## ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes - Administrative Services, May 10, 2016</td>
<td>Minutes</td>
</tr>
<tr>
<td>Minutes - Education &amp; Culture, April 5, 2016</td>
<td>Minutes</td>
</tr>
<tr>
<td>Minutes - Finance Committee, March 23, 2016</td>
<td>Minutes</td>
</tr>
<tr>
<td>Human Resources Update</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Facilities Projects Update</td>
<td>Report</td>
</tr>
<tr>
<td>Report #1 - Financial Approval Report</td>
<td>Report</td>
</tr>
</tbody>
</table>
WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE

Courthouse - Government Center March 10, 2016
West Bend, WI 9:00 a.m.

Present: Kristine Deiss, Marilyn Merten, Michael Miller, and Peter Sorce. Excused: Jeffrey Geib.

Also Present: County Administrator Joshua Schoemann, Assistant to the County Administrator Jamie Ludovic, Facilities Manager Stephen LaMonte, Human Resources Director Todd Scott, and Chief Deputy County Clerk Linda Doro.

Chairperson Sorce called the meeting to order and read the Affidavit of Posting.

MINUTES
Moved by Ms. Merten, seconded by Ms. Deiss to approve the minutes of February 18, 2016, as presented. Motion carried.

ORDINANCE: STAFFING PLAN - COUNTY ATTORNEY
Moved by Ms. Merten, seconded by Ms. Deiss to approve the ordinance amendment to Sections 7.02 and 7.03 of the County Code related to Washington County Staffing Plan for the County Attorney Department, changing the pay grade of the Assistant County Attorney position from pay grade 14 to pay grade 15, and the Deputy County Attorney position from pay grade 16 to pay grade 17, and forward to the County Board. Motion carried.

HUMAN RESOURCES DIRECTOR’S UPDATE
Mr. Scott presented a written update on the Human Resources Department’s activities.

TRANSFER REQUEST - FACILITIES
Moved by Ms. Merten, seconded by Mr. Miller to approve the transfer of $550 from the Facilities-Sheriff’s Department Repair and Maintenance account to the Facilities-Sheriff’s Department Outlay account. Motion carried.

REQUEST TO NON-LAPSE 2015 FUNDS TO 2016 - FACILITIES
Moved by Mr. Miller, seconded by Ms. Merten to approve non-lapsing the balance in the Government Center CIP account and the balance in the Fair Park WBM Stage account in the Administration - Facilities budget from 2015 to 2016. Motion carried.

ORDINANCE: WASHINGTON COUNTY STAFFING PLAN - DISTRICT ATTORNEY, FINANCE DEPARTMENT, PLANNING AND PARKS DEPARTMENT - LAND AND WATER CONSERVATION DIVISION AND SAMARITAN HEALTH CENTER - ADMINISTRATION - (FOOTNOTES)
Moved by Ms. Deiss, seconded by Mr. Miller to approve the ordinance amendment to Sections 7.02 and 7.03 of the County Code related to Washington County Staffing Plan for the positions and footnotes related to the Victim/Witness Coordinator within the District Attorney’s Office, the Accounting Technician within the Finance Department, the County Conservationist and the Project Technician/Land Conservation within the Planning and Parks Department - Land and
Water Conservation Division, and the Accounting Technician within the Samaritan Health Center - Administration, and forward to the County Board. Motion carried.

**FACILITIES STAFFING DISCUSSION**

*Appearance: Premier Solutions Group CEO Bill McReynolds*

Moved by Ms. Deiss, seconded by Mr. Miller to extend the contract with Premier Solutions for a five-year period and hold the administrative fee at the proposed 2017 amount of $38,880 throughout the life of the contract, expiring in 2021.

**FACILITIES UPDATE**

Ms. Ludovic provided an update on Facility Management projects.

**NEXT TENTATIVE MEETING DATE**

The next Administrative Services Committee meeting is tentatively scheduled for Thursday, April 14, 2016, at 9:00 a.m.

