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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

4 Government Center Room 2024
5 West Bend, WI

September 22, 2011
9:00 a.m.

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

10 Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, County
11 Clerk Brenda Jaszewski, Finance Director Susan Haag, Highway Commissioner Jon Edgren,
12 Human Resources Analyst Sandy Weiland, Human Resources Analyst Jo Marie Hutchison,
13 Human Resources Director Peter German, Human Resources Employee Benefits Manager
14 Michelle Hoey, Planning and Parks Administrator Paul Mueller, Samaritan Campus
15 Administrator Ed Somers, Register of Deeds Sharon Martin, Sheriff Dale Schmidt, Supervisor
16 Michael Bassill, Supervisor Brian Bausch, Supervisor Richard Bertram, Supervisor Joseph
17 Gonnering, Supervisor Ralph Hensel, Supervisor Dennis Myers, Treasurer Janice Gettleman, and
18 Administrative Assistant Linda Doro.

20 Vice-Chairperson Core called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

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MINUTES

23 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the August 16, August 25, August 30,
24 and September 13, 2011, minutes as presented. Motion carried.

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CLOSED SESSION

27 Moved by Mr. Heidtke, seconded by Mr. Miller to convene into closed session at 9:02 a.m.
28 pursuant to Wis. Stats. §19.85(1) (e) deliberating or negotiating other specified public business
29 whenever competitive or bargaining reasons require a closed session, specifically, "to discuss
30 Deputy Sheriff contract, and to formulate bargaining strategies for future collective bargaining
31 agreements." Motion carried unanimously by roll call vote.

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OPEN SESSION

34 Moved by Mr. Sorce, seconded by Mr. Heidtke to return to open session. Motion carried
35 unanimously by roll call vote.

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POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION

38 Moved by Mr. Heidtke, seconded by Mr. Sorce to move forward on the proposal discussed in
39 closed session. Motion carried.

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REVIEW OF DIFFERING BENEFITS AND RECOMMENDATIONS

42 Grievance Procedure

43 Mr. German reported the Grievance Procedure ordinance was enacted by the County Board at
44 their September 13, 2011, meeting.

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Wisconsin Retirement System

47 Moved by Mr. Heidtke, seconded by Mr. Sorce to instruct the Human Resources Department to
48 work with the County Attorney to amend the language in chapter 7.05(7) of the County code to
49 include the new requirements that were set forth by Wisconsin Acts 10 and 32. Motion carried.

1 Dues Deduction and Fair Share

2 Mr. German reported since the enactment of Act 10, the County is no longer collecting union
3 dues or fair share on those union contracts that have expired.

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5 Overtime

6 Mr. German reported the Human Resources Department is still reviewing the issue of overtime
7 and will bring it back for further discussion at a future meeting.

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9 Seniority

10 Moved by Mr. Miller, seconded by Mr. Heidtke to acknowledge that seniority is no longer part
11 of the union contracts and the ordinance now reflects what the norm is going forward. Motion
12 carried.

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14 Probation and Promotion

15 Moved by Mr. Heidtke, seconded by Mr. Sorce to instruct the Human Resources Department to
16 work with the County Attorney to amend the language in the County code to use wording other
17 than "probation" or "probationary." Motion carried.

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19 Driver's License

20 Moved by Mr. Miller, seconded by Mr. Heidtke to instruct the Human Resources Department to
21 work with the County Attorney to draft language in the County code regarding the Driver's
22 License requirement as it is stated in the Park's union contract. Motion carried.

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24 Residency

25 Mr. German reported Residency is outlined in the County code, and it is his recommendation
26 that all represented and non-represented county employees follow what is stated in the County
27 code. Sheriff Dale Schmidt expressed his concern with the residency language for the Sheriff's
28 Department. The Residency issue will be studied further and brought back for discussion at a
29 future meeting.

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31 Military Leave

32 Action on Military Leave will be brought back at a future meeting, since the agenda does not
33 correctly reflect what is being discussed.

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35 **AUTHORIZE THE COUNTY ATTORNEY TO PREPARE AN ORDINANCE FOR
36 BENEFIT CHANGES**

37 Moved by Mr. Heidtke, seconded by Mr. Miller to authorize the County Attorney to prepare an
38 ordinance regarding the benefit changes that have been approved. Motion carried.

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40 The meeting recessed at 10:24 a.m. and reconvened at 10:30 a.m.

