

Port Washington, Wisconsin

May 21, 2008

The Executive Committee and met in Room A-200 of the Administration Center at 8:00 AM

Executive Committee called to order by Chairperson Brooks.

Present: Committee Members: Robert A. Brooks, Chairperson, Mark A. Cronce, Vice-Chair, Donald Dohrwardt, Kathlyn T. Geracie, Janice M. Klemz, Richard C. Nelson, James H. Uselding

Others Present: Supervisors Buntrock, Richart and Stern, Julie Winkelhorst, Lisa Henning, Andy Lamb, David Barrow

Absent: None

1. Call to Order/Proper Notice/Adoption of Agenda: Motion made by Supervisor Cronce, seconded by Supervisor Geracie to adopt the agenda. Motion carried (7-0).
2. Public Comments/Correspondence/Communications – none.
3. Approve Minutes from the December 19, 2007 Meeting: Motion made by Supervisor Klemz, seconded by Supervisor Geracie to approve the minutes from the December 19, 2007 Meeting. Motion carried (7-0).
4. Action Items
  - a. Amendment to Policy & Procedure Manual
    - 1) East Wisconsin Railroad Commission Oversight- Chairperson Brooks presented the resolution that transfers oversight of the East Wisconsin Railroad Commission from the Environment and Land Use Committee to the Public Works committee. The transfer of responsibilities will coordinate transportation and related issues from the EWRRRC to the Public Works Committee, which has oversight of these issues. – Motion made by Supervisor Dohrwardt to approve resolution as presented, seconded by Supervisor Cronce. Motion carried (7-0).
    - 2) Comprehensive Planning Board- Seven to Five Members or Other Options: Chairperson Brooks presented the resolution, the Comprehensive Planning Board is the working committee that was created to develop the comprehensive plan. Initially each Standing Committee was represented on its membership, now that the plan has been approved the Executive Committee should discuss the future role of the Planning board. Supervisor Geracie stated that she felt that there is enough work for the committee; however, it does not need to be representative of the Standing Committees. Supervisor Richart addressed the committee stating that the CPB had made a motion at their last meeting to change the membership to five at large committee members. Motion made by Supervisor Cronce to amend the Policy and Procedure manual to reflect a five person membership and an alternate selected by Chairperson of the Environment and Land Use Committee, seconded by Supervisor Nelson.

- b. 2009 Budget Recommendation/Directive: Chairperson Brooks presented the item, the annual County Board budget survey did not provide a clear directive to the County Administrator in the preparation of the 2008 Budget. Primarily due to a divide among board members on the directive. Supervisor Klemz discussed the use of undesignated fund balance and that it should not be used to offset operational items. Supervisor Dohrwardt stated that the Committee must not limit imagination, when considering its directive. Finance Director Andy Lamb informed the Committee that as of this date the County has \$1,000,000 less cash on hand than in 2007, a debt payment on the radio backbone project will total more than \$450,000, new construction estimates are low for Ozaukee, even meeting the State imposed levy limits may result in reductions in services. Motion made by Supervisor Geracie to direct staff to prepare a budget with a levy increase of three percent and outline items to get to the percentage increase attributable to new construction, seconded by Supervisor Nelson. Motion carried (5-2), Chairperson Brooks and Supervisor Cronce voting nay.
- c. Committee Mailings-Opt Out Policy: Chairperson Brooks presented the item. Supervisor Dean has requested that the Clerk email all Committee materials. Supervisor Nelson stated that saving paper supplies for the County through an electronic mailing policy would shift the cost to Supervisors, the Committee should consider who should pay. Chairperson Brooks stated that it would be difficult to handle agenda items that are only available in hardcopy. The Committee did not take action.

5. Discussion/Informational Items

- a. WCA Appointments-Terms Effective until December 31, 2008: Chairperson Brooks presented the WCA Appointments to the Committee.
  - 1) County Mutual Investment Advisory Committee: Dan Becker
  - 2) Group Health Trust Claims Review & County Mutual Claims Committee: Sandy Wirth
  - 3) Group Health Trust Board: Ted Egelhoff
  - 4) County Mutual Board of Directors, Term until May 2010: Rob Brooks
- b. Role of the Executive Committee – Chairperson Brooks presented the item, the role of the Executive Committee as defined in the Policy and Procedure Manual. The Committee severs a role as a conference committee, mediator, reviewing Committee reports, and Committee appointments.
- c. Emergency Management, Radio Services, 911 Update from Public Safety: Supervisor Nelson provided the Committee with an update on the current Ozaukee/Waukesha Emergency Management intergovernmental service contract. The Ozaukee/Waukesha County contract was voided by the State of Wisconsin Emergency Management department after 16 months, the termination was not done for operational reasons or a lack thereof. The State has determined that each County is required to provide a full-time Emergency Management director. The Public Safety Committee terminated contract with Waukesha in April, the contact will remain in place until January 2009.

The Public safety Committee has considered a new organizational structure but has been unable to reach consensus.

- d. Agenda Development-Committee Protocol: Chairperson Brooks presented the new agenda development protocols. Department Heads will be required to submit agenda items and support documents in advance of the meeting, in order for items to be considered and placed on the agenda. Written Committee reports should be included to increase efficiencies.
  - e. Discussion Regarding Parks Department Oversight- the Committee discussed removing Parks oversight from the Public Works Committee and to the Environment & Land Use Committee. At this time, staff will continue to work with the Planning and Parks Director to balance the workload on the Public Works agenda. Supervisor Uselding stated that Parks oversight should remain with the Public Works committee to ensure coordination with Highway and to assist with the bidding process.
  - f. Upcoming Full Board Discussion Topics
    - EM Reorganization, E911, Radio System – Fall
    - Lasata Assisted Living – 7/16
    - Strategic Planning – TBD
    - Fairgrounds – 7/16
    - Ice Center - TBD
    - County Board Room Restoration & Schedule - TBD
    - 2009 Budget Update – September
    - 2008 Road Trip - September
6. County Administrator's Report: County Administrator Meaux reported to the Committee on:
- a. The Lasata Labor Agreement – the Union has accepted the County's offer on 2.9% cost of living increases for 2007 and 2008 and a few ancillary language changes.
  - b. Human Resources Director – The County Administrator is recommending that the Assistant County Administrator receive the Human Resources Director title following the loss of staff and the January reorganization.
    - a. Bell Tower – the transfer of funds required to reroof the bell tower will be presented at a future Administrative Committee and County Board meeting.
    - b. Centralized Finance – the County's external auditor has recommended that the County consider centralizing the finance services to increase staff cross-training and oversight. The Highway department fiscal staff and the Finance Department have begun the reorganization.
    - c. GFOA Budget Award – the County's 2008 Budget document has received the Government Finance Officers of America's Distinguished Budget Award.
7. Adjournment – Motion made by Supervisor Nelson to adjourn, seconded by Supervisor Geracie. Meeting adjourned at 8:48 AM