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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government
West Bend, WI

February 24, 2011
9:00 a.m.

Present: James Core, Raymond Heidtke, Roy Justman, Michael Miller, and Peter Sorce.

Also Present: Administrative Coordinator Doug Johnson, Assistant Finance Director Rich Abbott, Facilities Manager Dave Loomans, Human Resources Analyst Sandy Weiland, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Director Peter German, Human Services Director Jim Strachota, Purchasing Agent Bill Kurer, Sheriff Dale Schmidt, Supervisor Michael Bassill, Supervisor Dennis Myers, and County Clerk Administrative Assistant Linda Doro.

Chairperson Justman called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

ACCEPT & AWARD ROOFING PROJECTS BIDS

Appearance: Bruce Flater, Specialty Engineering Group (SEG)

Mr. Flater reported Washington County received and opened bids for the 2011 Roof Replacement projects on February 10, 2011. Six responsible bidders provided bids on the Base bid and Alternate bid solicited by the County. The lowest responsible bidder was Pioneer Roofing for the Base bid in the amount of \$237,178. SEG recommends awarding the Base bid only to Pioneer Roofing and does not recommend awarding the Alternate. Moved by Mr. Miller, seconded by Mr. Heidtke to award the 2011 Roof Replacement projects contract to Pioneer Roofing in the amount of \$237,178. Motion carried.

CLOSED SESSION

Moved by Mr. Core, seconded by Mr. Heidtke to convene into closed session at 9:08 a.m. pursuant to Wis. Stats. §19.85(1)(f), considering, medical, social or personal histories of specific employees, which if discussed in public would have a substantial adverse effect on the reputation of the person referred to in the such data, specifically "to discuss Human Services Department Grievance #28740 regarding sick leave." Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Sorce, seconded by Mr. Heidtke to return to open session at 10:04 a.m. Motion carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION

Moved by Mr. Core, seconded by Mr. Sorce to recommend action as discussed in closed session pending verification of the hours worked in relation to the employee's grievance. Motion carried.

MINUTES

Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the February 24, 2011, minutes as presented. Motion carried.

HUMAN SERVICES DEPARTMENT REMODELING PROJECT UPDATE

Appearance: Human Services Director Jim Strachota

Mr. Strachota requested approval to solicit the contractor to do an additional project in the Human Services Department. The additional project involves removing existing walls in the Acute Care Services (ACS) unit to provide a larger space for the ACS staff. Mr. Johnson reported he does not have the estimated costs for this project, but since the bids for the original project came in under the budget, funding would be available to do this additional project. Mr. Loomans presented the bid results and original project timeline. Cardinal Construction provided the low bid of \$64,350. Venture Architects qualified the bid and checked references. The target start date is March 14, 2011, and the target

1 completion is May 6, 2011.

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3 Moved by Mr. Miller, seconded by Mr. Core to approve the ACS unit additional project in the Human
4 Services Department. Motion carried.

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6 Mr. Johnson will put together a workable plan for the ACS unit project and report back to Administrative
7 Services Committee.

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9 The meeting recessed at 10:06 a.m. and reconvened at 10:14 a.m.

10 11 **REPORT ON PROPOSED STATE CHANGES TO RETIREMENT CONTRIBUTIONS**

12 Mr. German discussed the impact to Washington County employees if the proposed state budget repair
13 bill is passed. The bill will require employees that participate in WRS to contribute one half of the
14 actuarially determined rate. Currently the rate for general employees is 11.6%, so these employees would
15 pay 5.8% into WRS, and elected department heads would pay 6.65%. The bill also limits collective
16 bargaining for most public employees to base wages. The bill will impact seven of the eight Washington
17 County unions. The changes would go into effect upon expiration of the existing contracts. Local police,
18 fire, employees classified as protective and state patrol troopers, and inspectors are exempt from the
19 collective bargaining changes. Moved by Mr. Miller, seconded Mr. Sorce to approve a resolution to be
20 sent to Governor Scott Walker stating all unions should be treated the same in the proposed state budget
21 repair bill, and forward to the County Board. Motion carried.

22 23 **REPORT ON 2010 HUMAN RESOURCES LABOR EXPENSES**

24 Mr. German presented a Labor Negotiations Account breakdown for 2010 and stated Washington County
25 spent \$106,637.61 for labor negotiations and grievances.

26 27 **HUMAN RESOURCES DIRECTOR'S UPDATE**

28 Commendations

29 Moved by Mr. Heidtke, seconded by Mr. Core to approve the commendation resolution for Karen J.
30 Rupnow, who has 15 years of service and is retiring from her position of County Clerk Assistant in the
31 County Clerk's Office, and forward to the County Board. Motion carried.

32
33 Moved by Mr. Sorce, seconded by Mr. Miller to approve the commendation resolution for Barbara A.
34 Villwock, who has 22 years of service and is retiring from her position of Assistant to the Highway
35 Commissioner in the Highway Department, and forward to the County Board. Motion carried.

36 37 Employee Relations Activities

38 Mr. German reported all mediations are on hold until there is a settlement with the state budget repair bill.

39 40 **NEXT MEETING DATE**

41 The Administrative Services Committee will tentatively meet on Tuesday, April 5, 2011, at 9:00 a.m. and
42 Thursday, April 28, 2011, at 9:00 a.m.

43 44 **HEALTH DEPARTMENT WIC REMODELING UPDATE**

45 Mr. Loomans reported the WIC project is finished. The contractor has been addressing punch lists items
46 in the past few weeks. Mr. Loomans is waiting for the final paperwork and payment request. Facilities
47 will be working with the Health Department to address signage from the lobby into their department.

48 49 **EECBG LIGHTING REPLACEMENT PROJECTS UPDATE**

50 Mr. Loomans reported nine bids were received. Steiner Electric submitted the low bid and was awarded
51 the contract. The target start date is March 14, 2011, and target completion date is April 31, 2011. There
52 will be approximately \$70,000 available due to the project coming in under budget. Mr. Loomans is
53 looking at supplemental projects such as the outside parking lot lighting at the Public Agency Center to
54 make use of the available grant funding.

1 **CENTRAL FUEL TANK MONITORING EQUIPMENT REPLACEMENT**

2 Moved by Mr. Heidtke, seconded by Mr. Miller to approve the purchase of a tank monitor for the Central
3 Fuel system, at a cost not to exceed \$20,000. Motion carried.

4
5 **PROPOSAL FOR SOUND SYSTEM IN ROOM 2024 OF THE COURTHOUSE -**
6 **GOVERNMENT CENTER**

7 Mr. Johnson reported the largest problem with sound in Room 2024 is air movement. Advanced
8 Communication Services, Inc. (ACS) looked at Room 2024 and stated a room its size does not need a
9 sound system. Mr. Johnson reviewed the proposal from ACS and stated the company will not do a test
10 run and will not issue a full refund if we purchase the system and are not satisfied. Mr. Johnson would
11 like to negotiate a return policy for the equipment if returned within 30 days. The Committee directed
12 Mr. Johnson to negotiate a test run on the equipment.

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14 **FUTURE AGENDA ITEM**

- 15 • Seniority Wording for Non-representatives

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17 **ADJOURNMENT**

18 Moved by Mr. Heidtke, seconded by Mr. Core to adjourn the meeting at 11:00 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk