

1 ADMINISTRATIVE SERVICES COMMITTEE

2  
3 Courthouse  
4 West Bend, WI

February 4, 2005  
9:00 a.m.

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6 Present: Paul J. Beistle, Brian W. Bausch, Donald N. Kempf, and Delores E. Kruepke.

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8 Excused: David N. Radermacher.

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10 Also Present: Administrative Coordinator Doug Johnson, County Clerk Brenda Jaszewski, Human Resource Director  
11 Gary Moschea, County Attorney Kimberly Nass, Supervisor Maurice Strupp, and Planning & Parks Administrator  
12 Paul Mueller.

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

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16 **MINUTES**

17 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the minutes of January 4, 2005, as presented. Motion  
18 carried.

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20 **FACILITY MAINTENANCE REPORT**

21 Appearance: Facility Manager David Loomans

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23 Mr. Loomans gave a PowerPoint presentation explaining the background of the Johnson Controls staff for Washington  
24 County, and summarizing the services provided by Johnson Controls. The Committee recommends the County Board  
25 view this presentation in the future. Moved by Mr. Kempf, seconded by Mr. Bausch to accept the Facility  
26 Management report as presented by Mr. Loomans. Motion carried.

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28 **CONTINUATION OF COURTHOUSE REMODELING ACCOUNT AND RECOMMENDED PROJECTS**

29 Mr. Johnson stated that in the 2003 Capital Improvement Plan, \$200,000 was to be used for a variety of remodeling  
30 projects in the Courthouse. Currently, there is \$46,000 remaining in that account and Mr. Johnson is recommending  
31 using these funds for projects in 2005 that will be required due to the courthouse addition/remodeling project. There  
32 are two immediate projects Mr. Johnson is requesting these funds be used for. Room 1014 is in the process of being  
33 remodeled to accommodate the I.S. Technicians because they will be using this room until the final courthouse  
34 addition/remodeling project is complete. The total cost for materials is \$560 and Johnson Controls staff is doing the  
35 work. Mr. Johnson stated the second project is to install a card reader at the West door to the Courthouse at a cost of  
36 approximately \$200. Currently, employees use the North doors as an after-hours entrance, and once the courthouse  
37 addition/remodeling project begins, this door will be unavailable to employees.

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39 Moved by Mr. Kempf, seconded by Mr. Bausch to authorize the continuing use of the Courthouse Remodeling account  
40 from the 2003 Capital Improvement Plan and authorize the use of \$560 for remodeling room 1014 and \$200 for the  
41 installation of a card reader at the West entrance of the Courthouse. Motion carried.

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43 **ENGINEERING PROPOSAL FOR EAST PARK LOT**

44 Appearance: Robert Peschel and Adam Hammen – The Sigma Group

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46 Mr. Peschel distributed a proposed scope of work and cost estimate to provide planning, design, and project  
47 administration for the redevelopment of the Old Highway Shop site as a surface parking lot. There are two elements to  
48 the project, the Survey services, and the Site/Civil Engineering services. The cost for the Survey services includes  
49 \$800 for the design survey, and \$2,000 for the optional record survey. For the Site/Civil Engineering services, costs  
50 include; \$7,000 for design development, \$9,300 for design completion, \$1,800 for bidding assistance, and \$6,700 for  
51 services during construction. The base cost is \$25,600, and the total cost including the optional record survey is  
52 \$27,600. Mr. Peschel indicated the specifications for bids would include potential removal of contaminated soils. Mr.  
53 Mueller offered the services of County Surveyor Scott Schmidt for the record survey. Mr. Mueller also requested that  
54 consideration be given for snow removal when designing the parking lot.

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56 Moved by Mr. Bausch, seconded by Ms. Kruepke to accept the proposal from The Sigma Group for the planning,  
57 design, and project administration for the East parking lot in the amount of \$25,600 and authorize Mr. Johnson and  
58 County Attorney Nass finalize a contract with The Sigma Group and proceed with the project. Motion carried.

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61 **WADDEL & REED FINANCIAL PLANNING SERVICE**

62 Appearance: Robert Simon and Richard Kummeron - Waddel & Reed Financial Services

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64 Mr. Kummeron gave a presentation and explained the services that Waddel & Reed Financial Services could provide  
65 to Washington County employees. The Waddel & Reef Financial Services program offers counties the opportunity to  
66 sponsor a supplemental investment and retirement planning program, with financial planning as its cornerstone. It is  
67 developed for employees and their families to identify financial issues, concerns, and goals. Mr. Kummeron stated  
68 there is a free initial consultation with employees and their family. After the initial consultation, the fee structure for  
69 employees wishing to participate would be based upon the software that Waddell & Reed uses. There would be no  
70 cost to Washington County for the services provided to employees. Mr. Moschea will review all the information  
71 presented and make a recommendation to this committee at a future meeting.

