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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government Center
West Bend, WI

May 24, 2012
9:00 a.m.

Present: Raymond Heidtke, Michael Miller, and Dennis Myers. Excused: Roy Justman and Peter Sorce.

Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Clerk of Circuit Court Theresa Russell, Facilities Manager David Loomans, Finance Director Susan Haag, Human Resources Analyst Sandy Weiland, Human Resources Director Peter German, Human Resources Employee Benefits Manager Michelle Hoey, Human Resources Employee Benefits Specialist Mary Lynn Christian, Register of Deeds Sharon Martin, Samaritan Campus Administrator Edward Somers, Sheriff Dale Schmidt, Supervisor Melvin Ewert, Supervisor Ralph Hensel, and Chief Deputy County Clerk Linda Doro.

Chairperson Tennes 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 May 7, 2012, as presented. Motion carried.

APPOINT COUNTY CONTRACT NEGOTIATIONS BARGAINING TEAMS

Postponed.

DECISION ON HEALTH INSURANCE PREMIUM HOLIDAY

Appearance: Kelly Jagelski and Caroline Berghammer, Horton Group

Mr. German reported the County's Health Insurance Plan has been doing remarkably well and with the plan and network changes that were instituted, along with a better than average claim cycle, Washington County's Health Insurance Reserve fund has been restored to an appropriate level for a self-funded. The County is currently in a position to reduce the actual revenue coming into the fund and to set the premium to a level more in line to actual expenses. Mr. German is recommending an Employee and Department premium holiday for June and a 5% premium rate reduction beginning July 1 through the end of the year 2012.

Moved by Mr. Myers, seconded by Mr. Heidtke to approve a health insurance premium holiday in June for Washington County Employees and Departments, and a 5% health insurance rate reduction beginning July 1 through December 31, 2012. Motion carried.

ORDINANCE REVISION REGARDING 2012 HEALTH INSURANCE RATES 7/1/12-12/31/12

Moved by Mr. Myers, seconded by Heidtke to approve an ordinance amendment to Section 7.05(5) of the County Code for a 5% premium rate reduction for Washington County

1 Departments and employees beginning July 1 through the end of year 2012 and forward to the
2 County Board. Motion carried.

3
4 **REVIEW REASONS FOR PAY PLAN STUDY, DISCUSS WORK PLAN, AND NEW**
5 **TIMING**

6 Mr. German reviewed the reasons for the Pay Plan study, concerns with Draft I of the play plan,
7 and the revised timeline. Mr. Carlson will be meeting with department heads after the June 5,
8 2012, Administrative Services Committee meeting to address their concerns. Mr. Carlson will
9 compile this information and a Draft II of the pay plan will be presented to the Administrative
10 Services Committee at the June 21, 2012, meeting.

11
12 **CAPITAL PLANS FOR 2013-2018 - COUNTY CLERK**

13 *Appearance: Bill Cording, Village of Newburg, Matt Heiser, Village of Kewaskum*

14 Ms. Jaszewski requested \$465,000 be included in the 2015 Capital Improvement Program plan
15 for obtaining new election equipment on a county-wide basis, including the County Clerk's
16 office. The method of procurement, either to purchase or to lease, would be decided at a later
17 date. Mr. Cording and Mr. Heiser spoke in support of this request. Moved by Mr. Miller,
18 seconded by Heidtke to approve the County Clerk Capital Improvement Program request for
19 \$465,000 in 2015 to purchase election equipment on a county-wide basis, including the County
20 Clerk's office, at no cost to the local municipalities, and forward to the Executive Committee.
21 Motion carried.

22
23 The meeting recessed at 10:20 a.m. and reconvened at 10:27 a.m.

24
25 **DECISION ON SUMMER HUMAN RESOURCES INTERN PROGRAM**

26 Moved by Mr. Miller, seconded by Mr. Myers to approve a Summer Intern program in the
27 Human Resources Department, at no cost to the County. Motion carried.

28
29 **HUMAN RESOURCES DIRECTOR'S UPDATE**

30 Commendations

31 No commendations.

32
33 Employee Relations Activities

34 No report.

35
36 **DEPARTMENT OVERVIEWS**

37 Mr. German, Ms. Jaszewski, and Mr. Loomans presented overviews of their departments.

38
39 **NEXT TENTATIVE MEETING DATES**

40 The Administrative Services Committee will tentatively meet on Tuesday, June 5, 2012, at 9:00
41 a.m. and Thursday, June 21, 2012, at 9:00 a.m.

42
43 **REQUEST TO OVERSPEND IN 2012 ELECTIONS ACCOUNTS**

44 Moved by Mr. Heidtke, seconded by Mr. Miller to authorize the County Clerk to overspend the
45 2012 County Clerk Election Advertising and Legal account and Election Supplies account, due
46 to the increased number of elections for 2012. Motion carried.

1 REVIEW AND ACTION ON SHERIFF'S DEPARTMENT ROOFING BIDS

2 *Appearance: Purchasing Agent Bill Kurer*

3 Mr. Loomans reported the Sheriff's Department Roof Replacement project budget is \$325,000,
4 with the Engineer/Consultants' fee of \$14, 694, leaving a construction budget of \$310,306. The
5 low qualified bid received from Carlson Racine Roofing is \$376,799. After further review of the
6 project, Carlson Racine Roofing is recommending a deduct to eliminate a temporary vapor
7 barrier at a cost of 17,000, to bring the project construction cost down to \$359,799. Mr.
8 Loomans is proposing to use funds in the amount of \$27,500 from Facilities' operating budgets
9 and \$24,124 from previous years capital projects balance fund to apply to the Sheriff's
10 Department Roof replacement project.

11
12 Moved by Mr. Heidtke, seconded by Mr. Myers to accept the bid from Carlson Racine Roofing
13 in the amount of \$359,799, which includes a deduct of \$17,000, authorize the use of \$27,500
14 from the Facilities' operating budgets, and \$24,124 from previous years capital projects balance,
15 and apply these funds to the Sheriff's Department Roof replacement project. Motion carried.
16

17 CAPITAL PLANS FOR 2013-2018 - FACILTIES

18 Mr. Loomans presented the 2013 projects in the 2013-2018 Facilities Capital Improvement plan
19 stating that the total yearly allocation of \$400,000 will remain the same. Moved by Mr. Miller,
20 seconded by Mr. Myers to approve the 2013 Facilities Capital Improvement Plan projects as
21 presented, and forward to the Executive Committee. Motion carried.
22

23 CLARIFY POLICY ON SIGNS AND BANNERS ON COUNTY GROUNDS

24 Mr. Johnson discussed a policy regarding requests to place signs and banners on County
25 grounds. Mr. Johnson was directed to create policy and bring it back to the Administrative
26 Services Committee in the form of an ordinance amendment.
27

28 FUTURE AGENDA ITEMS

29 None.
30

31 ADJOURNMENT

32 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 11:13 a.m. Motion
33 carried.
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Brenda J. Jaszewski, County Clerk