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**WASHINGTON COUNTY
EXECUTIVE COMMITTEE MEETING**

Courthouse - Government Center
West Bend, WI

July 16, 2013
9:00 a.m.

Present: Mark McCune (arrived at 9:06 a.m.), Rick Gundrum, Daniel Stoffel, Herbert Tennes, and Paul Ustruck.

Also Present: Administrative Coordinator Doug Johnson, County Attorney Kim Nass, County Clerk Brenda Jaszewski, Finance Director Susan Haag, Facilities Manager Dave Loomans, Health Director Linda Walter, Assistant Health Director Joni Whitehouse, Highway Commissioner Tom Wondra, Planning and Parks Administrator Paul Mueller, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Supervisors Michael Bassill, Kenneth Brandt, Melvin Ewert, Daniel Goetz, Joseph Gonnering, Raymond Heidtke, Ralph Hensel, Donald Kriefall, Dennis Myers, Robert Milich, Michael Miller, Michael Parsons, Peter Sorce, Chief Deputy County Clerk Linda Doro, and Richard Bertram.

Chairperson Tennes called the meeting to order and read the Affidavit of Posting.

MINUTES

Moved by Mr. Stoffel, seconded by Mr. Gundrum to approve the June 25, 2013, minutes as presented. Motion carried.

2014-2019 CAPITAL UPDATE WORKING SESSION

Review and Action on Requests from Highway, Parks, Facilities, and Facilities Projects at Fair Park

Chairperson Tennes solicited comments regarding the proposed 2014 CIP plans for Highway, Parks, Facilities, and Facilities Projects at Fair Park.

Mr. McCune arrived at 9:06 a.m.

Moved by Mr. Stoffel, seconded by Mr. McCune to approve the \$400,000 allocation for the Facilities CIP projects in 2014 as presented. Motion carried.

Moved by Mr. McCune, seconded by Mr. Gundrum to approve the \$100,000 allocation for Fair Park CIP Facility projects in 2014 as presented. Motion carried.

Moved by Mr. Tennes, seconded by Mr. Ustruck to approve the \$400,000 allocation for Parks CIP projects in 2014 as presented. Motion carried with Mr. Gundrum and Mr. McCune voting no.

Moved by Mr. Stoffel, seconded by Mr. Gundrum to approve the \$1,500,000 allocation for Highway CIP projects in 2014 as presented. Motion carried.

1 Review and Action on Funding Plan for Election Equipment

2 Ms. Jaszewski presented three options for the 2015 purchase of county-wide election equipment.
3 Option 1 is for the County to “front” the entire purchase or lease of each municipality’s
4 equipment and require the municipalities pay back the County over two or three years beginning
5 in 2015 or 2106. Option 2 is for the County to pay a certain percentage of the cost, with
6 repayment over two or three years, and Option 3 is for the County to pay 100% of the cost of the
7 municipal equipment. Ms. Jaszewski emphasized the importance of all municipalities in the
8 County using the same equipment. The Committee agreed that in order to achieve the goal of
9 having all municipalities using the same equipment, the County should pay for at least a portion
10 of the municipal equipment. In addition, the Committee would like to reallocate a portion of the
11 cost from 2015 to 2014 in order to ensure the commitment by the County to move forward with
12 the replacement of the election equipment. It was suggested a draft agreement between
13 Washington County and the municipalities be presented to this Committee. At that time, a
14 percentage of the cost the County will cover for the municipal equipment will be determined and
15 the County Clerk will then be directed to send the agreement to each municipality.
16

17 Moved by Mr. McCune, seconded by Mr. Gundrum to amend the Capital Improvement Plan to
18 reallocate \$46,500 of the \$465,000 from 2015 to 2014 for the election voting equipment. In
19 addition, the County Clerk and County Attorney are to develop a draft agreement between
20 Washington County and the municipalities for a county-wide purchase of election voting
21 equipment and present the draft to this committee for consideration. Motion carried.
22

23 Review and Action on Proposed Samaritan RCAC Units and Adult Day Care

24 Moved by Mr. McCune, seconded by Mr. Ustruck to amend the Capital Improvement Plan to
25 defer the Samaritan RCAC Units and Adult Day project to 2015 to allow the Samaritan
26 Committee further study of this project.
27

28 Moved by Mr. McCune, seconded by Mr. Gundrum to amend the motion to reallocate \$100,000
29 of the \$9,000,000 from 2015 to 2014 for design and planning. Motion to amend carried with Mr.
30 Ustruck voting no.
31

32 Motion as amended to defer the Samaritan RCAC Units and Adult Day CIP project in the
33 amount of \$8,900,000 to 2015, and include \$100,000 in 2014 for design and planning, carried
34 with Mr. Ustruck voting no.
35

36 Review and Possible Action 2014-2019 Capital Improvement Program

37 Moved by Mr. Stoffel, seconded by Mr. Ustruck to forward Draft II of the 2014-2019 Capital
38 Improvement Program plan as amended to the Finance Committee. Motion carried with Mr.
39 McCune voting no.
40

41 The meeting recessed at 10:40 a.m. and reconvened at 10:47 a.m.
42

43 **REVIEW RECRUITMENT SCHEDULE AND POSITION DESCRIPTION FOR**
44 **ADMINISTRATIVE COORDINATOR (COUNTY MANAGER)**

45 Mr. Johnson presented the proposed recruitment schedule and position description of the County
46 Manager to the Executive Committee. The Committee requested the position description specify

1 the department name for those that are appointed by another appointing authority. Moved by
2 Mr. Gundrum, seconded by Mr. McCune to approve the County Manager position description
3 with the change noted in bullet three on Page 2. Motion carried. Mr. Tennes and Mr. Stoffel
4 will screen applicants and forward up to three candidates to the Executive Committee for
5 interviews on October 15, 2013. Moved by Mr. McCune, seconded by Mr. Ustruck to authorize
6 Mr. Stoffel and Mr. Tennes to approve travel expenses of the candidates being interviewed for
7 the County Manager position. Motion carried.

8
9 **REPORTS FROM CHAIRPERSON, ADMINISTRATIVE COORDINATOR, AND**
10 **COUNTY ATTORNEY**

11 Update on Staffing Study Request for Proposal and Timetable

12 Mr. Johnson presented the timetable for the staffing study. The proposals are due August 6,
13 2013, and interviews will be conducted by the Executive Committee on August 20, 2013. It is
14 being proposed that the study start on October 1, 2013, with a final report to the Executive
15 Committee on December 17, 2013, and the County Board on January 14, 2013.

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17 **NEXT MEETING DATES**

18 The next meetings of the Executive Committee are tentatively scheduled for Tuesday, August
19 20, 2013, at 9:00 a.m. and Tuesday, August 27, 2013, at 9:00 a.m.

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21 **ADJOURNMENT**

22 Moved by Mr. McCune, seconded by Mr. Stoffel to adjourn the meeting at 11:27 a.m. Motion
23 carried.

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Brenda J. Jaszewski, County Clerk