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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Public Agency Center Room 3005  
West Bend, WI

May 12, 2011  
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Facilities Manager Dave Loomans, Assistant Facilities Manager Debbie Martz, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Purchasing Buyer Roy Hartmann, and Administrative Assistant Linda Doro.

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

**CLOSED SESSION**

*Appearance: Attorney Nancy Pirkey*

Moved by Mr. Sorce, seconded by Mr. Heidtke to convene into closed session at 9:01 a.m. pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically, "to discuss Corrections and Communications Officers contract and to formulate bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll call vote.

**OPEN SESSION**

Moved by Mr. Miller, seconded by Mr. Heidtke to return to open session at 9:45 a.m. Motion carried unanimously by roll call vote.

**POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION**

No action.

**MINUTES**

Moved by Mr. Sorce, seconded by Mr. Miller to approve the April 28, 2011, minutes as presented. Motion carried.

**HUMAN RESOURCES DIRECTOR'S UPDATE**

Commendations

Moved by Mr. Heidtke, seconded by Mr. Core to approve the commendation resolutions for Jacqueline Henderleiter, who has 27 years of service and is retiring from her position of WIC-Program Assistant in the Health Department, Nancy E. Nass, who has 30 years of service and is retiring from her position of Licensed Practical Nurse in the Samaritan Health Center, and Douglas G. Kocher, who has 25 years of service and is retiring from his position of Deputy Sheriff in the Sheriff's Department, and forward to the County Board. Motion carried.

Employee Relations Activities

Mr. German reported mediation is scheduled between Washington County and the Corrections and Communications Officers Association on Monday, May 16, 2011 at 1:00 p.m.

**NEXT MEETING DATE**

The Administrative Services Committee will tentatively meet on Thursday, May 26, 2011, at 9:00 a.m.

**UPDATE ON 2011 BUDGET FOR ELECTION EXPENSE ACCOUNTS**

Ms. Jaszewski reported she had previously received authorization from the Committee to overspend the Elections advertising and legal, and election supplies accounts, and as of Monday, May 9, 2011, she has

1 not overspent in these accounts. Ms. Jaszewski reporting she is anticipating a special election for July 12,  
2 2011, if the State certifies the signatures on the petitions for the Alberta Darling recall.

### 3 4 **REPORT ON RECOUNT OF THE JUSTICE OF THE SUPREME COURT RACE**

5 Ms. Jaszewski reported the recount went well and took six days to complete. The end result of the  
6 recount showed Prosser picking up 20 votes and Kloppenburg picking up seven votes. The cost to  
7 Washington County for the recount is approximately \$5,100.

### 8 9 **REVIEW FACILITIES CAPITAL PLANS FOR 2012-2017**

10 Mr. Loomans presented the 2012-2017 Facilities Capital Improvement plan stating that the total yearly  
11 allocation of \$400,000 will remain the same. Mr. Johnson stated it is Executive Committee policy to not  
12 include large equipment in the Capital Improvement Plan Program. The Boom Lift, at a cost of \$55,000,  
13 was removed from year 2013, and replaced with lighting retrofit projects. Moved by Mr. Sorce,  
14 seconded by Mr. Miller to approve the Facilities Capital Improvement Plan for 2012-2017 as amended,  
15 and forward to the Executive Committee. Motion carried.

### 16 17 **UPDATE ON EECB GRANT LIGHTING PROJECTS**

18 Mr. Loomans reported Steiner Electric has been out at the Public Agency Center (PAC) doing what they  
19 can until the retro kits come in. Steiner Electric will be back at the PAC when the retro fit kits come in at  
20 the end of the month. Steiner Electric started work on the main exhibit area at Fair Park on Monday and  
21 plan to finish the work today. Mr. Johnson discussed submitting an amendment to the grant application to  
22 use remaining EECB grant funds, of approximately \$23,000 from the boiler project, to reimburse the City  
23 and County the costs of Harwood Engineering services for the UWWC boiler project. Moved by Mr.  
24 Miller, seconded by Mr. Core to approve an amendment to the grant application to use remaining EECB  
25 grand funds of approximately \$23,000 to reimburse the City and County the costs of Harwood  
26 Engineering services for the boiler project at UWWC. Motion carried.

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28 The meeting recessed at 10:35 a.m. and reconvened at 10:40 p.m.

### 29 30 **CENTRAL FUEL TANK MONITORING EQUIPMENT REPLACEMENT AND ADDITIONAL** 31 **WORK**

32 Ms. Martz reported two conduits running to the central fuel tanks need to be replaced and she received an  
33 estimate of \$8,086 to replace these conduits. It was suggested to add three spare conduits. Moved by Mr.  
34 Heidtke, seconded by Mr. Core to approve the replacement of two conduits and add three spare conduits,  
35 at a cost not to exceed \$10,000. Motion carried.

### 36 37 **WALKING TOUR OF HUMAN SERVICES DEPARTMENT REMODELING AND ICE** 38 **STORAGE UTILITY ROOM**

39 The Committee took a walking tour of two locations in the Public Agency Center at 11:06 a.m. At the  
40 second floor offices of the Human Services Department, Behavioral Health Coordinator Kay Thuecks  
41 showed the Committee the remodeled areas for improved security and work with patient medications, and  
42 the new medical records rooms. Down in the utility rooms on the first floor, Mr. Loomans showed the  
43 Committee the ice storage tanks used in the air conditioning system.

44  
45 The Committee resumed business in Room 3005 at 11:48 a.m.

### 46 47 **PLANS FOR ICE STORAGE TANK REPAIRS**

48 Mr. Loomans presented information regarding the repairs needed inside all the ice storage tanks and how  
49 this can be funded from savings accomplished on other completed projects in the Facilities capital plan.  
50 Moved by Mr. Miller, seconded by Mr. Sorce to approve the use of available excess capital improvement  
51 funds to repair the ice storage units. Motion carried.  
52

1 **FUTURE AGENDA ITEMS**

- 2       • Report on the reimbursement to the County for the cost of deputies assisting the State during the  
3       demonstrations earlier this year.  
4       • How to handle new position requests and reclassifications in the 2012 budget process.  
5       • Possible excavating of the hill north of the jail, so that the fill can be used on current highway  
6       projects.  
7       • Concealed Carry legislation and county buildings.  
8       • Policy for automatically removing unfilled and unfunded positions from the staffing plan.  
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10 **ADJOURNMENT**

11 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 11:55 a.m. Motion carried.  
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Brenda J. Jaszewski, County Clerk