrind and Relay Asphalt \$50,000
Pavilion: Water Heater Replacements \$15,000

31 2015

Fair Park: Energy Conservation Projects \$15,000
Grounds: Sidewalk Repairs & Replacements \$50,000
Pavilion: Rooftop HVAC Unit Replacements (5) \$75,000

33 2016

Inside Fence: Crackfill, Sealcoat & Stripe Asphalt (3 yr. schedule) \$20,000
Pavilion: Rooftop HVAC Unit Replacements (4) \$60,000
Ziegler Building: Connect to County Building Automation System \$20,000

34
35 Moved by Mr. Stoffel, seconded by Mr. McCune to table action on 2011-2016 CIP Facilities projects at Fair Park
36 until the next meeting for further information regarding the parking lot capacity at Fair Park relative to the Ziegler
37 and Pavilion buildings capacity, and number of large events that would require the additional parking lot. Motion
38 carried.

39
40 IS Record's Management Software - Appearance: Sheriff Dale Schmidt

1 Sheriff Schmidt is requesting \$200,000 in 2011, and \$150,000 in 2012 to replace the current department record
2 management system by New World Systems that is 20 years old and operates from an AS400 based system to a
3 windows-based record management system that is easier to use, offers more flexibility, and the maintenance
4 agreements are substantially less. The estimated capital cost is approximately \$700,000, which will be reduced in
5 half using jail assessment funds.

6
7 I.S. Infrastructure - *Appearance: Finance Director Susan Haag, IS Director Mike McGinnis, and IS Network*
8 *Manager Dawn Sericati*

9 Ms. Haag, Mr. McGinnis, and Ms. Sericati presented the following proposed I.S. CIP projects for 2011 through
10 2014: \$350,000 for Citrix in 2011/2012, \$325,000 for Infrastructure in 2013/2014, and \$275,000 for Property
11 Tax System Upgrade in 2013/2014.

12
13 The meeting recessed at 10:37 a.m. and reconvened at 10:43 a.m.

14
15 Samaritan Chiller Replacement - *Appearance: Samaritan Administrator Ed Somers*

16 Mr. Somers is requesting \$300,000 in 2011, to replace the current rooftop chiller at Samaritan Health Center. The
17 current chiller is near the end of useful life, has had two of the four compressors fail, and currently one
18 compressor does not work. The Samaritan Committee instructed Mr. Somers to have an engineer give an
19 unbiased opinion of the rooftop chiller and recommendations for repair or replacement so a more precise budget
20 figure can be provided. The Samaritan Enterprise Fund would pay back the actual cost of the project over a
21 number of years.

22
23 PAC Remodeling

24 Mr. Johnson presented the concept plan and updated construction cost budget for the PAC remodeling. The total
25 base budget for the PAC remodeling is \$867,000 with two alternates for UW Extension - 1st floor at a cost of
26 \$215,000 and Human Services - 2nd floor conference, administration, and old access/outreach at a cost of
27 \$115,000. This is below the \$1,222,000 advanced by the Administrative Services Committee at their May 27,
28 2010, meeting for the concept plan including the alternates.

29
30 Review and Discussion on Summary

31 Mr. Johnson reviewed the financial guidelines for the Capital Improvement Plan for 2011-2016 projects approved
32 by Finance Committee on May 26, 2010. The average County funding for the six-year period should not exceed
33 \$3.5 million per year. The estimated sales tax revenue for each year was reviewed and the target for annual
34 growth is reduced 20% from earlier plans. Mr. Johnson noted that no new borrowing is planned for capital
35 projects through 2016. In 2011, 60% of the sales tax revenue would be allocated for property tax offset and 40%
36 for capital projects. In 2012 and subsequent years, this allocation changes to 65% for property tax offset and 35%
37 for capital projects.