**ADJOURNMENT**

Mr. Sorce adjourned the meeting at 10:01 a.m.

Brenda J. Jaszewski, County Clerk
WASHINGTON COUNTY
EDUCATION AND CULTURE COMMITTEE

Fair Park
West Bend, WI

April 5, 2016
7:30 a.m.

Present: Donald A. Kriefall, Marilyn H. Merten, Timothy C. Michalak, and Michael J. Parsons.

Excused: Raymond W. Heidtke.

Also Present: County Administrator Joshua Schoemann, UW-Extension Community Development Educator/Department Head Paul Roback, UW-Extension 4-H Youth Development Educator Brianna Stapleton Welch, Convention and Visitors Bureau Executive Director Elaine Motl, Historical Society Executive Director Patricia Lutz, and County Clerk Assistant Gina Duck.

Chairperson Kriefall called the meeting to order and read the Affidavit of Posting.

MINUTES
Moved by Ms. Merten, seconded by Mr. Parsons to approve the minutes of March 1, 2016, as presented. Motion carried.

WASHINGTON COUNTY FAIR PARK STAGE PROJECT – SILVER LINING AMPHITHEATER
Mr. Schoemann reported on recent and upcoming work on electrical and signage aspects of the project. The stage project is on track for a June 15 completion date.

FAIR PARK MONTHLY ACTIVITY AND FINANCIAL REPORTS
The Committee received the Fair Park monthly activity and financial reports.

APPROVAL OF 2017 HISTORICAL SOCIETY COURTROOM RENTAL
Moved by Ms. Merten, seconded by Mr. Michalak to authorize the Washington County Historical Society to book events beyond the expiration of the Lease and Operating Agreement provided all deposits or advance payments made by the event sponsor are held in escrow until such time as the event is held. Motion carried.

2015 HISTORICAL SOCIETY FOURTH QUARTER ACTIVITY REPORT
Ms. Lutz reported on recent and upcoming Historical Society activities and events.

2015 HISTORICAL SOCIETY FOURTH QUARTER FINANCIAL REPORT
Ms. Lutz reported on the Historical Society’s fourth quarter 2015 financial activity.

CONVENTION AND VISITORS BUREAU 2016 ADVERTISING REPORT
Ms. Motl reported on recent and upcoming Convention and Visitors Bureau advertising efforts, many of which will focus on golf due to the upcoming 2017 US Open at Erin Hills.
CORRESPONDENCE REGARDING REORGANIZATION OF UW-EXTENSION
Mr. Kriefall acknowledged that he received an email containing LaCrosse County Resolution 83, dated February 16, 2016, and a letter accompanying the resolution, which both express LaCrosse County’s opposition to the UW-Cooperative Extension Multi-County Reorganization Plan.

UW-EXTENSION 4-H YOUTH DEVELOPMENT PROGRAM UPDATES
Ms. Stapleton Welch reported on recent 4-H activity in a variety of areas of focus covered by the program.

UW-EXTENSION EDUCATORS’ MONTHLY REPORTS
Mr. Roback presented the 'Program Highlights' of April 2016, which reviews recent programs and events in the areas of Community Development, Family Living, 4-H Youth Development, and Nutrition Education.

ADJOURNMENT
Moved by Mr. Michalak, seconded by Mr. Parsons to adjourn the meeting at 8:32 a.m. Motion carried.

Brenda J. Jaszewski, County Clerk
WASHINGTON COUNTY  
FINANCE COMMITTEE  

Courthouse - Government Center  
West Bend, WI  
March 23, 2016  
8:30 a.m.  

Present: Dawn Eyre, Raymond Heidtke, Robert Milich, Gerald Schulz, and Daniel Stoffel.  

Also Present: County Administrator Joshua Schoemann, County Board Chairperson Herbert Tennies, Finance Director Margie Hamers, County Clerk Brenda Jaszewski, Assistant Finance Directors Aaron Daul and Kathie Wild.  

Chairperson Heidtke called the meeting to order and read the Affidavit of Posting.  

MINUTES  
Moved by Mr. Stoffel, seconded by Ms. Eyre to approve the Finance Committee minutes of February 24, 2016, as presented. Motion carried.  

Moved by Ms. Eyre, seconded by Mr. Schulz to approve the Finance Sub-Committee minutes of March 2, 9, and 16, 2016, as presented. Motion carried.  

RESOLUTION: GRANT APPLICATION - TREATMENT ALTERNATIVES AND DIVERSION (TAD) PROGRAM FOR 2016  
Appearance: Human Services Administrator Eric Diamond  
Moved by Mr. Milich, seconded by Ms. Eyre to approve a resolution authorizing the Human Services Department to apply for and accept TAD Grant funds in the amount of $92,635, with a County match of $30,878, to continue the TAD programming, and forward to the County Board. Motion carried.  

ORDINANCE: STAFFING PLAN CHANGES - COUNTY ATTORNEY  
Moved by Mr. Stoffel, seconded by Mr. Milich to approve an ordinance amendment to §7.02 and §7.03 of the County Code related to the Washington County Staffing Plan for the County Attorney Department, changing the Assistant County Attorney position from pay grade 14 to pay grade 15, and the Deputy County Attorney position from pay grade 16 to pay grade 17, and forward to the County Board. Motion carried.  

RESOLUTION: AMEND 2016-2020 CAPITAL IMPROVEMENT PLAN - COUNTY CLERK AND CLERK OF COURTS AUDIO VISUAL PROJECTS - DESIGN  
Moved by Mr. Milich, seconded by Ms. Eyre to approve a resolution amending the 2016-2020 Capital Improvement Plan for the use of excess 2015 County Clerk Capital Improvement Funds for design services in 2016 for the Clerk of Courts and County Clerk/County Board audio/visual projects. Motion carried.  

RESOLUTION: ADVANCE FROM GENERAL FUND - SUPPORT FOR WASHINGTON COUNTY FAIR - PRE-FAIR EXPENSES
Moved by Mr. Stoffel, seconded by Mr. Schulz to approve a resolution to provide a $175,000 line of credit to the Agricultural and Industrial Society to be used for 2016 County Fair expenses, and forward to the County Board. Motion carried.

**RESOLUTION: 2015 NON-LAPSING ACCOUNTS**

Ms. Hamers distributed an updated listing of requested non-lapsing funds, noting that the resolution will be updated to reflect the revised total amount for non-lapsing to $6,953,629.76.

Moved by Mr. Schulz, seconded by Mr. Milich to approve a resolution carrying forward certain funds from 2015 to 2016, in the amount of $6,953,629.76, referred to in Exhibit “A” of the resolution, and forward to the County Board. Motion carried.

**RESOLUTION: 2015 TRANSFER FROM THE GENERAL FUND**

A correction was noted on line 15 of the resolution regarding the amount listed for the General Fund transfer; $114,571.94 to $316,505.12.

Moved by Mr. Stoffel, seconded by Ms. Eyre to approve a resolution authorizing a General Fund transfer in the amount of $316,505.12 to cover 2015 department shortfalls, and forward to the County Board. Motion carried.

**2015 FOURTH QUARTER TREASURER REPORTS: INVESTMENTS, INTEREST ON DELINQUENT TAXES, & INTEREST ON INVESTMENTS**

*Appearance: Treasurer Jane Merten*

Ms. Merten reviewed the 2015 fourth quarter investments, interest on investments, and interest on delinquent taxes.

**HUMAN RESOURCES/PAYROLL PROJECT UPDATE**

Ms. Hamers provided an update on the Human Resources/Payroll project, stating that reference checks for the top two vendors have commenced and on-site visits are anticipated in the near future.

**SALES TAX REPORT**

No report.

