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**WASHINGTON COUNTY  
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center  
West Bend, WI

March 6, 2012  
9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Clerk of Circuit Court Theresa Russell, County Board Chairperson Herbert Tennes, County Attorney Kim Nass, Finance Director Susan Haag, Assistant Finance Director Rich Abbott, Health Director Linda Walter, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Samaritan Campus Administrator Ed Somers, Sheriff Dale Schmidt, Supervisors Michael Bassill, Brian Bausch, Richard Bertram, Kenneth Brandt, Melvin Ewert, Ralph Hensel, Joseph Gonnering, Rick Gundrum, Lee Krueger, Marilyn Merten, Dennis Myers, and Chief Deputy County Clerk Linda Doro.

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

**MINUTES**

Moved by Mr. Miller, seconded by Mr. Heidtke to approve the minutes of February 16, 2012, as presented. Motion carried.

**UPDATE ON PAY PLAN STUDY**

*Appearance: Charlie Carlson, Consultant*

Mr. Carlson reported interviews with Department Heads will conclude today and the salary survey is being sent out this week. A draft pay plan will be given to the Administrative Services Committee at the May 7, 2012, meeting. The Administrative Services Committee will act on the pay plan on June 5, 2012, and forward to the County Board for action on June 12, 2012. Ms. Weiland gave a presentation on the Performance Management System utilized by Washington County.

**DISCUSS THE STEP LEVEL OF REHIRING A CLUBHOUSE ATTENDANT AT THE GOLF COURSE**

*Appearance: Assistant Administrator for Golf and Parks Mike Kactro*

Mr. Kactro presented a request to reinstate Chad Schlagenhaft, a clubhouse attendant who worked at the golf course for eleven years, at Pay Grade H-2, Step 8. Moved by Mr. Core, seconded Mr. Heidtke to approve reinstating Chad Schlagenhaft at the Pay Grade H-2, Step 8. Motion carried.

**FURTHER CONSIDERATION AND ACTION ON SALARIES FOR THE OFFICES OF COUNTY CLERK, COUNTY TREASURER, AND REGISTER OF DEEDS IN THE 2013-2016 TERM OF OFFICE**

Mr. German presented a proposed ordinance to amend 7.03 relating to Classification and Compensation Plan - Elected Department Heads, with the following recommendation for salaries

1 of the County Clerk, County Treasurer and Register of Deeds. The amounts reflect a 0%  
 2 increase for 2013, 0% increase for 2014, 2% increase for 2015, and a 2% increase for 2016.

Effective 1/01/13		Effective 1/01/15	
	Annual Rate		Annual Rate
6	County Clerk	County Clerk	\$67,316.67
7	County Treasurer	County Treasurer	\$67,316.67
8	Register of Deeds	Register of Deeds	\$67,316.67

Effective 1/01/14		Effective 1/01/16	
	Annual Rate		Annual Rate
12	County Clerk	County Clerk	\$68,663.01
13	County Treasurer	County Treasurer	\$68,663.01
14	Register of Deeds	Register of Deeds	\$68,663.01

15  
 16 Moved by Mr. Miller, seconded by Mr. Heidtke to approve an ordinance to amend Section 7.03  
 17 of the code related to Washington County Classification and Compensation as presented, and  
 18 forward to the County Board. Motion carried.

#### 19 20 **REVIEW OF RESIDENCY POLICY AND POSSIBLE ACTION**

21 The Committee discussed the current residency policy. Moved by Mr. Miller, seconded by Mr.  
 22 Miller to retain the current residency policy that is in place for Washington County. Motion  
 23 carried with Mr. Heidtke voting no.

24  
 25 Supervisor Heidtke was excused at 10:25 a.m.

26  
 27 The meeting recessed at 10:25 a.m. and reconvened 10:35 a.m.

#### 28 29 **REVIEW AND POSSIBLE AMENDMENT OF 2011 ORDINANCE 19**

30 Ms. Nass reported 2011 Ordinance 19 - Civil Service System and Residency Policy - (5.01 and  
 31 7.11) that was referred back to the Administrative Services Committee by the County Board at  
 32 their February 14, 2012, meeting has been divided into two ordinances. Revised 2011  
 33 Ordinance 19 refers to the amendment to Section 5.01 of the County Code relating to the Civil  
 34 Service System and 2011 Ordinance 20 refers to the amendment to Section 7.11 of the County  
 35 Code relating to Residency policy, specifically, the Transit Manager and Corrections and  
 36 Communications Officers. Moved by Mr. Miller, seconded by Mr. Core to approve the revised  
 37 2011 Ordinance 19 - Civil Service System (5.01) - Revised and 2011 Ordinance 20 - Residency  
 38 Policy - Transit Manager - Corrections and Communications Officers - (7.11), and forward to the  
 39 County Board. Motion carried.

#### 40 41 **REVIEW SMOKING AND VEHICLE USE POLICIES AND POSSIBLE ACTION**

42 Mr. German presented the current Smoking and Vehicle Use policies and an amendment that  
 43 would prohibit smoking in county-owned and leased vehicles. Moved by Mr. Miller, seconded  
 44 by Mr. Core to amend the Smoking and Vehicle Use policies to prohibit smoking in county-  
 45 owned and leased vehicles, and an ordinance amendment to Section 4.37 of the code relating to

1 Smoking Prohibited, and forward to the County Board. Motion carried with Mr. Justman voting  
2 no.

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

##### 5 Commendations

6 None.

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##### 8 Employee Relations Activities

9 Mr. German reported the Corrections and Communications, Parks, Highway, and Human  
10 Services-Social Workers unions voted to recertify. The Human Services-Clerical union  
11 recertification election was challenged due to a technicality, and is rescheduled sometime  
12 between March 8, and 28, 2012.

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#### 14 **NEXT MEETING DATES**

15 The Administrative Services Committee will tentatively meet on Thursday, March 22, 2012, at  
16 9:00 a.m.

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#### 18 **ACTION ON THE PARKING LOT LIGHTING BIDS AND SCOPE OF WORK**

19 *Appearance: Facilities Manager David Loomans*

20 Mr. Loomans reported this project includes replacing 64 existing parking lot fixtures, and adding  
21 five new fixtures to improve lighting at the Senior Center. Steiner Electric presented the low bid  
22 of \$31,189. A Focus on Energy Rebate of approximately \$1,508 is expected. This would bring  
23 the project cost down to approximately \$29,681, which is under the project budget of \$30,396.  
24 Moved by Mr. Miller, seconded by Mr. Core to accept the low bid of \$31,189 from Steiner  
25 Electric for the Parking Lot Lighting Retrofit project as presented. Motion carried.

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#### 27 **FUTURE AGENDA ITEMS**

- 28 • Consider indefinite term for the Highway Commissioner for the term beginning January 2013

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#### 30 **ADJOURNMENT**

31 Moved by Mr. Miller, seconded by Mr. Core to adjourn the meeting at 11:20 a.m. Motion  
32 carried.

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Brenda J. Jaszewski, County Clerk