

1 **WASHINGTON COUNTY EXECUTIVE COMMITTEE**

2
3 Courthouse - Government Center
4 West Bend, WI

July 19, 2011
9:00 a.m.

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

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8 Also present: Administrative Coordinator Doug Johnson, Captain Steve Gonwa, Corrections
9 Administrator Shirley Miller, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance
10 Director Susan Haag, Deputy Finance Director Paul Labonte, Human Resources Employee Benefits
11 Manager Michelle Hoey, Human Resources Office Manager Gail Recker, Planning and Parks Department
12 Administrator Paul Mueller, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt,
13 Supervisors Michael Bassill, Richard Bertram, James Core, Melvin Ewert, Dennis Myers, Gerald Schulz,
14 Treasurer Janice Gettelman, and Administrative Assistant Linda Doro.

15
16 Chairperson Tennes called the Executive Committee meeting to order at 9:00 a.m. and read the Affidavit
17 of Posting.

18
19 **MINUTES**

20 Moved by Mr. McCune, seconded by Mr. Meyers to approve the June 28, 2011, meeting minutes as
21 presented. Motion carried.

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23 **REVIEW AND ACTION ON 2012-2017 CAPITAL IMPROVEMENT PROGRAM (CIP)**

24 **Amendment to Financial Guidelines**

25 Mr. Johnson reported the Finance Committee, at their June 29, 2011, meeting, revised the CIP financial
26 guidelines and approved the use of \$2,000,000 of the undesignated prior-year sales taxes for debt
27 reduction and economic development.

28
29 **Park Development Projects**

30 *Appearance: Planning and Parks Administrator Paul Mueller*

31 Mr. Mueller provided an overview of the painting and repair projects in the County park system proposed
32 in the CIP for 2012 at a cost of \$200,000. Moved by Mr. McCune, seconded by Mr. Stoffel to endorse
33 the Planning and Parks Department CIP plan for 2012 at a total cost of \$500,000. Motion carried with
34 Mr. Meyers, and Mr. Stern voting no.

35
36 **Status of Debt Retirement Options**

37 *Appearance: Finance Director Susan Haag*

38 Ms. Haag presented a report listing all of the County's debt, call dates, date each issue will be retired, and
39 the purpose of the borrowing. The State Trust Fund loan may be paid off in \$5,000 increments at any
40 time. The issues for Workforce Development Center, Samaritan, Golf Course, Cabela's, UWWC, and
41 Samaritan are paid with revenues received and they are not on the tax levy. She is recommending that
42 undesignated prior-year sales tax be used for the following debt payments over the next two years: For
43 2012, the 2003 General Obligation Notes borrowed for WRS prior service. The last payment is March of
44 2012. The amount totals \$107,625 for principal and interest. Also, the 2009 General Obligation
45 Refunding, the portion borrowed for the Highway Shop. The last payment for the Highway Shop is in
46 March of 2012. The amount totals \$448,509.22 for principal and interest. The final payment for these
47 issues is 2012. For 2013, the portion of the 2005 General Obligation refunding that is general county
48 debt. The final payment is March of 2013. The amount totals \$469,697 for principal and interest. There
49 was discussion regarding paying off the 2007 State Trust Fund loan for the Cabela's borrowing. Moved
50 by Mr. McCune, seconded by Mr. Stoffel to investigate the option of paying back the 2007 State Trust
51 Fund loan, with undesignated prior-year sales tax up to \$1 million, if the County can be reimbursed at the
52 same rate of 5.5% by Cabela's. Motion carried.

53

Review and Discuss Draft 3 Update

Mr. Johnson presented Draft 3 of the 2012-2017 Capital Improvement Program plan. Mr. Johnson reported the Public Safety Committee re-estimated the cost of the Sheriff's Evidence Storage project due to landscaping savings of \$70,000 from a favorable bid of the removal of the identified material from the hill north of the jail. The Sheriff Evidence Storage project in the CIP for 2012 will be reduced from \$610,000 to \$540,000.

Moved by Mr. McCune, seconded by Mr. Meyers to eliminate the Information Services Tax System software project in 2015 for \$275,000. Motion carried with Mr. Tennes voting no.

Moved by Mr. McCune, seconded by Mr. Meyers to eliminate the IS Infrastructure project in 2013 for \$325,000, and in 2014 for \$275,000. Motion carried with Mr. Stoffel and Mr. Tennes voting no.

Motion to Recommend an Update to Finance Committee and County Board

Moved by Mr. Meyers, seconded by Mr. Stern to approve Draft 3 of the 2012-2017 Capital Improvement Program, as revised, and forward to the Finance Committee and the County Board. Motion carried.

The meeting recessed at 10:45 a.m. and reconvened 10:52 a.m.

OUTSOURCING OPPORTUNITIES FOR COUNTY OPERATED SERVICES**Sheriff's Department**

Appearance: Sheriff Dale Schmidt

Sheriff Schmidt presented a list of current services being contracted by the Sheriff's Department. A service being considered for outsourcing is the Jail Food Service. A request for proposal was let to six companies and four responded. The proposals were evaluated and an award was given to A'viands Food & Services Management on July 18, 2011. Six county staff positions will be eliminated, A'viands Food & Services will take over the management of staff and food products, and the Sheriff's Department will realize a savings of approximately \$130,000 per year. Sheriff Schmidt reported another service being considered for outsourcing is prisoner transportation. The Department is currently in negotiations to contract all scheduled prisoner transportation. Sheriff Schmidt reported that he investigated outsourcing jail medical services, but after reviewing costs of a comparable county with a medical contract, it was determined that the current structure being used costs 42% less per inmate. He also considered outsourcing Court Security, but determined it was more cost effective to have special deputies perform this service.

Planning & Parks Department

Appearance: Planning and Parks Administrator Paul Mueller

Mr. Mueller reported on current services being outsourced by the Planning and Parks Department and other services under consideration.

Mr. Meyers was excused at 11:43 a.m.

Mr. Mueller discussed outsourcing grounds maintenance and snow plowing of the county facilities except for the County Parks, Golf Course, and Vehicle Maintenance & Storage Facility grounds. Outsourcing grounds maintenance and snow plowing would reduce the Department's staff size, and cut the equipment outlay, overtime, and summer help budgets in half. Mr. Mueller will discuss this with the Planning, Conservation and Parks Department.

Chairperson Tennes reported he is waiting for a report from the Wisconsin Counties Association who is surveying the other counties regarding outsourcing. He hopes to have the report available to the committee members by the next meeting.

Next Departments for August Meeting

1 Chairperson Tennes reported at the next meeting Administration and Facilities-Maintenance will be
2 brought in to discuss potential outsourcing within their department.
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4 **ADMINISTRATIVE COORDINATOR, CHAIRPERSON AND COUNTY ATTORNEY**
5 **REPORTS**

6 Mr. Johnson reported a June 30, 2011, letter from the Administration Secretary on the State of Wisconsin
7 website, and a July 15, 2011, update on the Employee Trust Fund website provides details on the
8 implementation of Wisconsin Act 10 and Act 32. Mr. Johnson reported the County will no longer be
9 deducting union dues from employee paychecks effective August 1, 2011, and WRS contributions will be
10 deducted from employee paychecks starting on September 1, 2011.
11

12 **Revisions to Record Retention/Destruction Schedule**

13 Ms Nass reported this year she will be bringing revisions of the Record Retention/Destruction schedule to
14 the Committee for consideration. The Record Retention/Destruction Schedule would be submitted to the
15 State Public Records Committee for their approval and an ordinance will be presented to the County
16 Board.
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18 **NEXT TENTATIVE MEETING DATES**

19 The Executive Committee will tentatively meet on Tuesday, August 23, 2011, at 9:00 a.m.
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21 **ADJOURNMENT**

22 Moved by Mr. McCune, seconded by Mr. Stoffel to adjourn the meeting at 12:16 p.m. Motion carried.
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Brenda J. Jaszewski, County Clerk