**NEXT TENTATIVE MEETING DATES**

The next regular Finance Committee meeting is tentatively scheduled for Wednesday, April 13, 2016, at 8:30 a.m. The next Finance Sub-Committee meetings are tentatively scheduled for March 30, 2016, at 8:00 a.m. and April 6, 20, and 27, 2016, at 8:00 a.m.

**FINANCIAL APPROVAL REPORT**

Moved by Ms. Eyre, seconded by Mr. Milich to accept Report #38 - Financial Approval Report, dated March 23, 2016, in the amount of $3,369,144.91, and forward to the County Board. Motion carried.

**VOUCHERS**

Moved by Mr. Stoffel, seconded by Mr. Schulz to approve the following:
Miscellaneous vouchers in the amount of $30,790.08.
General Accounts Payable vouchers in the amount of $635,141.95.
Human Services Accounts Payable WISACWIS vouchers in the amount of $2,280.00.
Motion carried.

Moved by Mr. Stoffel, seconded by Mr. Schulz to approve Ms. Eyre’s expense voucher in the amount of $90.72. Motion carried.

Moved by Mr. Schulz, seconded by Ms. Eyre to approve Mr. Heidtke’s expense voucher in the amount of $98.28. Motion carried.

Moved by Ms. Eyre, seconded by Mr. Schulz to approve Mr. Milich’s expense voucher in the amount of $30.24. Motion carried.

Moved by Mr. Stoffel, seconded by Ms. Eyre to approve Mr. Schulz’s expense vouchers in the amounts of $32.40, and $198.75. Motion carried.

Moved by Ms. Eyre, seconded by Mr. Milich to approve Mr. Stoffel’s expense vouchers in the amounts of $45.36, and $95.25. Motion carried.

ADJOURNMENT
Mr. Heidtke adjourned the meeting at 9:30 a.m.

Brenda J. Jaszewski, County Clerk
Human Resources Update:
May 25, 2016

New Hire positions - reflects hires since 3/10/2016
(EE is full time unless indicated; offered at Step 1 unless indicated)

- Christine Roach, UW Ext, Program Assistant, Part-time, Step 5 (COS)
- Michelle Suprenant, Highway, Accounting Supervisor
- April Winter, Clerk of Courts, Senior Court Assistant, Part-time, Step 2 (Rehire)
- Michael Koester, Human Services, Mental Health Specialist/Crisis Intervention three quarter time, (COS)
- Leslie Martin, Human Services, Mental Health Specialist/Crisis Intervention limited, (COS)
- Kyle Vorpahl, Samaritan, RN full-time, Step 2 (COS)
- Cynthia Stroud, Samaritan, LPN Pool, limited
- Christopher Killey, Sheriff, Investigator
- Samuel Nevermann, Sheriff, Corrections Officer
- Hillaree Fisher, Sheriff, Corrections Officer, Step 3
- Alex Gantner, Sheriff, Corrections Officer
- Ravin Raatz, Human Services, Social Worker
- Jill Smith, Human Services, Medical Assistant
- Rebecca Hassinger, Facilities, Custodian Temp, part-time
- Jamie Solberg, Samaritan, Activity Aide, (COS)
- Kayla Haldemann, Samaritan, Dietary Aide, limited
- Tasha Hoadley, Human Resources, Clerical Pool, limited
- Michael Huber, Sheriff, Corrections Officer, Step 3 (Rehire)
- Samantha Vanderveren, Human Services, Social Worker
- Scott Helm, Samaritan, Dietary Aide (COS)
- Trisha Holbrook, Samaritan, Officer Manager
- Megan Pritzl, Samaritan, Dietary Aide, limited
- Nicole Welzein, Sheriff, Corrections Officer
- Ramana Talkington, Treasure, Assistant to County Treasurer
- Bradley Steckart, Planning and Parks, Project Manager/Deputy Surveyor, Step 2 (COS)
- Tracy Pfau, Finance, Program Assistant, (Promotion)
- Susan Gould, Samaritan, Dietary Aide, Step 11 (COS)
- Jeanette Jung, Samaritan, CNA, Step 3 (COS)
- Angela Sabec, Samaritan, Director of Nursing, Step 5
- Ted Dumke, Highway, Project Manager/Deputy Surveyor, Step 2
- Janet Kordash, Samaritan, Admissions Coordinator, Step 5
- Brandon Zusy, Sheriff, Special Deputy, limited
- Eugene Reese, Sheriff, Special Deputy, limited
- Matthew Straschinske, Sheriff, Special Deputy, limited
- Keerstin Powell, Samaritan, CNA
- Patricia Gallagher, Clerk of Courts, Program Assistant, part-time
- Kelly Scheer, Human Resources, Clerical Pool, limited
- Rebecca Hassinger, Custodian, Facilities, (COS)
- Beth Landt, Samaritan, CNA Step 5 (Promotion)
- Kayla Sterman, Samaritan, CNA, Step 2, part-time (Promotion)
- Emira Sadikovic, CNA, Samaritan Step 5 (Promotion)
- Miroslava Sadikovic CNA, Step 5, Samaritan, part-time (Promotion)
- Crystal Schultz, CNA, Samaritan, Step 5 (Promotion)
- Rebecca Kuehmicel, CNA, Samaritan, part-time (Promotion)
- Irene Araiza, CNA, Samaritan
- Anna Schneider, CNA, Samaritan, Step 5
- Madeline Rettmann, CNA, Samaritan, part-time
- Jolie Vande Zande, Human Services, Mental Health Specialist/Crisis Intervention
- Jessica Klein, Planning and Parks, Aquatic Invasive Species Project Intern, limited
- Marie Joers, Baliff, Sheriff, limited
- Brienna Noffke, Human Services, Social Worker

