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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Government Center Room 2024  
West Bend, WI

May 26, 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, Assistant Facilities Manager Deb Martz, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, and Chief Deputy Clerk Mary G. Lemke.

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

**CLOSED SESSION**

Moved by Mr. Sorce, seconded by Mr. Miller 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, Deputy Sheriff's Association, Parks and Highway Contracts, and to formulate bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll call vote.

**OPEN SESSION**

Moved by Mr. Sorce, seconded by Mr. Heidtke to return to open session at 9:50 a.m. Motion carried unanimously by roll call vote.

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

No action needed on discussion in closed session.

**MINUTES**

Moved by Mr. Miller, seconded by Mr. Sorce to approve the May 12, 2011, minutes as presented. Motion carried.

**CONTINUE CONSIDERATION OF STEP LEVEL FOR CORRECTIONS SERGEANT AT THE SHERIFF'S DEPARTMENT**

No discussion.

**DISCUSS HOW TO HANDLE ANY NEW POSITION OR RECLASSIFICATION REQUESTS IN THE 2012 BUDGET PROCESS**

**New Position Requests**

Mr. Johnson suggested that we allow new position requests be submitted for 2012 and have an advisory presentation to this Committee in September, prior to the Finance Committee addressing new position requests in the budget. A report on the new position requests would be presented and at that time, this Committee could request department heads explain their reasoning for the new position requests. The Committee agreed with this suggestion and Mr. Johnson will incorporate this in the 2012 budget procedures.

**Reclassification Requests**

1 Mr. Johnson gave an overview of the 2011 requests for reclassifications and recommended the  
2 County put a hold on reclassifications and not accept any requests for 2012. The committee  
3 concurs with this recommendation.  
4

### 5 **Salary Plan**

6 Mr. German stated that there is a lot of time and effort into a pay plan to keep things fair and  
7 consistent, but pay plans should be revised after ten years and it has been 11 years since we have  
8 looked at our pay plan. Certain areas in particular need to be looked at in order to retain  
9 qualified employees. Due to the anticipated legislative changes regarding union contracts, we  
10 may need to identify union positions within our pay plan. Mr. Johnson and Mr. German  
11 recommend the County consider a new salary study this year with implementation beginning  
12 January 1, 2012. If the State passes legislation requiring employees pay their share of  
13 contributions to the Wisconsin Retirement System, Washington County will see significant  
14 savings this year and these savings could be used to pay for a salary study plan. It was noted that  
15 this study would look at the current status of County positions and some may be recommended to  
16 increase within the pay plan, but other may be recommended to decrease. After further  
17 discussion, the Committee agreed this item should be on the agenda over the next few months  
18 and Mr. German should prepare information regarding possible costs of a salary study this year  
19 for implementation in 2012.  
20

## 21 **HUMAN RESOURCES DIRECTOR'S UPDATE**

### 22 Commendations

23 There were no commendations.  
24

### 25 Employee Relations Activities

26 Mr. German reported mediation is scheduled between Washington County and the Teamsters  
27 General Local 200-Highway Employees today at 1:00 p.m. and the Teamsters General Local 200  
28 – Park Employees today at 2:00 p.m.  
29

### 30 Status of WRS Employee Contributions

31 Mr. German reported that WRS employee contributions will be suspended until further notice  
32 and employees will be reimbursed for the amounts already withheld beginning with the June 23  
33 and June 30 payroll checks. The Committee discussed the issue of pre-tax employee WRS  
34 contributions and requested this item be placed on the next agenda for further discussion.  
35

### 36 Status of Sheriff's Department Reimbursement for Assistance at State Capitol

37 Sheriff Schmidt reported that the final amount the state owes Washington County is \$77,139.67  
38 for Washington County's assistance at the State Capitol. At this time, he does not know when  
39 we will receive that money due to an audit that is being conducted.  
40

## 41 **NEXT MEETING DATE**

42 The Administrative Services Committee will tentatively meet on Thursday, June 23, 2011, at  
43 9:00 a.m.  
44

## 45 **CONSIDER AUTHORIZING EARTH REMOVAL FROM HILL NORTH OF JAIL TO 46 REDUCE COUNTY COSTS**

47 *Appearance: County Engineer/Surveyor Scott Schmidt*  
48

1 Mr. Schmidt presented a map and explained that there were Capital Improvement Plan (CIP)  
2 funds in the 2010 budget for a proposed impound lot, storage building, and parking lot on the  
3 north side of the Sheriff's Department, which would require removal of material from the hill  
4 located where these projects are proposed. These projects were not completed and the Sheriff is  
5 now planning on moving forward with the storage building and impound lot for 2012. There is  
6 approximately 35,000 to 40,000 yards of materials that will need to be removed from the hill in  
7 order to accomplish the project and it is estimated it will cost \$50,000 to \$100,000. In order to  
8 reduce or eliminate this cost, Mr. Schmidt made some inquires as to if anyone would be  
9 interested in using this material and it may be possible it could be used for the State's Highway  
10 144 project. Mr. Schmidt recommends issuing a Request for Proposal, or let for bid, for the sale  
11 and removal of the material. Because of the work involved, he anticipates minimal revenue, but  
12 it would eliminate the cost of us removing the material next year. Moved by Mr. Miller,  
13 seconded by Mr. Sorce to authorize the County let for bid, or prepare a Request for Proposal, for  
14 the sale and removal of the identified material from the hill north of the jail. Motion carried.

15

#### 16 **CONSIDER PURCHASE OF SOUND SYSTEM FOR MEETING ROOM 2024**

17 Ms. Martz introduced West Hefter from White House of Music. There were a few issues with  
18 the microphones used today and it was suggested Mr. Hefter provide lapel microphones to try for  
19 the next meeting.

20

#### 21 **FUTURE AGENDA ITEMS**

- 22 • Sheriff's Department – payment from state
- 23 • Salary Study/Plan
- 24 • WRS employee contributions

25

#### 26 **ADJOURNMENT**

27 Moved by Mr. Heidtke, seconded by Mr. Miller to adjourn the meeting at 11:13 a.m. Motion  
28 carried.

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Brenda J. Jaszewski, County Clerk