38
39 Mr. Johnson presented Draft 2 of the 2011-2016 Capital Improvement Program, which includes the PAC
40 remodeling project for \$1.2 million in 2011 and the Sheriff's Evidence Storage project in 2012. The Human
41 Services Department refurbishing was removed from the county capital plan and referred back to the Human
42 Services Board to consider funding of this project in 2010 from available prior years funds. The East Washington
43 Street Pedestrian Island will be removed from the county capital plan because the City of West Bend will not
44 approve a pedestrian island in the proposed mid-block location. The Branch 5 Courtroom project is delayed until
45 2016 but left in the capital plan. This documents that this is the county's preferred method for housing a fifth
46 circuit court branch, when the growth in caseload and availability of state funding make this necessary and
47 possible. A prior year sales tax balance of \$1.971 million is shown in 2011 and is based on undesignated sale tax
48 funds as of 12/31/2009, and the capital budget for 2010. It does not include any potential left over funds from the
49 Radio System project that is still underway.

50
51 Committee Direction for Preparation of Final Draft

52 The Committee directed Mr. Johnson to provide information on defeasance, debt repayment schedule, parking
53 needs at Fair Park, I.S. funding methods, and address policy on the type of projects to be included in the capital
54 improvement plan.

55
56 **LAND INFORMATION ADVISORY COMMISSION - POSSIBLE ORDINANCE AMENDMENT**

1 Ms. Nass presented the current Washington County Land Information Advisory Commission versus Land
2 Information Council as defined by 2009 Act 314. Ms. Nass presented an ordinance amendment that renames the
3 Land Information Advisory Commission to the Land Information Council, adds two (2) members, the County
4 Treasurer and a Realtor or member of the Realtors Association employed within the county, which is required by
5 State Statute §59.72 (3m), changes the appointment process from the Planning, Conservation and Parks Committee
6 Chairperson to the County Board, and adds a member of the county board who shall chair the council. Moved by
7 Mr. Stern, seconded by Mr. Stoffel to approve an ordinance amendment to 2.32 of the code relating to the Land
8 Information Advisory Commission as presented, and forward to the County Board. Motion carried.
9

10 **COUNTY BOARD OPTION FOR TAKING A POSITION TO PROTECT TRANSPORTATION FUND**

11 Chairman Tennes discussed forwarding a resolution to our Washington County Legislators regarding protecting
12 the Transportation fund from being used for other purposes. Moved by Mr. McCune, seconded by Mr. Meyers to
13 approve a resolution advising the protection of the Transportation Fund, and forward to the County Board.
14 Motion carried.
15

16 **REPORTS FROM CHAIRPERSON, ADMINISTRATIVE COORDINATOR, COUNTY ATTORNEY**

17 Reminder on July 20, 2010 County Board Meeting

18 Chairman Tennes reminded the Executive Committee of the special county board meeting on July 20, 2010,
19 where there will be a presentation by Paul Roback, UWEX and discussion on county board size, structure and
20 committees.
21

22 County Health Insurance Plan Updates

23 Mr. Johnson reported on the county health insurance plan updates with a proposal to implement the Trilogy
24 network to realize savings on Froedtert claims. Using prior claims, the projected savings over a 12-month period
25 with the Trilogy network is approximately \$812,900. Mr. Johnson reported the County will realize savings of
26 approximately \$1.1 to 1.2 million in 2011 by utilizing both the Health Payment Systems (HPS) and Trilogy
27 Network. The implementation of the Trilogy network will take effect September 1, 2010, realizing a potential
28 savings of \$163,000 for 2010, and an expected freeze of health insurance premium rates for 2011.
29

30 Update on Documentation of Department Head Performance Reviews

31 Mr. Johnson reported the written department head performance reviews from October through April 2010 are
32 completed.
33

34 Update on Use of ARRA Funds by Child Support Agency

35 Ms. Nass presented an update on the use of ARRA funds available to Child Support Agency. There is
36 approximately \$32,000 still available to be used by September 30, 2010. Ms. Nass reported she will be bringing
37 back a proposal for the use of these funds at a future meeting.
38

39 **NEXT MEETING DATE**

40 The next Executive Committee meeting is tentatively scheduled for Friday, July 23, 2010, at 9:00 a.m.
41

42 **ADJOURNMENT**

43 Moved by Mr. Stoffel, seconded by Mr. Stern to adjourn the meeting at 12:10 p.m. Motion carried.
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Brenda J. Jaszewski, County Clerk