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**WASHINGTON COUNTY
EXECUTIVE COMMITTEE MEETING**

Courthouse - Government Center
West Bend, WI

April 23, 2013
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Purchasing Manager Bill Kurer, Sheriff Dale Schmidt, Supervisors Michael Bassill and Peter Sorce, and Chief Deputy County Clerk Linda Doro.

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. Ustruck to approve the March 19, 2013, minutes as presented. Motion carried.

REVIEW AND ACTION ON DRAFT REPORT ON STRATEGIC PLANNING RESULTS

The Executive Committee requested a presentation on the strategic planning results be given to the County Board at the May 14, 2013, meeting.

BROWNFIELDS GRANT DEVELOPMENT AND STEERING COMMITTEE FOR 2013 APPLICATION

Appearance: Planning and Parks Department Deputy Administrator Debora Sielski

Ms. Sielski presented a proposal to apply for an EPA Brownfields Assessment grant and create a seven member Site Revitalization Program Steering committee to oversee the grant application process and implementation of the grant. Ms. Sielski reported the County originally applied for a Brownfields grant in 2011 with the EDWC taking the administrative lead but was informed by the EPA that it wanted a government entity in charge of the program. Ms. Sielski distributed a tentative schedule for the grant application, which has a deadline of November 30, 2013. Ms. Sielski is also requesting an Executive Committee member serve on the Site Revitalization Program Steering committee. Mr. McCune expressed his concern with the County taking the lead on this application and indicated the municipalities with Brownfield sites should organize and administer the program instead of the County. Moved by Mr. Tennes, seconded by Mr. Ustruck to authorize the Planning and Parks Department to proceed with the Brownfields grant application, and the creation of a Site Revitalization Program Steering Committee to oversee the grant application process and implementation of the grant. Motion carried with Mr. Gundrum and Mr. McCune voting no.

Mr. Tennes appointed Paul Ustruck to be on the Site Revitalization Program Steering Committee.

REVIEW AND UPDATED GUIDELINES FOR WCA COMMITTEE AND TRAINING PARTICIPATION AND REIMBURSEMENT

Mr. Tennes presented draft guidelines for per diem and mileage reimbursement to County Board Supervisors for the meetings that they attend. The procedures are clear on per diem and mileage reimbursement for appointed county board committees; however, they are less clear for other types of meetings including WCA sponsored training events, WCA affiliate organization

1 committee and boards, department specific statewide or regional training events and boards, and
2 other state committees to which a Supervisor has been named to but not by the County.
3

4 Approval for participation with an expectation of reimbursement must occur prior to the event or
5 start of the committee service. When reimbursement is requested from the County Board
6 budget, prior approval must come from the County Board Chairperson and when reimbursement
7 is requested from a department, prior approval must come from the liaison committee of that
8 department.
9

10 It was the consensus of the Executive Committee that the guidelines should be amended. County
11 Board should be responsible for the per diem and mileage reimbursement for the appointed
12 County Board committees and the annual WCA conference and departments should be
13 responsible for per diem and mileage for their liaison committee members to attend workshops
14 and conferences that department sponsors. Ms. Nass will work with Mr. Tennies to establish
15 detailed guidelines and bring back the guidelines to the Executive Committee.
16

17 **REVIEW AND RECOMMENDATION ON FUNDING FOR WASHINGTON COUNTY** 18 **RADIO SYSTEM STUDY AND ENHANCEMENT PROJECT**

19 Mr. Tennies reported on Friday, April 19, 2013, the Radio Communications Systems Committee
20 considered competitive proposals and interviewed firms and consultants for the Washington
21 County's Radio System Study and Enhancement project. The Radio Committee is
22 recommending Tusa Consulting Services LLC, of Covington, LA to consult on the radio system
23 improvements. The bid submitted by Tusa is approximately \$67,981; however, Mr. Tennies is
24 requesting approval to the release of not to exceed \$75,000 of unspent Capital Improvement Plan
25 (CIP) funds returned from the Radio System upgrade project to fund this study.
26

27 Moved by Mr. Ustruck, seconded by Mr. Gundrum to approve the release of not to exceed
28 \$75,000 of unspent CIP funds for the Washington County Radio System Study and Enhancement
29 project, and forward to the Finance Committee. Motion carried with Mr. McCune and Mr.
30 Stoffel voting no.
31

32 **REPORTS BY COUNTY BOARD CHAIRPERSON AND ADMINISTRATIVE** 33 **COORDINATOR**

34 NACo Recognizes April as National County Government Month

35 Mr. Tennies announced that Washington County will conduct a food drive from April 22-26,
36 2013, for local food pantries as part of National County Government Month (NCGM) celebrated
37 each April by the nation's counties to raise public awareness and understanding about the roles
38 and responsibilities of county government.
39

40 Shared Costs for Library Intersystem Delivery of Materials

41 Mr. Stoffel provided an update on the contract negotiations between Lakeshores Library System
42 and the Mid-Wisconsin Federated Library System. A new contract is needed to define the
43 specific obligations and costs of each system. There are some issues of concern by Lakeshores
44 Library System that need to be addressed; however, Mr. Stoffel is quite sure a new contract will
45 be negotiated that meets the needs of both systems.

1 **NEXT MEETING DATE**

2 The next Executive Committee meetings are tentatively scheduled for Tuesday, May 28, 2013, at
3 9:00 a.m., Tuesday, June 25, 2013, at 9:00 a.m., and Tuesday, July 30, 2013, at 9:00 a.m.

4

5 The meeting recessed at 10:26 a.m. and reconvened at 10:43 a.m.

6

7 **CLOSED SESSION**

8 Moved by Mr. Stoffel, seconded by Mr. Ustruck to convene into closed session at 10:43 a.m. in
9 accordance with Wisconsin Statutes Section 19.85(1)(c) to consider employment promotion,
10 compensation or performance evaluation data of any public employee over which the
11 governmental body has jurisdiction exercises responsibility; "namely to conduct annual
12 performance reviews of County Attorney and Administrative Coordinator." Motion carried
13 unanimously by roll call vote.

14

15 **OPEN SESSION**

16 Moved by Mr. McCune, seconded by Mr. Gundrum to return to open session at 11:33 a.m.
17 Motion carried unanimously by roll call vote.

18

19 **ADJOURNMENT**

20 Moved by Mr. McCune, seconded by Mr. Ustruck to adjourn the meeting at 11: 34 a.m. Motion
21 carried.

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Brenda J. Jaszewski, County Clerk