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**AMERICAN INDUSTRIAL MEDICAL – EMPLOYEE HEARING TESTS**

Appearance: Craig Mellock – American Industrial Medical

Mr. Mellock presented a proposal for consulting and onsite health screening services for the Hearing Conservation Program and explained the services that American Industrial Medical (AIM) could provide. Using mobile units to conduct on-site hearing tests in accordance with OSHA standards, AIM would submit a written report that was reviewed by a Board Certified Occupational Medicine Physician for each individual tested. The test takes approximately ten minutes for each employee and preliminary results are reviewed personally with the employee. In addition to the individual employee reports, a series of Management Reports are also included. The fee is \$10 per person, with a minimum of \$200 per scheduled testing hour. In addition, there is a \$150 daily onsite fee and if Washington County could not provide two 110V circuits, an additional Generator Fee of \$10 per hour would be applied. Mr. Moschea will review all the information presented and make a recommendation to this committee at a future meeting.

**PROPOSED ORDINANCE – VEHICLE USE POLICY**

Mr. Johnson distributed a draft policy for the County Code to address the issue of employees who drive county vehicles to and from work. This policy would require the employee to record each commuting trip and submit this information to the payroll office on a monthly basis. Washington County will report the value of those miles as ordinary income for federal income taxes, state income taxes, and social security taxes, with a minimum of \$1.50 per commuting trip. The policy also establishes that the following employees be permitted to drive a county vehicle to and from work from a Washington County residence; Highway Commissioner, Highway Department Patrol Superintendents, Highway Department Foremen (when acting as Patrol Superintendent), Planning and Parks Administrator, Assistant Administrator for Golf and Parks, Park Supervisors (when living in a County Park), and Emergency Management Coordinator. This policy does not apply to employees who are not subject to taxation due to law enforcement use. The following employees are permitted to drive a county vehicle to and from work without a personal use valuation; Sheriff, Deputy Sheriff Captain, Corrections Administrator, Deputy Sheriff Detective Lieutenants, Investigators, Deputy Sheriff Drug Unit. Mr. Johnson indicated this policy would be retroactive to January 1, 2005. The Committee discussed the proposed policy and suggested including a determination of “place of work” for the Assistant Administrator for Golf and Parks, and suggested including the requirement of seat belt use.

Moved by Mr. Kempf to defer this matter to the next Administrative Services Committee meeting. Chairperson Beistle called for a second to the motion. There being no second, Chairperson Beistle ruled the motion out of order.

Moved by Ms. Kruepke, seconded by Chairperson Beistle to authorize Mr. Johnson and County Attorney Nass finalize the draft policy on vehicle use and mileage and forward to the County Board for consideration at the February 15, 2005 meeting. Motion carried with Mr. Kempf voting no.

**SHERIFF’S DEPARTMENT COMMAND STAFF 2005 AGREEMENT**

Mr. Moschea presented a Memo of Understand signed by the Sheriff’s Department Protective Services Command Staff. It is effective January 1, 2005 through December 31, 2005, provides these employees with a 3% salary increase and continue as part of the County Non Union Salary Plan. The Memo of Understanding also provides these employees continued coverage by the Washington County Non Union employee’s benefit plan effective January 1, 2005.

Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the Memorandum of Understanding between Washington County and the Sheriff’s Department Protective Services Command Staff as presented, and forward to the County Board. Motion carried.

**ORDINANCE AMENDMENT – PLANNING & PARKS DEPARTMENT STAFFING**

Moved by Mr. Kempf, seconded by Mr. Bausch to amend the staffing plan ordinance to add three-¾ time Golf Course Maintenance Workers in the H-2 pay grade due to these positions being removed from the Union contract, and forward to the County Board. Motion carried.

**ORDINANCE AMENDMENT – COUNTY CLERK DEPARTMENT STAFFING**

Moved by Mr. Kempf, seconded by Mr. Bausch to amend the staffing plan ordinance for the County Clerk’s office to add one full-time Accounting Assistant H-6, change Chief Deputy County Clerk/Accounting Technician E-1 to Chief Deputy County Clerk/Office Supervisor E-1, remove one full-time County Clerk Assistant H-4, and forward to the County Board. Motion carried.

**DISCUSSION ON HEALTH INSURANCE PAYMENT QUESTION**

Mr. Moschea stated that an employee at the Samaritan was a full-time CNA that went on family medical leave. Prior to returning, this individual’s position changed from full-time CNA to casual CNA and due to an oversight, was not informed they must be full-time status in order to be eligible for health insurance. Mr. Moschea is requesting the Committee waive the requirement for this individual of returning to full-time status in order to receive health insurance for January 2005.

Moved by Mr. Bausch, seconded by Ms. Kruepke to waive the requirement of returning to full-time status for the Samaritan CNA who changed from full-time to casual, in order to retain health insurance for January 2005. Motion carried.

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**DISCUSSION ON RESOLUTION REGARDING BINDING ARBITRATION**

Moved by Mr. Bausch, seconded by Mr. Kempf to approve a resolution that recommends the Wisconsin State Legislature take action to amend state statutes to abolish the mandate that Wisconsin Counties be subjected to binding arbitration when dealing with employees over salary and fringe benefits, and forward this resolution to the County Board. Motion carried.

**HUMAN RESOURCE DIRECTOR'S UPDATE**

**Commendation**

Moved by Ms. Kruepke, seconded by Mr. Bausch to approve the Commendation ordinance for Regina Arndt, who has retired from her position as a Certified Nursing Assistant, and forward to the County Board. Motion carried.

**Health Insurance Update**

Mr. Moschea stated that the preliminary amount at the end of 2004 in the health insurance account is \$50,008.02 in the red, but that not all 2004 claims have been processed.

**Negotiations with the Teamsters Union**

Mr. Moschea has been officially notified that the Teamsters Union, who represents Highway employees, is requesting to open negotiations to the July 2005 contract. Mr. Moschea will provide additional information at a future meeting.

**SCHEDULE FOR FUTURE MEETING DATES**

The next meetings for the Administrative Services Committee will be Thursday, February 24, 2005, Tuesday, March 8, 2005, and Thursday, April 12, 2005, at 9:00 a.m.

**COUNTY CLERK'S REPORT**

**Passport Applications**

Ms. Jaszewski reported that for the month of January, the Clerk's office processed 161 passport applications.

**Discontinuance of Issuance of DNR Licenses**

Ms. Jaszewski stated that with the additional duties of processing passport applications, the County Clerk's office would no longer be selling DNR hunting and fishing licenses. The 2004 revenue from DNR licenses was \$356.80 and an estimate of staff time to process these licenses is approximately \$800 to \$900. A listing of Washington County DNR license sales outlets is provided to anyone calling or coming into the Clerk's office.

**Office Remodeling**

The remodeling of the Clerk's office will begin March 3, 2005, and is anticipated to take approximately one month. Once complete, the general public will be separated from the staff by a counter, and they will no longer need to come into the vault or staff areas.

**PLANS TO CHANGE WATER METERS AT FAIR PARK**

Appearance: County Engineer/Surveyor Scott Schmidt

Attorney Nass distributed water and sewer metering cost options for swapping the meters at Fair Park. Reducing the current 10" meter to a 4" meter could potentially save the county \$6,484 to \$8,283 per year on water charges, and \$1,966 per year in sewer charges. Once the engineering work is completed, it would be forwarded to the Village of Jackson for their approval and actual construction. Attorney Nass recommends entering into an agreement with Graef, Anhalt, Schloemer & Associates to provide the professional services for the design and construction of this project at a cost not to exceed \$9,855. Mr. Johnson is requesting to use funds from the 2005 Fair Park water and sewer operating budget to pay for these engineering services.

Moved by Mr. Kempf, seconded by Ms. Kruepke to authorize Graef, Anhalt, Schloemer & Associates provide professional services for modifications to the Fair Park water & sewer meters at a cost not to exceed \$9,855 using 2005 Fair Park water and sewer operating funds. Motion carried.

**FAIR PARK STORAGE BUILDING CAPITAL PROJECT**

Mr. Johnson distributed a draft resolution that would authorize the construction of a 50' x 90' storage building at Fair Park.. Mr. Johnson is requesting this Committee authorize the use of Facility Projects Capital Improvement funds for this project, which will benefit Facility Management operations at Fair Park. If needed, \$1,100 from the 2004 unused lighting project, and funds from the 2005 fencing allocation would be used.

Moved by Ms. Kruepke, seconded by Mr. Bausch to approve the use of Facility Projects Capital Improvement funds to be used by the Agriculture & Industrial Society for the construction of a 50' x 90' metal storage building at Fair Park. Motion carried.

**ADJOURNMENT**

Moved by Mr. Kempf, seconded by Mr. Bausch to adjourn at 12:52 p.m. Motion carried.