

1 **WASHINGTON COUNTY EXECUTIVE COMMITTEE**

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

July 23, 2010
9:00 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, Finance
9 Director Susan Haag, Facilities Manager Dave Loomans, Sheriff Dale Schmidt, County Engineer Scott
10 Schmidt, GIS Manager Eric Damkot, Supervisors Michael Bassill, Brian Bausch, Leslie Borman,
11 James Core, Joseph Gonnering, Ralph Hensel, Roy Justman, Lee Krueger, Michael Miller, Peter Sorce,
12 Former Supervisor Donald Berchem, and Chief Deputy County Clerk Mary Lemke.

13
14 Chairperson Tennes called the meeting to order at 9:00 a.m. and read the affidavit of posting.

15
16 **MINUTES**

17 Moved by Mr. Stoffel, seconded by Mr. Stern to approve the minutes of May 25, 2010, and June 15,
18 2010, as presented. Motion carried.

19
20 **APPOINTMENT: LOCAL EMERGENCY PLANNING COMMITTEE**

21 Moved by Mr. McCune, seconded by Mr. Meyers to approve the appointment of Paul Sebo to the
22 Local Emergency Planning Committee for an indefinite term, and forward to the County Board.
23 Motion carried.

24
25 **LAND INFORMATION COUNCIL APPOINTMENTS**

26 Moved by Mr. Stern, seconded by Mr. Meyers to approve the appointments of Gerald Schulz, Brian
27 Braithwaite, Eric Damkot, Jon Edgren, Sharon Martin, Peter Miller, Carl Rowlands, Sheriff's Designee
28 Lt. Martin Schulties, Scott Schmidt, Debora Sielski, and the vacant Realtor Member to the Land
29 Information Council for an indefinite term, and forward to the County Board. Motion carried.

30
31 **REVIEW AND ACTION ON 2011-2016 CAPITAL IMPROVEMENT PROGRAM (CIP)**

32 Moved by Mr. McCune, seconded by Mr. Stoffel to remove from the table, action on the 2011-2016
33 CIP facilities projects at Fair Park. Motion carried unanimously by roll call vote.

34
35 **Presentation on Defeasance of Debt**

36 *Appearance: Brad Viegut, Robert W. Baird*

37
38 Mr. Viegut provided information on two separate ways to retire debt. First, cash defeasance is a
39 mechanism to retire debt using surplus, or "one time" funds. Defeased debt would no longer be a
40 liability of the county; however, the original pledge to the bond holders remains. Cash is deposited
41 into an irrevocable escrow account and the deposit, plus investment earnings on the deposit, pay the
42 defeased principal and interest. The escrow must be fully funded at its inception and there would be
43 professional service fees. An alternative to cash defeasance would be having the county reserve the
44 fund balance. This option would keep the debt as a liability, but reserves the funds to be used only for
45 the prepayment of debt. This would not need to be fully funded and there would be no professional
46 service fees.

47
48 Mr. Viegut discussed the options and noted that if the Board feels interest rates will not increase
49 between now and 2014, investing in the escrow would be a wise decision. However, if the Board
50 believes interest rates will increase, we should consider the reserve fund balance. The trade off is that

1 if we believe a future Board wants to change the decision, we should consider the escrow account.
2 Currently, Mr. Viegut monitors our debt on a monthly basis and noted this is not a savings technique,
3 but could be used as a one-time source of cash to reduce debt.

4
5 **Discuss Additional Information Provided Based on Draft 2 Concerns**

6 Mr. Johnson provided information on the parking lot capacity at Fair Park relative to the Ziegler and
7 Pavilion buildings' occupancy capacity, and noted the current parking is not adequate for large events
8 at Fair Park in the winter when grass parking is unavailable. The Town of Polk code requires 921
9 stalls and we are currently at 610 paved stalls. The Facilities Projects CIP for 2011 includes 111
10 additional paved stalls in the east grass lot. The Committee discussed the use of gravel as a base to be
11 used as a parking area with paving to be done in future years.

12
13 Mr. Johnson discussed the major software projects in the CIP and various options for funding and
14 recommends including these projects in the 2011 - 2016 CIP.

15
16 **Review of Draft 3 Update**

17 Mr. Johnson reviewed the use of sales tax on Draft 3, noting that 40% would be used for capital
18 projects and 60% to offset property taxes. The Committee discussed the Highway projects, Public
19 Agency Center (PAC) remodeling, Sheriff - IS Software, and IS Infrastructure.

20
21 Mr. Johnson presented Draft 4 of the 2011-2016 CIP, which includes an additional request of \$500,000
22 to be used to create an Economic Development project fund. A footnote would be included
23 authorizing the use of these funds only with approval by the County Board on each specific economic
24 development project. If approved, an amendment to the sales tax ordinance would need to be
25 presented to the County Board to include the Economic Development funding. In order to add the
26 Economic Development Projects funds, Draft 4 includes reducing the Jail Addition project in 2016
27 from \$1,000,000 to \$700,000 to meet the Finance Committee's requirement of having an average per
28 year of no more than \$3,500,000.

29
30 Moved by Mr. Stoffel, seconded by Mr. McCune to reallocate \$250,000 for IS Infrastructure from
31 2011 to 2012 and add \$500,000 in 2011 for an Economic Development Project Fund. Motion carried.

32
33 Moved by Mr. McCune, seconded by Mr. Meyers to reallocate the \$1.2 million for Public Agency
34 Center Remodeling in 2011 to 2016. Motion carried with Mr. Tennes voting No.

35
36 The Committee agreed that when the CIP is addressed next year, the county look at debt reduction
37 funds since \$1.2 million for the PAC remodeling was moved from 2011 to 2016. Ms. Haag reviewed
38 the current outstanding debt for the county, noting that by the end of 2015, we will have approximately
39 \$13 million of debt.

40
41 **Motion to Recommend Update to Finance Committee and County Board**

42 Moved by Mr. Meyers, seconded by Mr. Stoffel to approve Draft 4 of the 2011-2016 Capital
43 Improvement Program, as revised, and forward to the Finance Committee and County Board. Motion
44 carried.

45
46 Mr. Tennes recessed at 10:57 a.m. and reconvened at 11:02 a.m.

47
48 Moved by Mr. Stoffel, seconded by Mr. McCune to instruct Mr. Johnson to draft a guideline to define
49 capital projects for the purpose of creating the capital improvement program 5-year plan to provide

1 departments with a clear understanding of items to be included, and have action on this prior to Mr.
2 Johnson's initiation of the Capital Improvement program next year. Motion carried.

3
4 **INFORMATION ON REQUEST FOR DISCUSSION OF CONSOLIDATED DISPATCH**
5 **WITH ANY INTERESTED CITY OR VILLAGE**

6 Mr. Tennes updated the Committee on the letter sent to the City of West Bend, Village of
7 Germantown, and City of Hartford regarding the potential to consolidate dispatch services between one
8 of these municipalities and the Washington County Sheriff's Department. Mr. Tennes stated the
9 Village of Germantown and City of Hartford are not interested at this time and the City of West Bend
10 will continue to study the proposal.

11
12 **BEGIN DISCUSSION OF OPTIONS FOR ADMINISTRATIVE FORMS OF COUNTY**
13 **GOVERNMENT AND FUTURE SIZE AND STRUCTURE OF COUNTY BOARD**

14 The Executive Committee members and County Board Supervisors in attendance discussed their
15 views, concerns, and positions on the structure of our county government and future size and structure
16 of the County Board. A listing of Washington County committees required by statutory authority, a
17 listing of typical patterns of county staffing of various counties, and the Washington County
18 organizational chart were distributed.

19
20 It was suggested to review the number of meetings each County Board Supervisor has attended, as
21 well as the time spent at those meeting to justify the number of Supervisors. Attorney Nass will
22 research more information regarding requirements of committees, committee structure, statutory
23 authority and restrictions, and statutory committee composition. In addition, Mr. Johnson will research
24 some of the questions raised during the discussion and will provide additional details as to costs
25 associated with staff for several counties that have the Executive form of government and several
26 counties that have the Administrator form of government. Once this information is gathered, it will be
27 provided to all County Board Supervisors prior to the next Executive Committee meeting.

28
29 Mr. Stoffel was excused at 12:20 p.m.

30
31 **RESOLUTION TO RECOGNIZE MAJOR GIFT TO COUNTY PARKS**

32 Mr. Stern informed the committee of a donation from the estate of Bernice A. Rettler to be used for
33 county park enhancements. The Planning, Conservation and Parks Committee (PCPC) has authorized
34 Administrator Mueller to expand the tennis courts and basketball courts projects at Ridge Run. The
35 Committee discussed ongoing maintenance costs of these projects and Mr. Stern indicated the PCPC
36 has addressed this issue.

37
38 Moved by Mr. Stern, seconded by Mr. Meyers to authorize the County Attorney prepare a resolution to
39 honor the donation from the Rettler estate and forward to the County Board for consideration at the
40 August meeting. Motion carried.

41
42 **CHILD SUPPORT ARRA FUNDS-OUTLAY REQUEST FOR FURNISHINGS AND**
43 **EQUIPMENT**

44 Moved by Mr. Stern, seconded by Mr. Meyers to approve the outlay request to use ARRA funds to
45 purchase a time date stamp and glass display board for Child Support offices in an amount not to
46 exceed \$1,070, and forward to the Finance Committee. Motion carried.

47
48 **REPORTS CHAIRPERSON, ADMINISTRATIVE COORDINATOR, AND COUNTY**
49 **ATTORNEY**

50 **Expected Visit from Representatives from Galway, Ireland**

1 Mr. Tennes informed the committee on the expected visit from two representatives from Galway,
2 Ireland later this month. Mr. Tennes inquired if any Committee members would be available to meet
3 with the representatives for a tour of the county buildings and lunch. Committee members requested
4 Mr. Tennes confirm the specific date the Galway representatives will be available prior to making a
5 commitment.

6
7 **Update on Use of ARRA Funds by Child Support Agency**

8 Attorney Nass updated the committee on use of ARRA funds by the Child support Agency and will
9 provide a complete list of items approved and remaining ARRA funds for further consideration at the
10 next meeting.

11
12 **NEXT MEETING DATE**

13 The next Executive Committee meeting is tentatively scheduled for Tuesday, August 24, 2010, at 9:00
14 a.m.

15
16 **ADJOURNMENT**

17 Moved by Mr. McCune, seconded by Mr. Stern to adjourn the meeting at 12:37 p.m. Motion carried.
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Brenda J. Jaszewski, County Clerk