**Current Recruitments:**

**Accepting Applications/Interviewing:**

- LPN Pool
- LPN Part-time
- LPN Full-time
- RN (part-time)
- Administrative Intern
- CNA
- Corrections Officer (4 openings)
- Accounting Clerk
- Dietary Aide (2 openings)
- Psychiatric Social Worker
- Communications Officer
- Switchboard Operator
- Clerical Pool
- Deputy Sheriff (4 openings)

**References:**

CNA’s
RN Relief Supervisor
Social Worker
LPN
Dietary Aide
Summer Help
Clerical Pool

**Employees Relations**

G:admservices/HR Admin Services Update
Employee relations continues to be busy assisting departments with disciplines, ADA accommodations, Performance Improvement Plans, employee/manager meetings and investigations.

**Trainings**

LEAD Academy is continuing with the two currently sessions. Several training sessions were held for new employees regarding the County Harassment Policy.

Several Remote Access trainings were held around the County.

**Retirements:**
The following employees are retiring and will be getting a resolution and/or a clock:
- Shelley Wilson, Legal Secretary, County Attorney-Child Support, 14 years, retired in April
- Kathleen Vande Boom, Custodian, Facilities, 27 years, retired in May
- Kathryn Braun, Director of Nursing, Samaritan, 23 years, retired in May
- Kathleen Fry, C.N.A., Samaritan, 30 years, retired at the end of April
- Dana Borusky, Activity Aide, 41 years, retired in May
- Linda Olson, Director, ADRC, 35 years, retiring in June
- Debra Rettmann, Corrections Officer, Sheriff, 27 years, retiring in June

**Other Updates:**

- HRIS System Update: Currently reference checking the final 2 vendor candidates. Have taken a team to Dodge County to see one of the systems in use. The final 2 vendors will be coming in for a final presentation for the RFP Committee. It is expected the RFP committee will be in a position to make a recommendation of systems by the June meeting.
- The Fair Labor Standards Act (FLSA), which establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments, is in the process of being modified. One of the specific modifications relates to the wage requirements that must be met in order to be considered “exempt” from overtime. The current wage minimum to be considered exempt is $23,600 annually. The initial proposed change for this wage was $50,440, however it now appears this amount may be reduced to $47,892. This change to the FLSA is to go into effect on July 1, 2016.

Using the wage amounts that have been proposed, this would impact individuals through grade 8 using the $47,892 amount or grade 9 using the $50,440 amount (assuming we use step 1 of these grades as the starting point). We do have a number of employees that will be impacted by this change, which based upon the wage used, will be between 30 employees if we use grade 8 and 50 employees if we use grade 9. At this point it appears the $47,892 annual wage amount will be the amount chosen, so therefore we will be making all employees in Grade 8 or below non-exempt as of the beginning of the payroll that includes July 1, 2016. Should the $50,440 amount be chosen we will then include those in pay grade 9 as well.

- On-site/Near-site Clinic: A team has been established consisting of members from Washington County, the City of West Bend, and the Insurance Brokers representing
these groups. A Request for Proposals has recently gone out for bid. Proposals are expected back at the beginning of June, at which time the team will move forward with a selection and recommendation to this committee.

- Title change only: UW Extension - change from 4H Youth Development Staff Assistant to 4H Youth Development Program & Volunteer Coordinator.
Facilities Projects 2016

Annex II Demolition/Senior Center Demo - $420,000

Complete demolition of Annex II and Senior Center buildings. Facilities is developing specifications and for bids. The Senior Center lease runs through June 30th and both buildings will be demolished at the same time. The project is scheduled to be completed by September 30th.

The project has been awarded to New Berlin Grading. Their bid totaled $237,000 including complete removal of Annex II and the Senior Center buildings, repaving the road on the west side of Annex II after demolition, removing the asphalt on the south side of Annex II and removing the south parking lot and the handicapped parking area to the east of the Senior Center. Golf staff will seed all existing asphalt areas once the project is complete. A contract is being developed with New Berlin Grading and should be in place in early to mid-June. Disconnection paperwork has been filed with WE Energies for natural gas and electricity disconnection and AT&T has been notified as well. IS is working with Facilities on disconnection of the fiber that joins these two buildings to the county network and dates will be finalized in the next few weeks for the fiber disconnect. The project is on schedule and is expected to come in well under the budgeted amount.

Highway Cold Storage Construction – $200,000 – On Hold

This project entails construction of a 7,500 square foot cold storage building on the Northwest corner of the West Bend Highway Shop property. This building would have only electricity, no heating or air conditioning and will be used for storage of equipment only. This was identified in the 2009 campus master plan, preliminary bid information will be done and will go out for bid this year but actual construction may or may not take place depending upon available funds.

Fair Park Water Heater Replacement - $25,000

The water heaters at the Fair Park were replaced and the project is complete. The project was awarded to Premier Plumbing at a cost of $13,900. The old water heaters were 15 years old.

Fair Park Fire Alarm Panel Replacement - $14,000

The fire alarm panel at the Pavilion Building will be replaced due to lack of available parts for the panel. The county will retain this system to use as spare parts for other building that have the same panels should they be needed. A plan is being put in place to replace the other obsolete panels. This project is scheduled to be completed in June prior to this year’s County Fair. This is a sole source project and will not be put out for bids. Final quotes are being updated and the project should begin in late May with the duration of the project expected to be less than a week. At no time will the Fair Park be without proper fire alarm protection during this project.
Fair Park Asphalt Project – Drive 11 - $275,000

The south entrance drive will be replaced during 2016, prior to this year’s fair. Bids were let and the project has been awarded to Payne and Dolan for a total cost of $160,000. The project is scheduled for the first two weeks in June.

Sheriff’s Dept. Cooling Tower Rebuild - $16,000

The drain pan for the water cooled chiller is extremely rusty and is in need of replacement. This unit is located on the roof of the sheriff’s department garage. The new pan will be coated with a rustproof coating allowing it to last the life of the existing chiller. This project has been awarded to Furlong Industrial Corporation for a total cost of $16,550. A contract is has been signed and we are awaiting delivery of the drain pan.