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42 **REVIEW OF COUNTY EMPLOYEE COMPENSATION FOR 2012 AND
43 RECOMMENDATIONS TO FINANCE COMMITTEE**

44 Mr. Johnson reported the total compensation for the average County employee will be declining
45 in 2012, due to changes in WRS contributions by employees, even if wages increase. For non-
46 represented employees, Mr. Johnson is recommending not establishing any January 1, 2012, cost
47 of living adjustment to the current Pay Plan. The Administrative Coordinator and the Human
48 Resources Department will work with Mr. Charlie Carlson to propose a new Pay Plan to the
49 County Board for action in March 2012. The plan is to have some increase to average wages in

1 the new Pay Plan at a level that the Finance Committee determines is affordable in a 2012
2 County Budget, with decreased county levy at least to the target level of \$37 million. The design
3 of the new Pay Plan is intended to better bring wage levels of specific county positions to their
4 current value in the marketplace; positions may increase, decrease, or be kept the same. The
5 overall fiscal impact of the new Pay Plan will be limited to the average wage levels included in
6 the 2012 County budget. It is the plan to implement the new, approved Pay Plan no later than
7 July 1, 2012. The Finance Committee's average wage limits in the new Pay Plan study will be
8 used as a guide to negotiating fair 2012 wage contracts with labor associations representing
9 county employees. Moved by Mr. Sorce, seconded by Mr. Miller to approve the 2012 wage
10 recommendations presented by the Administrative Coordinator, and forward to the Finance
11 Committee. Motion carried.

12 **HUMAN RESOURCES DIRECTOR'S UPDATE**

13 Commendations

14 No commendations.

15 Employee Relations Activities

16 No report.

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

18 Mr. German reported the State is processing the reimbursement checks.

19 **NEXT MEETING DATES**

20 The Administrative Services Committee will tentatively meet on October 6, 2011, at 1:00 p.m.,
21 and October 27, 2011, at 9:00 a.m.

22 **DISCUSSION AND ACTION ON PROPOSED SOUND SYSTEM FOR ROOM 2024**

23 *Appearance: Assistant Facilities Manager Deb Martz*

24 Ms. Martz discussed a proposal by AVI for a sound system in Room 2024. The Committee
25 discussed the current sound system from Whitehouse of Music that is in the room for testing.
26 Ms. Martz stated the current system being tested consists of two speakers, one amplifier, and
27 four microphones. Moved by Mr. Sorce, seconded by Mr. Miller to approve the purchase of the
28 Whitehouse of Music sound system currently being tested in Room 2024, in an amount not to
29 exceed \$1,192. Motion carried.

30 **REVIEW AND ACTION ON LAWN MAINTENANCE AND SNOW/ICE REMOVAL BIDS**

31 *Appearance: Purchasing Agent Bill Kurer*

32 Mr. Kurer reviewed the bid process for the lawn maintenance and snow/ice removal at Fair Park.
33 There were 11 potential bidders at the optional pre-bid meeting and only four bids were received.
34 Of those four, one was rejected as it did not contain the required bid bond. The lawn care and
35 snow/ice removal at Fair Park was bid per event. To obtain an estimated cost, a total of 18
36 mowing times, 15 snow events, and 32 medium salt applications per season were used. It was
37 noted the current charges from the Planning and Parks Department for snow plowing and lawn
38 care are set for each year and will not change based on the number of mowing or snow/ice
39 removal events. Mr. Kurer stated the 2011 charge to Facilities Management from the Planning
40 and Parks Department was \$60,300. The Committee discussed the bid result estimates and total
41 cost estimates. Mr. Johnson recommended further evaluation of the low bid, obtain some

1 previous year snowfall statistics, apply those statistics to the cost estimates from the low bid, and
2 report back to the Administrative Services Committee.

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4 **ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT - FACILITIES**
5 **PROJECTS FINAL REPORT**

6 *Appearance: Facilities Manager Dave Loomans*

7 Mr. Loomans reported Washington County received a total of \$524,400 from the Energy
8 Efficiency and Conservation Block grant. The pre-award costs including, a solar hot water study
9 and administrative costs were \$23,695, the University of Wisconsin-Washington County Boiler
10 Replacement project cost was \$248,848, and the Lighting Retrofit Projects were \$251,857. The
11 Focus on Energy Rebates totaled \$22,359, with \$4,931 still available for future energy projects.
12 The electricity savings from the lighting projects is projected at \$38,032 per year. The natural
13 gas savings from the boiler project is \$4,600 per year.

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15 **FUTURE AGENDA ITEMS**

- 16 • Status of Sheriff's Department Reimbursement for Assistance at State Capitol

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18 **ADJOURNMENT**

19 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 11:55 a.m. Motion
20 carried.

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Brenda J. Jaszewski, County Clerk