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**WASHINGTON COUNTY
EXECUTIVE COMMITTEE MEETING**

Courthouse - Government Center
West Bend, WI

September 18, 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, Planning and Parks Administrator Paul Mueller, and Sheriff Dale Schmidt.

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 minutes of August 21, 2012, as presented. Motion carried.

The August 28, 2012, minutes were presented and a correction was noted on Page 1, Line 34: Motion carried **with Mr. McCune voting no.** Moved by Mr. McCune, seconded by Ustruck to approve the August 28, 2012, minutes as corrected. Motion carried.

APPOINTMENT

Moved by Mr. Ustruck, seconded by Mr. Stoffel to approve the appointment of Mary Franz to the Civil Service Commission for a five-year term effective 1/1/13-12/31/17. Motion carried.

Moved by Mr. Stoffel, seconded by Mr. McCune to approve the appointment of Irene Blau, Beverly Schroeder, and Daniel Schmidt to the Landmarks Commission for a three-year term effective 1/1/13-12/31/15. Motion carried.

Moved by Mr. Ustruck, seconded by Mr. McCune to approve the appointment of Ruth Schmitt to the Mid-Wisconsin Federated Library System Board for a three-year term effective 1/1/13-12/31/15. Motion carried.

Moved by Mr. Gundrum, seconded by Mr. Stoffel to approve the appointment of Roger Cross to the Veterans Service Commission for a three-year term effective 1/1/13-12/31/15. Motion carried.

INDIRECT COSTS FOR 2013 AND THE COUNTY ATTORNEY BUDGET

Ms. Nass presented the final number for 2013 indirect charges in the amount of \$180,772. The County Attorney 2013 budget base level budget is \$572, 947. Changing the budget to reflect the revised indirect charges brings the 2013 County Attorney budget \$3,209 over the base level budget.

Moved by Mr. Ustruck, seconded by Mr. Stoffel to approve the revised 2013 County Attorney budget with a net levy of \$576,156. Motion carried with Mr. McCune voting no.

1 **DISCUSS GUIDELINES FOR CAPITAL PLAN ALLOCATIONS VERSUS SPECIFIC**
2 **PROJECTS**

3 Mr. Tennes reported this issue is being brought up for discussion and consideration due to
4 concerns of some supervisors on the Planning, Conservation, and Parks Committee questioning
5 why unused CIP funds remaining from CIP projects are staying with the department and not
6 being returned to the CIP fund. Mr. Mueller provided background on the CIP funds allocations
7 for Parks, and discussed how the remaining unused CIP funds are utilized for Parks. Mr. Johnson
8 discussed the formula allocations for capital plan allocations versus specific projects. It was
9 noted that approximately \$240,000 of unspent Planning and Parks CIP funds for purchase of
10 development rights project that was not approved remain in the Planning and Parks allocation.
11 The Executive Committee suggested the PCPC continue to prepare a plan for the remaining CIP
12 funds from prior years. It was the Executive Committee consensus to continue with the current
13 process for the allocation of CIP funds and the current utilization of unused CIP funds for both
14 the annually allocated and specific project funds. In addition, the Executive Committee
15 recommends the PCPC develop a plan for the unspent \$240,000 CIP PDR funds and report back
16 to this Committee. This issue will be referred to the Finance Committee for discussion and
17 implementation of these directions.

18
19 **CONTINUE WITH DISCUSSION FOR PLANNING 2013-2015**

20 **Identification of Any Issues Underway that Need Follow-Up (e.g. Outsourcing Study,**
21 **Contract Administration, and Staffing Capacity)**

22 **Specific Outsourcing Initiatives**

23 The Executive Committee identified the following areas for outsourcing initiatives: Investment
24 Services for the County, and Payroll.

25
26 Moved by Mr. Gundrum, seconded by Mr. Stoffel to direct the Finance Committee to oversee the
27 outsourcing initiative of Investment Services for Washington County. Motion carried.

28
29 Moved by Mr. McCune, seconded by Mr. Stoffel to direct the Administrative Coordinator to
30 investigate a time tracking electronic payroll system for Washington County, and request for
31 proposals for the outsourcing of the administration of Payroll, and report back to the Executive
32 Committee. Motion carried.

33
34 The Executive Committee discussed the possibility of conducting an audit of staffing capacity of
35 the Human Resources and Administration departments and the current procedure of having the
36 Human Resources Director report directly to the Administrative Coordinator instead of a liaison
37 committee. This item will be addressed at a future meeting.

38
39 **Timing for a Working Session for Situational Assessment (SWOT) for County Government**

40 Mr. Johnson discussed conducting a situational assessment for Washington County that would be
41 facilitated by UW-Extension. The make-up of the 15-member committee will be the Executive
42 Committee, liaison committee chairs, and selected department heads. Mr. Johnson proposed
43 completing the SWOT assessment by the end of year.

44
45 **Timing for a Working Session to Identify Individual and Consensus Priority Goals**

46 Mr. Johnson discussed conducting a working session to identify individual and consensus
47 priority goals with the Executive Committee starting in January of 2013.

1 **DISCUSS UPCOMING POSSIBLE COMMITTEE AGENDA ITEMS**

2 Mid-Year Review of the County Attorney

3 The Executive Committee will conduct the mid-year review of the County Attorney on October
4 16, 2012.

5
6 Mid-Year Report by the Workforce Development Board

7 The Workforce Development Board will be requested to present a mid-year report to the
8 Executive Committee by the end of this year.

9
10 Attraction Fund Agreement with Economic Development-Washington County

11 Mr. Johnson reported an operating agreement between Washington County and Economic
12 Development-Washington County (EDWC) for the Attraction Fund program is being drafted and
13 will be presented to the Executive Committee and EDWC Board in October.

14
15 **REPORTS BY COUNTY BOARD CHAIRPERSON AND ADMINISTRATIVE**
16 **COORDINATOR**

17 Chairperson Tennes reported he attended the Welcome Home event in Hartford for the
18 Wisconsin National Guard troops.

19
20 Chairperson Tennes stated he is recommending a special meeting of the County Board of
21 Supervisors on October 16, 2012, to consider the Pay Plan and the FLSA classifications. Mr.
22 Johnson reported on action of the Administrative Services Committee at their meeting on
23 September 18, 2012, regarding the Pay Plan and FLSA classifications.

24
25 Mr. Johnson reported the Transportation Committee is discussing the Highway Commissioner
26 residency requirement at their meeting today, and stated the Highway Commissioner position is
27 posted.

28
29 Southern Housing Consortium Update

30 Mr. Johnson reported the project continues to move forward and he is working on scheduling a
31 public hearing.

32
33 **NEXT MEETING DATE**

34 The next Executive Committee meeting is tentatively scheduled for Tuesday, October 16, 2012,
35 after the County Board meeting.

36
37 **ADJOURNMENT**

38 Moved by Mr. Stoffel, seconded by Mr. Gundrum to adjourn the meeting at 10:57 a.m. Motion
39 carried.

40
41
42
43 Brenda J. Jaszewski, County Clerk