Asphalt/Sidewalk Repairs – Multiple Buildings Including UWWC - $119,000 ($19,000 UWWC)

Asphalt and Sidewalks at all facilities will be inspected as soon as is practical once the ground thaws and priorities will be finalized at that time. Our priorities at this time are the South PAC entrance, curbing entering the West Courthouse parking lot and the East Courthouse parking lot as well, though there are many other small areas that will require work as well. This work will also include the UWWC Parking lots as well. Now that the frost is out of the ground a bid packet is being developed and the project should be let for bids in late May with an estimated completion of August 30th.

Courthouse CRAC Unit - $62,500

The courthouse computer room air conditioning unit will be replaced during 2016. The existing unit is well past its useful life. At present, bid specifications are being put together with completion in late summer or early fall. The new unit will afford us some redundancy which we do not have at this time.

Flooring Repairs – Multiple Buildings - $75,000

The following areas will have flooring replaced during 2016. This will be put out for bid in mid-summer with replacement scheduled for fall of this year.

1. Sheriff’s Department – VCT flooring replacement in Huber dorm locker rooms
2. Public Agency Center- Carpet replacement in FHA
3. Public Agency Center – Partial carpet replacement in Health Department
4. Courthouse -VCT flooring replacement in ground floor corridor
5. Old Courthouse Museum – Wood floor sanding and refinishing
The following claims have been referred to your Administrative Committee. We have reviewed the same and find them correct, and we are reporting them to the Washington County Board of Supervisors.

