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**WASHINGTON COUNTY  
EXECUTIVE COMMITTEE MEETING**

Courthouse - Government Center  
West Bend, WI

June 25, 2013  
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, Finance Director Susan Haag, Facilities Manager Dave Loomans, Health Director Linda Walter, Highway Commissioner Tom Wondra, Planning and Parks Administrator Paul Mueller, Purchasing Manager Bill Kurer, Sheriff Dale Schmidt, Supervisors Michael Bassill, Melvin Ewert, Joseph Gonnering, Ralph Hensel, Donald Kriefall, Marilyn Merten, Robert Milich, Michael Parsons, and Todd White, Chief Deputy County Clerk Linda Doro, and Richard Bertram.

First Vice-Chairperson McCune 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 May 28, 2013, minutes as presented. Motion carried.

**REVIEW AND PROPOSE UPDATED DUTIES FOR ADMINISTRATIVE COORDINATOR POSITION (§4.01 CODE)**

The Committee proposed updated duties for the Administrative Coordinator position as follows: 1) Hire and terminate department heads, except those that are dictated by statute; 2) administer the Pay for the Performance program; and 3) manage and evaluate the Capital Improvement Plan program and Operating Budget.

Mr. Johnson proposed a title change from Administrative Coordinator to County Manager. The Executive Committee concurred with Mr. Johnson's proposal.

Moved by Mr. Gundrum, seconded by Mr. Ustruck to direct the County Attorney to amend §4.01 of the code relating to the Administrative Coordinator as discussed, send the amendments to the Executive Committee for feedback, and forward to the County Board.

Moved by Mr. Gundrum, seconded by Mr. Ustruck to amend the motion to include language in §4.01 of the code that the termination of the County Manager is under the full authority of the County Board, subject to Executive Committee evaluation. Motion to amend carried.

Motion to direct the County Attorney to amend §4.01 of the code relating to the Administrative Coordinator as discussed and amended, send the amendments to the Executive Committee for feedback, and forward to the County Board carried.

1 **DISCUSS APPROACH TO SEARCH FOR ADMINISTRATIVE COORDINATOR**  
2 **VACANCY**

3 The Executive Committee concurred that the screening and hiring process of the Administrative  
4 Coordinator will be conducted internally, led by a search workgroup to be created. The search  
5 will be publicized to include both county and city managers in the pool of candidates.  
6

7 **REVIEW AND RECOMMEND SUPERVISOR SALARY FOR 2014-2016 BOARD TERM**

8 Supervisor Milich presented an ordinance amendment to decrease the monthly salary of County  
9 Board supervisors from \$550 to \$511. Moved by Mr. Gundrum to forward the ordinance  
10 amendment to the County Board. Motion died for lack of a second.  
11

12 **CONSIDER UPDATED SUPERVISOR REIMBURSEMENT GUIDELINES FOR WCA**  
13 **COMMITTEE AND TRAINING PARTICIPATION (§4.20 CODE)**

14 Ms. Nass presented an ordinance amendment to §4.20(4) of the code relating to County Board  
15 Per Diem Compensation and Reimbursement for WCA Committee and Training participation.  
16 Attendance at meetings that fall under the general purview of the County Board will require the  
17 permission of the County Board Chairperson and meetings that are of a specific nature to a  
18 particular liaison committee which will require Liaison Committee chairperson approval.  
19 Reimbursement for mileage and per diem may be permitted at the discretion of the Chairperson  
20 approving the attendance. Mileage reimbursement and per diem, if permitted, will be covered by  
21 the department's budget relating to the specific non-general County Board entity's subject matter.  
22

23 Moved by Mr. Stoffel, seconded by Mr. Ustruck to approve an ordinance amendment to §4.20(4)  
24 of the code relating to the Per Diem Compensation - County Board Compensation as presented,  
25 and forward to the County Board. Motion carried.  
26

27 **DISCUSSION AND POSSIBLE ACTION ON RFP FOR COUNTY STAFFING STUDY**

28 Mr. Johnson reviewed the timeline of the staffing study, presented the assignments, and  
29 discussed the possible cost savings if the Samaritan and Sheriff departments were excluded from  
30 the study. The Executive Committee directed Mr. Johnson to conduct the staffing study on all  
31 departments. Mr. Johnson also proposed an alternate bid for the classification of various  
32 financial staff.  
33

34 **UPDATE ON EDWC PROJECTS**

35 *Appearance: Economic Development Executive Director Christian Tscheschlok and RLF*  
36 *Committee Chair Pat Tomey*

37 Mr. Tscheschlok presented an update on the Revolving Loan Fund and Attraction Fund programs  
38 and distributed a Dashboard of Performance for 2011-2013.  
39

40 **2014-2019 CAPITAL UPDATE WORKING SESSION**

41 Presentation and Discussion of Draft 2

42 Mr. Johnson presented Draft 2 of the 2014-2019 Capital Improvement Program. The 2014 CIP  
43 projects are as follows: 1) \$400,000 for Facility projects; 2) \$100,000 for Facility Projects at  
44 Fair Park; 3) \$400,000 for Park Development; 5) \$1,500,000 for Highway Road projects; 6)  
45 \$500,000 for the Economic Development Impact Revolving Loan Fund; 7) \$500,000 for the  
46 Economic Development Attraction Fund; 8) \$200,000 for the Sheriff's Outdoor Range; 9)

1 \$9,000,000 for Samaritan RCAC Units and Adult Day Center (funded by other sources); 10)  
2 \$600,000 for Network Infrastructure Replacement; 11) \$1,535,000 for Debt Payment - Callable  
3 Bonds (\$235,000 funded by other sources); and 12) \$115,000 to raze the old Slinger Highway  
4 building. The requested net county funding is \$5,615,000 for 2014.

5  
6 Progress on Samaritan Residential Units Planning

7 Supervisor Stoffel reported there is \$9 million proposed in the 2014 CIP for a 40-unit addition to  
8 the Campus Assisted Living facility with an Adult Day Care Center. The Samaritan Committee  
9 will decide in July whether to proceed with the additional RCAC units and the Adult Day Care  
10 Center CIP project.

11  
12 Request to Raze Old Slinger Highway Building

13 Mr. Wondra is requesting \$115,000 be included in the 2014 CIP to raze the old Slinger Highway  
14 building. The project would require an asbestos abatement and full demolition.

15  
16 Further Questions and Direction for Draft 3

17 The cost share element with the municipalities for the Election Voting Equipment in the CIP  
18 Plan for 2015 will be discussed at the next meeting. Supervisor White requested a policy change  
19 on the allocation process for the Facilities projects, Fair Park facility projects, Park  
20 Development, and Highway Road projects within the CIP to eliminate the automatic allocation  
21 amounts and require that all projects be identified on a year-to-year basis.

22  
23 Mr. Ustruck was excused at 12:01 p.m.

24  
25 Moved by Mr. Gundrum, seconded by Mr. Stoffel to review the 2014 and beyond, (corrected by  
26 County Clerk 8/20/13) capital projects requested in the CIP for Facilities, Fair Park, Park  
27 Development, and Highway Roads one project at a time, without regard to the allocations used in  
28 the last adopted CIP. Motion carried.

29  
30 **NEXT MEETING DATES**

31 The next meetings of the Executive Committee are tentatively scheduled for July 16, 2013, at  
32 9:00 a.m., July 30, 2013, at 9:00 a.m. and August 27, 2013, at 9:00 a.m.

33  
34 **ADJOURNMENT**

35 Moved by Mr. Gundrum, seconded by Mr. Stoffel to adjourn the meeting at 12:31 p.m. Motion  
36 carried.

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39  
40 Brenda J. Jaszewski, County Clerk