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**WASHINGTON COUNTY
EXECUTIVE COMMITTEE**

4 West Bend, WI
5 Government Center

August 23, 2011
9:00 a.m.

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

9 Also present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk
10 Brenda Jaszewski, Finance Director Susan Haag, Economic Development-Washington County Executive
11 Director Christian Tscheschlok, Economic Development-Washington County Business Development
12 Specialist Becky Capelle, Facilities Manager Dave Loomans, Hartford Library Director Michael
13 Gelhausen, Slinger Library Director Jennifer Einwalter, West Bend Library Director Sue Cantrell, Sheriff
14 Dale Schmidt, Supervisor Michael Bassill, Supervisor Richard Bertram, Supervisor Ralph Hensel,
15 Supervisor Roy Justman, Supervisor Carol Puerling, Supervisor Peter Sorce, Supervisor Paul Ustruck,
16 Administration Department Administrative Assistant Judy Steinert, and County Clerk Administrative
17 Assistant Linda Doro.

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

21 **MINUTES**

22 Moved by Mr. Stoffel, seconded by Mr. Stern to approve the minutes of July 19, 2011, as presented.
23 Motion carried.

25 **IMPACT REVOLVING LOAN FUND RESOLUTION**

26 *Appearance: Economic Development-Washington County (EDWC) Executive Director Christian*
27 *Tscheschlok*

28 The EDWC is proposing the creation of a locally-based Impact Revolving Loan Fund (RLF) program
29 beginning with \$1 million of 2012 funding recommended by the Executive and Finance Committees in
30 the 2012-2017 Capital Improvement Program, and with anticipated additional loan funds to assist further
31 business expansion projects in 2013 and 2014. The purpose of the creation of a locally-based Impact
32 RLF program is the public purposes of job creation and leveraging of new capital investment in a
33 business friendly manner. The proposed Impact RLF is designed to provide gap financing loans for
34 businesses exporting outside of Washington County, for loans not more than \$500,000 per project that
35 will create at least one full-time job per \$20,000 of loaned funds, and that will be funded with at least an
36 equal amount of private investment to the revolving loan. The Executive Committee reviewed the draft
37 resolution and provided additional changes to the draft resolution. Moved by Mr. Stoffel, seconded by
38 Mr. McCune to approve the resolution for the Impact Revolving Loan Fund - Establishment of Local
39 Program including the additional changes as presented, and forward to the County Board. Motion carried
40 with Mr. Stern voting no.

42 **COUNTY-WIDE BROWNFIELD PROGRAM GRANT REQUEST**

43 *Appearance: Economic Development Executive Director Christian Tscheschlok*

44 Mr. Tscheschlok reported Brownfield sites in Washington County remain significant unrealized
45 development opportunities for three principal reasons: lack of inventory, lack of assessment, and resulting
46 risk of the unknown for the developer and the ultimate end-users. The U.S. EPA provides grants to local
47 units of government for assessment, cleanup, and redevelopment of Brownfield properties. The
48 assessment grants require no matching funds, and will provide up to \$400,000 in funding to an individual
49 applicant for the assessment process. The EDWC is requesting the Washington County's consideration to
50 provide authorization for the EDWC to prepare an application on behalf of Washington County, for two
51 assessment grants totaling \$400,000 in funding, provide assistance in supplying information necessary to
52 prepare portions of the applications, and determine whether the county would have an interest in
53 administering the grant(s) on its own or would choose to enter into a contract with EDWC for
54 administration of the grant(s). Moved by Mr. McCune, seconded by Mr. Meyers to instruct the County

1 Attorney to draft a resolution authorizing the EDWC to prepare an application on behalf of the County for
2 two assessment grants totaling \$400,000 in funding, and forward to the County Board. Motion carried.

4 **ECONOMIC DEVELOPMENT-WASHINGTON COUNTY 2012 BUDGET REVIEW**

5 *Appearance: Economic Development Executive Director Christian Tscheschlok*

6 Mr. Tscheschlok presented the 2012 Economic Development Corporation County contribution request.
7 The base level request is \$100,000 and the requested level request is \$110,000.

9 **COUNTY LIBRARY 2012 BUDGET REVIEW**

10 *Appearance: County Library Services Board Chair Paul Ustruck*

11 Mr. Ustruck presented the 2012 County Library budget. The 2012 base level budget is \$1,631,917, and
12 the requested level budget is \$1,631,917.

13 Moved by Mr. Stoffel, seconded by Mr. Stern to approve the 2012 County Library Services Board budget
14 with a net levy in the amount of \$1,631,917, and forward to Administration. Motion carried with Mr.
15 McCune voting no.

16 The meeting recessed at 10:30 a.m. and reconvened at 10:37 a.m.

18 **OUTSOURCING OPPORTUNITIES FOR COUNTY OPERATED SERVICES**

19 Facilities Management

20 *Appearance: Facilities Manager Dave Loomans*

21 Mr. Loomans provided an overview of the Johnson Controls Facility Management Services contract,
22 along with other contracted services through Facilities Management.

23
24 A service being considered for outsourcing is custodial services-building cleaning at the Sheriff's
25 Department, Public Agency Center, Courthouse, Vehicle Maintenance and Storage Facility, Old
26 Courthouse, Annex II, and the Senior Center. The current custodial staff has 10 full-time employees, two
27 ¾-time employees, nine ½-time employees, and four limited part-time employees. The current custodial
28 staff works various shifts and work hours to fit specific buildings and departments from 6:30 a.m. to
29 12:30 a.m., at a total cost of \$760,000 in wages and benefits.

30
31 Mr. Johnson presented two options for Executive Committee consideration. The first option, which Mr.
32 Johnson is recommending, would be to downsize and redesign the work assignments of the custodial
33 staff. The custodial budget would be reduced by 14% and he would bring this recommendation to the
34 Administrative Services Committee on August 30, 2011. The second option would be to solicit a request
35 for proposal for private cleaning services. Mr. Johnson reported the 25 custodial employees have been
36 informed by letter of the discussion today, and the decision to be made by Administrative Services
37 Committee regarding downsizing or outsourcing. The Executive Committee concurred with Mr.
38 Johnson's recommendation to downsize and redesign the work assignments of the custodial staff.

40 Other Updates from Departments with Current Initiatives

41 Mr. Johnson reported A'viands Food & Services Management was awarded the bid for the Food Service
42 program at Jail. Five Washington County employees will be affected by this change, which will be
43 implemented in October. Mr. Johnson also reported he is working with the Purchasing Department on
44 the Request for Bids for grounds care and snow removal at Fair Park.

46 Next Department for September Meeting

47 Mr. Johnson reported at the next meeting, Human Services Department and the Register of Deeds will be
48 brought in to discuss potential outsourcing opportunities within their departments.

50 **COUNTY BOARD 2012 BUDGET REVIEW**

51 Chairperson Herbert Tennes presented the 2012 County Board budget. The 2012 County Board base
52 level is \$366,331, and the requested level budget is \$365,202. There are no new position requests, outlay
53 requests, or user fee changes for 2012.

1 Moved by Mr. Stern, seconded by Mr. Stoffel to approve the 2012 County Board budget with a net levy
2 in the amount of \$365,202, and the 2012 County support for Economic Development Corporation with a
3 net levy in the amount of \$100,000, and forward to Administration. Motion carried with Mr. McCune
4 voting no.

6 **Out-Of-State Travel**

7 Moved by Mr. Stoffel, seconded by Mr. Stern to approve one person to attend the NACo Legislative
8 Conference on March 3-7, 2012, in Washington DC, at a cost of \$1,800. Motion defeated with Mr.
9 Meyers, Mr. Stern and Mr. Stoffel voting no.

10 The 2012 County Board budget net levy is reduced by \$1,800, for a total net levy of \$363,402.

13 **COUNTY ATTORNEY/CHILD SUPPORT 2012 BUDGET REVIEW**

14 County Attorney Kim Nass presented the 2012 County Attorney budget. The 2012 County Attorney
15 base level budget is \$579,190, and the requested level budget is \$596,465. There are no new position
16 requests, outlay requests, out-of-state travel, or user fee changes for 2012.

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18 Moved by Mr. Stoffel, seconded by Mr. Stern to approve the 2012 County Attorney budget with a net
19 levy in the amount of \$596,465, by tapping into additional WRS savings realized in 2011 from
20 departments that were not recipients of state funding cuts, and forward to Administration. Motion carried
21 with Mr. Meyers and Mr. McCune voting no.

23 **ADMINISTRATION 2012 BUDGET REVIEW**

24 Administrative Coordinator Doug Johnson presented the 2012 Administration budget. The 2012
25 Administration base level budget is \$195,715 and the requested level budget is \$195,220. There are no
26 new position requests, outlay requests, out-of-state travel, or user fee changes for 2012.

27 Moved by Mr. Meyers, seconded by Mr. Stern to approve the 2012 Administration budget with a net levy
28 in the amount of \$195,220, and forward to the Finance Committee. Motion carried with Mr. McCune
29 voting no.

31 **CHAIRPERSON 'S REPORT**

32 Chairperson Tennes reported on the Wisconsin Counties Association Board of Directors meeting he
33 attend on Friday, August 19, 2011, and the visit with the Irish delegation on Thursday, April 18, 2011.

35 **NEXT MEETING DATE**

36 The next Executive Committee meeting is tentatively scheduled for Friday, September 23, 2011, at 9:00
37 a.m.

39 **ADJOURNMENT**

40 Moved by Mr. Stoffel, seconded by Mr. Stern to adjourn the meeting at 12:16 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk