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**WASHINGTON COUNTY  
EXECUTIVE COMMITTEE MEETING**

Courthouse - Government Center  
West Bend, WI

August 28, 2012  
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, Chief Deputy County Clerk Linda Doro, Finance Director Susan Haag, Human Resources Director Peter German, Register of Deeds Sharon Martin, and Supervisor Dennis Myers.

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

**MINUTES**

Moved by Mr. Stoffel, seconded by Mr. Ustruck to approve the minutes of July 24, 2012, as presented. Motion carried.

**APPOINTMENT**

Ethics Board

No appointment.

**ECONOMIC DEVELOPMENT-WASHINGTON COUNTY 2013 BUDGET REVIEW**

*Appearance: Economic Development Executive Director Christian Tscheschlok and Revolving Loan Fund Chairperson Pat Tomey*

Mr. Tscheschlok presented the 2013 Economic Development Corporation County contribution request.

The base level request is \$100,000 and the requested level request is \$100,000.

Moved by Mr. Gundrum, seconded by Mr. Stoffel to approve the 2013 County support for Economic Development Corporation with a net levy in the amount of \$100,000, and forward to Administration. Motion carried **with Mr. McCune voting no.** (Corrected 9/18/12)

**COUNTY LIBRARY 2013 BUDGET REVIEW**

*Appearance: Hartford Library Director Michael Gelhausen, Slinger Library Director Jennifer Einwalter, and West Bend Library Director Sue Cantrell*

County Library Services Board Chairperson Ustruck presented the 2013 County Library budget.

The 2013 base level budget is \$1,631,917, and the requested level budget is \$1,631,917.

Moved by Mr. McCune, seconded by Mr. Gundrum to reduce the County Library 2013 base level budget by 2% to \$1,599,279. Motion defeated with Mr. Gundrum, Mr. Stoffel, Mr. Tennes, and Mr. Ustruck voting no.

Moved by Mr. Ustruck, seconded by Mr. Stoffel to approve the 2013 County Library Services Board budget with a net levy in the amount of \$1,631,917, and forward to Administration. Motion carried with Mr. McCune voting no.

**COUNTY BOARD 2013 BUDGET REVIEW**

Chairperson Herbert Tennes presented the 2013 County Board budget.

The 2013 County Board base level is \$355,777, and the requested level budget is \$336,501. There are no user fee changes or outlay requests for 2013.

**2013 Out-Of-State Travel**

County Board Chairperson to attend the NACo Legislative Conference on March 2-6, 2013, in Washington DC, at a cost of \$1,800.

Moved by Mr. McCune, seconded by Mr. Stoffel to approve the 2013 County Board budget with a net levy in the amount of \$336,501, including out-of-state travel, and forward to Administration. Motion carried.

**COUNTY ATTORNEY/CHILD SUPPORT 2013 BUDGET REVIEW**

County Attorney Kim Nass presented the 2013 County Attorney budget.

The 2013 County Attorney base level budget is \$572,947, and the requested level budget is \$573,013. There are no user fee changes, out-of-state travel, or outlay requests for 2013.

Moved by Mr. Stoffel, seconded by Mr. Gundrum to approve the 2013 County Attorney budget with a net levy in the amount of \$565,513, by decreasing the Recodification account from \$15,000 to \$7,500, with the understanding that \$7,500 will be funded in the Recodification account in 2014, and forward to Administration. Motion carried.

**ADMINISTRATION 2013 BUDGET REVIEW**

Administrative Coordinator Doug Johnson presented the 2013 Administration budget.

The 2013 Administration base level budget is \$189,525 and the requested level budget is \$189,438. There are no user fee changes, out-of-state travel, or outlay requests for 2013.

Moved by Mr. McCune, seconded by Mr. Ustruck to approve the 2013 Administration budget with a net levy in the amount of \$189,438, and forward to the Finance Committee. Motion carried.

**REPORT ON WISCONSIN COUNTIES ASSOCIATION (WCA) CONFERENCE RESOLUTIONS**

Mr. Stoffel reported on the action of the Wisconsin Counties Association Resolutions Committee regarding the 2012 Wisconsin Counties Association Conference resolutions.

**SOUTHERN HOUSING CONSORTIUM FOLLOW-UP****Ordinance - Update References in Fair Housing Code (S.4.51)**

Mr. Johnson presented an ordinance amendment to update the State Statutes referenced in County Code 4.51 Equal Housing Opportunity.

Moved by Mr. McCune, seconded by Mr. Gundrum to approve an ordinance to amend Section 4.51 of the code related to Equal Housing Opportunity as presented, and forward to the County Board. Motion carried.

**Citizen Participation Plan and Public Hearing**

Mr. Johnson is recommending using an existing Citizen Participation Plan that the County Board has approved for the Community Development Block grant and edit it to reflect housing. The Executive Committee, under this plan, would be the responsible party, and work with the local housing authorities regarding the public hearing.

Moved by Mr. McCune, seconded by Mr. Gundrum to approve the Citizen Participation Plan as presented by the Administrative Coordinator. Motion carried.

**FOLLOW-UP ON WORKFORCE DEVELOPMENT CENTER FINANCIAL DIRECTIONS**

Mr. Johnson reported on June 18, the County Board authorized the redemption of the Workforce Development Center Bonds sold in 2002, paying off this debt through a General Fund transfer. The original borrowing was done to implement a multi-agency set of agreements for the construction and operation of a one-stop Center attached to the MPTC facilities in West Bend. Per the terms of these agreements, Washington County pays 7.5% of the annual rent of \$86,618 with the rest paid by other partners at the Center. The rent payments are promised until 2018, covering the expected principle and interest from the 2002 County borrowing.

The savings resulting from this early call of bonds is the issue for discussion. The County has taken the initiative to avoid future interest costs by using \$385,950 of County funds to pay off the debt. If other partners wish to participate in the savings, the recommendation is that they be given the opportunity to contribute their full share of the redemption price. If that payment is made to the County by a partner agency, this will fulfill their base rent obligations for the balance of the 15 year agreement. If this opportunity is declined, then rent payments will continue unchanged for that partner agency.

1 Moved by Mr. Ustruck, seconded by Mr. Stoffel to approve the partners continuing to fulfill their  
2 base rental obligations and make no changes to the current agreements. Motion carried.

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4 Moved by Mr. McCune, seconded by Mr. Ustruck to approve the Finance Committee addressing  
5 where the rental revenue should be recorded. Motion carried.

#### 6 7 **CONSIDER CLASS ACTION REGARDING TRANSFER FEES**

8 County Attorney Kim Nass reported on the class action against Fanny May and Freddie Mac for  
9 the recovery of transfer fees that were not paid on certain conveyances. The Register of Deeds  
10 and County Attorney offices have received several solicitations by law firms to participate in this  
11 class action. Ms. Nass reported Washington County will recover whether or not it participates in  
12 the class action and she will file the appropriate claim forms to seek recovery when required.

#### 13 14 **CONTINUE CONSIDERATION OF STRATEGIC PLANNING EFFORTS**

15 Mr. Johnson presented a proposal to develop a Washington County Strategic plan for 2013-2015.  
16 A consulting firm specializing in strategic planning with governments and organizations would  
17 be solicited. The Executive Committee would make the policy decisions, retain the consultant,  
18 and direct the work for the County Board. The Administrative Coordinator would be the  
19 owner's representative that would handle the details to implement the project.

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21 The Executive Committee consensus is to use internal resources to define the issues and prepare  
22 a strategic plan.

#### 23 24 **REPORTS BY COUNTY BOARD CHAIRPERSON AND ADMINISTRATIVE** 25 **COORDINATOR**

##### 26 WCA Board Report

27 Chairperson Tennes reported on the Wisconsin Counties Association Board of Directors  
28 meeting he attended on Friday, August 17, 2012, in Hayward, Wisconsin.

##### 29 30 Pay Plan Updates from Administrative Services Committee

31 Mr. Johnson reported the Administrative Services Committee, at their August 23, 2012, meeting  
32 approved forwarding a resolution to the County Board adopting the Pay Plan as presented by  
33 Carlson Dettman, effective January 1, 2013, subject to informing county employees that Steps 6-  
34 11 will be frozen, until further study on how to advance through those steps is completed and  
35 how the County can implement pay for performance for these steps.

##### 36 37 Galway Visit and Invitation

38 Chairperson Tennes reported on the visit with the Irish delegation on Thursday, April 16, 2012,  
39 and the invitation from the Irish delegation to visit Galway, Ireland next year to celebrate the 10<sup>th</sup>  
40 anniversary of the sister partnership between Galway and Washington Counties.

#### 41 42 **NEXT MEETING DATE**

43 The next Executive Committee is tentatively scheduled for Tuesday, September 18, 2012, at 9:00  
44 a.m.

#### 45 46 **ADJOURNMENT**

47 Moved by Mr. McCune, seconded by Mr. Stoffel to adjourn the meeting at 11:55 a.m. Motion  
48 carried.

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Brenda J. Jaszewski, County Clerk