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**WASHINGTON COUNTY  
EXECUTIVE COMMITTEE**

Courthouse Government Center  
West Bend WI

March 7, 2014  
9:00 a.m.

Present: Herbert Tennes, Mark McCune, Paul Ustruck, Rick Gundrum, and Daniel Stoffel.

Also Present: County Manager Joshua Schoemann, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance Director Susan Haag, Deputy Administrator for Planning & Parks Debora Sielski, County Board Supervisors Melvin Ewert, Joseph Gonnering, Dennis Myers, and Peter Sorce, and Richard Bertram.

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

**MINUTES**

Moved by Mr. Stoffel, seconded by Mr. McCune to approve the minutes of January 21, 2014, as presented. Motion carried. Moved by Mr. Stoffel, seconded by Mr. Gundrum to approve the minutes of January 27, 2014, as presented. Motion carried.

**APPOINTMENTS**

Moved by Mr. Ustruck, seconded by Mr. Stoffel to approve the appointment of Lee Sauer (Town of Barton), replacing Beverly Schroeder, Paul Rice, and Darlene Vosen to the Library Services Board for three-year terms effective May 1, 2014, through April 30, 2017, and forward to the County Board. Motion carried.

Moved by Mr. Gundrum, seconded by Mr. Ustruck to approve the appointment of Alan Peters, and Sandy Zopf to the ADRC Board for three-year terms effective April 15, 2014, through April 18, 2017, and forward to the County Board. Motion carried.

Moved by Mr. Gundrum, seconded by Mr. Stoffel to approve the appointment of Cynthia Sieloff to the Board of Health for a three-year term effective April 15, 2014, through April 18, 2017, and forward to the County Board. Motion carried.

**PRESENTATION ON COUNTY MANAGER POSITION**

Ms. Nass presented a summary of §4.01 of the County Code and the authorities of the County Manager regarding department head appointments. The Committee discussed the current language in the County Code that requires committee or County Board approval for the Human Resources Director, the Finance Director, and the Medical Examiner, and requested Ms. Nass draft an ordinance amendment eliminating this additional approval process. In addition, the Committee requested the elimination of the reference regarding the appointment of the Planning and Parks Administrator in chapter 21 of the County Code. Ms. Nass will present a draft ordinance amendment with these changes at the next meeting. In addition, Ms. Nass will provide a summary of the County Manager authorities for termination of department heads.

1 **CAPITAL IMPROVEMENT PROGRAM (CIP) POLICY AND PROCEDURE**  
2 **PRESENTATION**

3 Mr. Schoemann presented a draft CIP policy and stated that for this year, he will not be able to  
4 fully implement the entire policy. In the future, Mr. Schoemann expects the policy to address all  
5 capital projects, including those that may utilize other funding sources. The Committee  
6 discussed the current \$50,000/5 year minimum useful life threshold for CIP projects, and the  
7 allocation process. It was the consensus of the Committee that with the exception of the  
8 Highway Department, there would be no automatic funding allocations and each department will  
9 be required to submit individual project requests, which will be prioritized by the County  
10 Manager and this Committee. Mr. Schoemann will communicate the revised CIP policy to  
11 department heads as discussed by this Committee.  
12

13 **INPUT FOR NEW SUPERVISOR ORIENTATION**

14 Ms. Nass stated that she would like to begin the discussion of new County Board Supervisor  
15 orientation and recommends a two-step approach. At the first orientation meeting, she will  
16 provide a presentation on the process of electing the County Board officers, as well as the  
17 Transportation and Executive Committee members. The second orientation would include a  
18 comprehensive overview of the County and departments. Suggestions for items to cover during  
19 the orientation include: information on Wisconsin Counties Association (WCA), and National  
20 Association of Counties (NACo) and the resources they provide; the role, responsibility, and  
21 authority of the County Manager; committee meeting times; and the request that Supervisors  
22 provide information on their interests for the Chairperson to make committee assignments.  
23

24 **NEXT TENTATIVE MEETING DATE**

25 The Executive Committee will tentatively meet on Monday March 31, 2014, at 8:30 a.m.  
26

27 **CLOSED SESSION**

28 Moved by Mr. McCune, seconded by Mr. Ustruck to Convene in Closed Session at 10:20 a.m.,  
29 pursuant to §19.85(1)(e), Wis. Stats., deliberating or negotiating the purchasing of public  
30 properties, the investing of public funds, or conducting other specified public business, whenever  
31 competitive or bargaining reasons require a closed session, specifically, to discuss status of  
32 Facilities Management contract. Motion carried unanimously by roll call vote.  
33

34 **OPEN SESSION**

35 Moved by Mr. Gundrum, seconded by Mr. Ustruck to return to open session at 10:40 a.m.  
36 Motion carried unanimously by roll call vote.  
37

38 **RECRUITMENT STATUS REPORTS**

39 Mr. Schoemann informed the Committee that he has been informed that the Human Services  
40 Director will be retiring in early April and he will begin working on the recruitment process for  
41 this position.  
42

43 Human Resources Director

44 Mr. Schoemann reported that the Human Resources Director position has been posted and a  
45 recruitment profile is being created. It is anticipated that this position could be filled by the

1 beginning of June. Mr. Schoemann will continue to work with the Administrative Services  
2 Committee regarding the recruitment process for this position.

3

4 Medical Examiner

5 Mr. Schoemann reported that Robert Schafer, Sr. has been hired as the new Medical Examiner.  
6 This position will be underfilled at 30 hours per week as a salary position.

7

8 Planning and Parks Administrator

9 Mr. Schoemann stated the position is posted and will remain open through March 14, 2014. He  
10 has had discussions with the Planning, Conservation, and Parks Committee and is hoping to have  
11 this position filled by the end of April.

12

13 **INVESTMENT REQUEST FOR PROPOSAL (RFP)**

14 Ms. Haag reported that the RFP's are due March 13, 2014, and she expects to have a  
15 recommendation for the Finance Committee in early April. If a contract is required to be  
16 approved by the County Board, it is expected to be considered at the April 15, 2014 meeting, and  
17 if approved, services could begin May 1, 2014.

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19 **ADJOURNMENT**

20 Moved by Mr. Stoffel, seconded by Mr. Gundrum to adjourn the meeting at 10:50 a.m. Motion  
21 carried.

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Brenda J. Jaszewski, County Clerk