

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

March 30, 2006  
9:00 a.m.

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6 Present: David N. Radermacher, Brian W. Bausch, Charlene S. Brady, Donald N. Kempf, and Delores E.  
7 Kruepke.

8  
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson, County  
10 Board Chair Kenneth Miller (arrived at 10:12 a.m.), and County Clerk Brenda Jaszewski.

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

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14 **MINUTES**

15 Moved by Ms. Brady, seconded by Mr. Bausch to approve the minutes of February 28, 2006. Motion  
16 carried.

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18 **ELECTED OFFICIALS SALARIES FOR TERMS BEGINNING JANUARY 2007**

19 Appearance: Treasurer Janice Gettelman, Clerk of Courts Kristine Deiss, and Register of Deeds Sharon  
20 Martin.

21 Mr. Johnson stated that the salaries for the next term for the elected positions of County Clerk, County  
22 Treasurer, Register of Deeds, Clerk of Courts, and Sheriff must be established prior to June 1, 2006. Mr.  
23 Moschea distributed a proposal to increase the salaries for these positions by 3% the first year of the new  
24 term, and 2.5% in each of the following years. Some of the options being proposed by other counties were  
25 presented. A recommendation will be made at the next meeting to set the salaries of the five elected  
26 positions for their next term and will be presented to the County Board for consideration on May 9, 2006.

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28 **RESOLUTION RE-AUTHORIZING SELF-INSURANCE FOR WORKER'S COMPENSATION**  
29 **LIABILITIES**

30 Appearance: Employee Benefits Manager Michelle Hoey

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32 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the resolution re-authorizing the continuation of  
33 the self-insured worker's compensation program currently in effect. Motion carried.

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35 **PUBLIC COMPLAINT POLICY**

36 Mr. Moschea distributed a proposed procedure to handle public grievances regarding complaints about  
37 treatment or services provided by County employees or officials.

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39 Moved by Ms. Brady, seconded by Mr. Bausch to approve the public complaint policy as presented. Motion  
40 carried.

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42 **IDENTIFICATION BADGES IN COURTHOUSE JUSTICE CENTER**

43 Mr. Moschea stated that consideration is being given to providing all Courthouse and Public Agency Center  
44 employees a picture identification badge once the new Justice Center section of the Courthouse opens. The  
45 cost would be between \$5 and \$10 each.

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47 **HEALTH INSURANCE PROPOSAL FROM STATE AFL-CIO**

48 Mr. Moschea informed the Committee of the proposed Wisconsin Health Care Plan. This plan requires all  
49 employers in Wisconsin to utilize one health care plan, managed by a single firm. Until further information  
50 regarding this is received, Mr. Moschea does not have a recommendation as to support or opposition.

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52 **HUMAN RESOURCE DIRECTOR'S UPDATE**

53 **Commendation Resolutions**

54 Moved by Mr. Bausch, seconded by Mr. Kempf to approve the commendation resolution for Kathleen  
55 Zirbes, who has 13 years of service and is retiring from her position as a Cook in the Sheriff's Department  
56 Jail, and forward to the County Board. Motion carried.

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58 **Employee Relations Activities**

59 Detectives Mark Sette and Douglas Kocher have filed an appeal of the decision by this Committee regarding  
60 their grievance. This matter will be going to binding arbitration.

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62 Mr. Moschea has received a formal request from AFSCME District Council 40 for information on non-  
63 represented County employees. Only non-confidential information will be provided.

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65 Moved by Ms. Kruepke, seconded by Ms. Brady to accept the Human Resource Director's update. Motion  
66 carried.

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**NEXT MEETING DATE**

The next meeting is scheduled for Tuesday, May 2, 2006, at 1:30 p.m.

Mr. Moschea left at 10:10 a.m.

**REPORT ON CENTRAL REPRODUCTIONS FINAL 2005 REVENUES & EXPENSES**

Ms. Jaszewski stated that the final figures for Central Reproductions show a net profit of \$18,943 for 2005.

Moved by Mr. Bausch, seconded by Mr. Kempf to accept the report on the final 2005 Central Reproductions revenues and expenses. Motion carried.

County Board Chair Kenneth Miller arrived at 10:12 a.m.

**RESOLUTION AUTHORIZING ADVANCE FROM THE GENERAL FUND AND ENTERING INTO AN INTER-GOVERNMENTAL AGREEMENT FOR PURCHASE OF ADA-COMPLIANT VOTING EQUIPMENT**

Ms. Jaszewski distributed a proposed resolution authorizing an advance from the General Fund in an amount not to exceed \$198,000 for the purchase of the ADA-compliant voting equipment, which is required to be in place in every polling location for the September 12, 2006, primary election. This resolution also authorizes the County Clerk to enter into a Memorandum of Understanding with municipalities interested in obtaining their ADA-compliant voting equipment through Washington County. As of Friday, March 24, 2006, all 20 municipalities have stated they are interested in having the County coordinate the purchase of this equipment.

Moved by Ms. Kruepke, seconded by Ms. Brady to approve the resolution authorizing an advance from the General Fund in an amount not to exceed \$198,000 for the purchase of ADA-compliant voting equipment, and authorizing the County Clerk to enter into a Memorandum of Understanding with municipalities for this purchase, with final review by the County Attorney, and forward to the Finance Committee. Motion carried.

**STATUS REPORT ON ACTIVE AIR AGREEMENT**

Appearance: Historical Society Executive Director Chip Beckford.

Mr. Johnson stated an agreement has been sent to Active Air to move forward on this project; however, the Committee requested a final review of the agreement and will take action on the contract at the May 2, 2006, meeting.

**UPDATE ON WPS ENERGY SERVICES VS. WE ENERGIES**

Appearance: Purchasing Agent Bill Kurer.

Mr. Kurer explained the program that was instituted six years ago to purchase natural gas used at the Samaritan and Courthouse from WPS Energy Services, rather than WE Energies. A cost savings analysis was distributed and reviewed. Until last year, Washington County was realizing savings by purchasing through WPS, due to their buying strategy based on the Futures Market. WE Energies purchases natural gas on the third-last business day of each month, for pricing in the following month.

Our contract with WPS includes a 12-month termination clause, however, Mr. Kurer has been informed that WPS will allow an 8-month termination notice. The application date to re-enroll with WE Energies is March 1 of each year, and since this deadline was missed, the only option to re-enroll with WE Energies would be to apply for their SWAP program. For this program, WE Energies would need to find a comparable customer looking to opt out of purchasing their natural gas from WE Energies in order for us to be considered.

Moved by Mr. Bausch, seconded by Mr. Kempf to continue to purchase the natural gas used at the Samaritan and Courthouse from WPS Energy Services, with quarterly reviews by this Committee beginning in July, 2006 in order to regularly study their performance between now and January, 2007 to determine the course of action for the next season, with a decision by this Committee prior to March 1, 2007. Motion carried.

**ADJOURNMENT**

Moved by Ms. Kruepke, seconded by Mr. Bausch to adjourn at 11:07 a.m. Motion carried.