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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Government Center Room 2024  
West Bend, WI

June 23, 2011  
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Facilities Manager David Loomans, Assistant Facilities Manager Deb Martz, Highway Commissioner Jon Edgren, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Payroll Supervisor Sandy Pfothenauer, Sheriff Dale Schmidt, Supervisor Michael Bassill, Supervisor Joseph Gonnering, 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**

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, 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. Heidtke, seconded by Mr. Sorce to return to open session at 9:54 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. Sorce, seconded by Mr. Miller to approve the May 26, 2011, minutes as presented. Motion carried.

**DISCUSSION OF THE POTENTIAL CHANGES RELATED TO WISCONSIN ACT 10**

Mr. German presented a report that compares the benefits of eight union contracts with the ordinance employees, and discussed how these benefits would be affected upon the enactment Wisconsin Act 10. Once Act 10 is published and becomes law, WRS deductions will take place and withholding union dues will cease. Mr. German reported he will be looking at the individual contracts and bring recommendations to Administrative Services at their next meeting.

**ORDINANCE REVISION REGARDING SAMARITAN STAFFING PLAN**

Mr. German presented an ordinance amendment to remove positions from the Samaritan Health Center - Plant Operations staffing plan. Moved Mr. Miller, seconded by Mr. Sorce to approve an ordinance amendment to 7.02 and 7.03 of the code relating to the Staffing Plan and Classification and Compensation Plan - Samaritan Health Center Plant Operations, and forward to the County Board. Motion carried.

**HUMAN RESOURCES DIRECTOR'S UPDATE**

Commendations

There are no retirement commendations.

Employee Relations Activities

Mr. German reported he will be reviewing all eight union contracts and bring recommendations to the Administrative Services Committee.

1 Status of WRS Employee Contributions

2 Mr. German reported Washington County employees will be reimbursed for the WRS contributions  
3 deducted from their paychecks April through June starting with the June 23 and June 30 payroll checks.  
4 Mr. Johnson reported the Department of Administration Secretary will set a specific date for the  
5 implementation of the new WRS deductions.

6  
7 Status of Sheriff's Department Reimbursement for Assistance at State Capitol

8 Mr. German reported as of today, the Sheriff's Department has not received the reimbursement of  
9 \$77,139.67 from the State for Washington County's assistance at the State Capitol.

10  
11 **NEXT MEETING DATE**

12 The Administrative Services Committee will tentatively meet on Thursday, July 28, 2011, at 9:00 a.m.,  
13 Tuesday, August 16, 2011, at 9:00 a.m., Thursday, August 25, 2011, at 9:00 a.m., and Tuesday, August  
14 30, 2011, at 9:00 a.m.

15  
16 **REPORT ON FUEL TANK WORK COMPLETED AND ACTUAL COSTS**

17 *Appearance: Assistant Facilities Manager Deb Martz*

18 Ms. Martz reported the conduit project was completed on May 25, 2011, at a cost of \$9,772.29, which is  
19 under the project budget cost of not to exceed \$10,000. The cost of the monitor replacement was  
20 \$19,999.40, which is under the project budget cost of not to exceed \$20,000. Ms. Martz reported three  
21 additional sump sensors needed to be added that were not included in the original cost of the monitor  
22 replacement. The cost for the three additional sump sensors was \$1,227. Moved by Heidtke, seconded  
23 by Mr. Sorce to approve the three sump sensors at a cost not to exceed \$1,000 over the total project  
24 budget. Motion carried.

25  
26 **STATUS REPORT ON EECB GRANT LIGHTING REPLACEMENT PROJECTS**

27 *Appearance: Facilities Manager Dave Loomans*

28 Mr. Loomans reported a truckload of light fixtures for the Public Agency Center (PAC) were delivered  
29 yesterday and the remaining will be delivered on Friday, June 24, 2011. Steiner Electric installed light  
30 fixtures in Rooms 1113A and 1113B at the PAC, and will start installing light fixtures in the departments  
31 on Monday, June 27, 2011. It is anticipated the PAC lighting project will take four weeks to complete.  
32 The Sheriff's Department and Huber Dorm area is 95% complete, the Government Center is 90%  
33 complete, and the Government Center parking lot is on the schedule to be completed within the next two  
34 weeks.

35  
36 **CONSIDER PURCHASE OF SOUND SYSTEM FOR MEETING ROOM 2024**

37 *Appearance: Assistant Facilities Manager Deb Martz*

38 Ms. Martz reported there was a feedback issue with the wireless lapel microphones. Another option to  
39 consider would be to hard-wire a microphone in the ceiling at a cost of approximately \$1,000. Ms. Martz  
40 reported she would set up a test for the next Administrative Services Committee meeting.

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42 **FUTURE AGENDA ITEMS**

- 43
- 44 • Status of Sheriff's Department Reimbursement for Assistance at State Capitol
  - 45 • Consider Purchase of Sound System for Meeting Room 2024
  - 46 • Concealed Carry Bill

47 **ADJOURNMENT**

48 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 10:47 a.m. Motion carried.  
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