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**WASHINGTON COUNTY
EXECUTIVE COMMITTEE MEETING**

Courthouse - Government Center
West Bend, WI

November 27, 2012
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, County Clerk Brenda Jaszewski, Chief Deputy County Clerk Linda Doro, Human Resources Director Peter German, Planning and Parks Administrator Paul Mueller, Planning and Parks Deputy Administrator Debora Sielski, Supervisors Marilyn Merten, Michael Miller, and Peter Sorce.

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

WORKING SESSION: SITUATIONAL ASSESSMENT

Participants: Supervisors Herbert Tennes, Mark McCune, Paul Ustruck, Rick Gundrum, Daniel Stoffel, Leslie Borman, Daniel Goetz, Joseph Gonnering, Marilyn Merten, Michael Miller, Peter Sorce and Todd White, Administrative Coordinator Doug Johnson, County Clerk Brenda Jaszewski, Sheriff Dale Schmidt, Samaritan Campus Administrator Ed Somers, Planning, and Parks Deputy Administrator Deb Sielski, and UW Extension Department Head Paul Roback. Observers: Deputy County Attorney Christine Ohlis, Planning and Parks Administrator Paul Mueller, and Supervisors Michael Bassill and Dennis Myers.

Mr. Roback and the above participants participated in a two hour working session on situational assessment.

The meeting recessed at 11:00 a.m. and reconvened at 11:05 a.m.

MINUTES

Moved by Mr. Stoffel, seconded by Mr. Gundrum to approve the minutes of October 16, 2012, as presented. Motion carried.

APPOINTMENT

Moved by Mr. Ustruck, seconded by Mr. Stoffel to approve the appointment of Dennis Melvin (replacing Richard Becker) to the Ethics Board for an unexpired three-year term effective December 11, 2012, through April 15, 2014, and forward to the County Board. Motion carried.

REQUEST FOR CAPITAL PLAN CONTINGENCY FUND FOR PLANNING AND PARKS DEPARTMENT

Mr. Tennes presented a request from the Planning, Conservation, and Parks Committee (PCPC) for a \$75,000 contingency fund to complete earmarked Capital Improvement Program (CIP) projects. The PCPC is requesting this contingency fund because in the past, bids have come in slightly higher than expected or unexpected circumstances were met during construction. In the past, the PCPC would redirect unspent funds from finished earmarked Park projects to complete an approved project in a timely manner. Under new rules set forth by the Finance Committee, those unspent funds at the end of the Capital Improvement Program (CIP) project must be returned and cannot be redirected by the PCPC. This new policy could cause potential delays for the contractor while waiting for several committees to approve additional funds. The Planning

1 and Parks Department, in the planning process of CIP projects, would have to add a contingency
2 fund to each project to avoid running into problems with overruns. The percentage of the
3 contingency was discussed and recommended that for each project it should not exceed more
4 than 5% of the total cost of the project.

5
6 Moved by Mr. McCune, seconded by Mr. Gundrum to deny the request of the Planning,
7 Conservation, and Parks Committee for a contingency account in an amount not to exceed
8 \$75,000 from remaindered unspent Park CIP funds to complete future Park CIP projects. Motion
9 carried with Mr. Stoffel, and Mr. Tennes voting no.

10
11 **ORDINANCE - REVISE APPOINTMENT AND REVIEW AUTHORITY FOR**
12 **DIRECTOR OF HUMAN RESOURCES**

13 Mr. Johnson presented an ordinance amendment that revises the appointment and review of
14 authority for the Director of Human Resources from a total authority of the Administrative
15 Coordinator to a shared responsibility between the Administrative Services Committee and the
16 Administrative Coordinator.

17
18 Moved by Mr. McCune, seconded by Mr. Gundrum to amend 2012 Ordinance 8 on Page 1, Line
19 16 as follows: ~~upon the~~ with an advisory. Motion carried.

20
21 Moved by Mr. Stoffel, seconded by Mr. Gundrum to approve 2012 Ordinance 8 - Director of
22 Human Resources Appointment and Review - (4.09) (2) and (3) as amended and forward to the
23 County Board. Motion carried.

24
25 **REPORTS BY COUNTY BOARD CHAIRPERSON, ADMINISTRATIVE**
26 **COORDINATOR, AND COUNTY ATTORNEY**

27 Mr. Tennes reported the Administrative Services Committee, at their November 15, 2012
28 meeting, approved Wisconsin County Mutual Insurance Corporation as the Third-Party
29 Administrator for the Washington County Self-Insured Workers' Compensation Plan for 2013.

30
31 Mr. Tennes reported, with a new Treasurer in place for 2013, he is recommending the Executive
32 Committee direct the Finance Committee to oversee the outsourcing initiative of Investment
33 Services for Washington County.

34
35 Art Museum Grant

36 Mr. Johnson reported the Museum of Wisconsin Art had been given an opportunity to apply for a
37 National Endowment for the Arts Grant for 2013, with Washington County assistance. The
38 grant, which could range from \$50,000 to \$100,000, requires a demonstrated partnership
39 between government and a cultural organization and could fund museum projects with the
40 exception of facility construction. The Museum of Wisconsin Art decided at this point, they do
41 not have the time to apply for the grant, but may consider applying in 2014.

42
43 Highway Commissioner

44 Mr. Johnson updated the Committee on the status of the Highway Commissioner interviews and
45 as of today, there is no candidate for recommendation.

46
47 Mr. Gundrum reported on the \$6 million award to the Wisconsin Department of Workforce
48 Development.

1 **NEXT MEETING DATE(S)**

2 The next Executive Committee meetings are tentatively scheduled for Tuesday, December 18,
3 2012, at 9:00 a.m., Tuesday, January 22, 2013, at 9:00 a.m., and Monday, January 28, 2013, at
4 9:00 a.m.

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6 **ADJOURNMENT**

7 Moved by Mr. Ustruck, seconded by Mr. Gundrum to adjourn the meeting at 11:50 a.m. Motion
8 carried.

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Brenda J. Jaszewski, County Clerk