<table>
<thead>
<tr>
<th>Claim Description</th>
<th>Department</th>
<th>Amount Approved</th>
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<tr>
<td>03/16 Social Security</td>
<td>Finance</td>
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<td>03/16 Federal Withholding</td>
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<td>Elevate Inc - Program Services Feb 2016</td>
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<td>Advanced Construction Inc - CTH H Wetland Mitigation, 5% Retainage</td>
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<td>BSG Maintenance Inc - Housekeeping/Laundry Service Apr 2016</td>
<td>Samaritan</td>
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<td>Delta Dental of Wisconsin - Dental Insurance Apr 2016</td>
<td>Human Resources</td>
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<td>Dominion Voting Systems Inc - County Wide Purchase of New Election Equipment</td>
<td>County Clerk</td>
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<td>JP Graphics - Election Ballots 04/05/16 Election</td>
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<td>Madison National Life - Short Term Disability Apr 2016</td>
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<td>Premier Workforce Solutions - Facilities Contract 03/07/16 to 03/20/16</td>
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<td>Riteway Bus Service Inc - WCCE Feb 2016</td>
<td>Transit</td>
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<td>K Singh and Associates Inc - Floodplain Surveying</td>
<td>Planning &amp; Parks</td>
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<td>Wisconsin Department of Corrections - State Charges - Juvenile Corrections</td>
<td>Human Services</td>
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<td>EH Wolf &amp; Sons - Unleaded Fuel at Fuel Island</td>
<td>Administration</td>
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<td>HRA Invoice Mar 2016</td>
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<td>Monthly Health Admin - April 2016</td>
<td>Finance</td>
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<td>Village of Germantown - Special Assessment Collection - Mar 2016</td>
<td>Treasurer</td>
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<td>Reinders Inc - Toro ProCore Aerator - Golf Course</td>
<td>Planning &amp; Parks</td>
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<td>TKK Electronics LLC - Computer Equipment for (10) Squads</td>
<td>Sheriff</td>
<td>$25,500.00</td>
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<td>Town of Addison - Apr 2016 Lottery Credit Settlement</td>
<td>Treasurer</td>
<td>$15,450.03</td>
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<td>Town of Barton - Apr 2016 Lottery Credit Settlement</td>
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<td>Cedarburg School District - Apr 2016 Lottery Credit Settlement</td>
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<td>Hartford Joint School District 1 - Apr 2016 Lottery Credit Settlement</td>
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<td>City of Hartford - Apr 2016 Lottery Credit Settlement</td>
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<td>Wisconsin Department of Administration - Mar 2016 Land Information Fee</td>
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<td>Norris Adolescent Center - Program Services Mar 2016</td>
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<td>Aviands LLC - Inmate Meals Feb 2016</td>
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<td>Compass Minerals America - Early Seasonal Salt Fill - Invoice 71469251</td>
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<td>Dbucholtz CSM LLC - Sheriff's Radio System Upgrade - Project Management (Partial Pmt)</td>
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<td>East Wisconsin Railroad Consortium - 2016 Contribution to Railroad Consortium</td>
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<td>Family Training Program - Program Services Mar 2016</td>
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<td>Fond du Lac County - Program Services Mar 2016</td>
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<td>Oracle America Inc - JDE Bundle Support 12/29/15 to 03/28/16</td>
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<td>WE Energies - Sheriff Dept Electric Services 02/29/16 to 03/30/16</td>
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<td>Wisconsin Department of Health and Family Services - Bed Assessment Fee Apr 2016</td>
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<td>Wisconsin Lock and Load Prisoner Transportation May 2016</td>
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<td>EH Wolf &amp; Sons - On Road Fuel at Fuel Island</td>
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<td>EH Wolf &amp; Sons - Off Road Fuel at Slinger</td>
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<td>Clearview - Program Services Mar 2016</td>
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<td>Lutheran Social Services Waukesha - Youth Treatment Center Mar 2016</td>
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<td>Routematch Software Inc - 2016 Annual Technical Support</td>
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<td>Specialized Transport Services - Shared Ride Taxi Mar 2016</td>
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<td>Youth and Family Project - Program Services Apr 2016</td>
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<td>Aviands LLC - Inmate Meals Mar 2016</td>
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<td>BSG Maintenance Inc - Housekeeping/Laundry Services May 2016</td>
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<td>Force America Inc - New Truck Setup Equipment</td>
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<td>Germantown Community Library - 2nd Qtr Distribution - 2016</td>
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<td>Jack Russell Memorial Library - 2nd Qtr Distribution - 2016</td>
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<td>Kewaskum Public Library - 2nd Qtr Distribution - 2016</td>
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<td>Riteway Bus Service Inc - WCCE Mar 2016</td>
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<td>Slinger Community Library - 2nd Qtr Distribution - 2016</td>
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<td>Stantec Consulting Services - Engineering Services - Snowmobile Bridge</td>
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<td>West Bend Community Memorial Library - SirisDynix Maintenance Fee Reimbursement</td>
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<td>State of Wisconsin Department of Corrections - State Charges Juvenile Correction</td>
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<td>Delta Dental of Wisconsin - Dental Insurance May 2016</td>
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<td>Force America Inc - Plow &amp; Wing Setup for (2) Trucks</td>
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<td>Wess R. Vogt MD - Professional Psychiatric Services Mar 2016</td>
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<td>Economic Development Washington County - 1st Qtr 2016 Admin - Impact RLF</td>
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<td>Fond du Lac County - Program Services Mar 2016</td>
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<td>Harris Corporation PSPC - Infrastructure Hardware Payment</td>
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<td>Ray Oherron Co Inc - Ammunition</td>
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<td>Wess R. Vogt MD - Professional Psychiatric Services Apr 2016</td>
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<td>Wisconsin Department of Health and Family Services - Bed Assessment Fee May 2016</td>
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<td>EH Wolf &amp; Sons Inc - Unleaded Fuel at Fuel Island</td>
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<td>WOW Workforce Development Board - 1st Qtr Contract Payment</td>
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**TOTAL** $11,023,030.85

**ADMINISTRATIVE COMMITTEE**

<table>
<thead>
<tr>
<th>Ayes</th>
<th>Timothy Michalak, Chairperson</th>
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<tbody>
<tr>
<td></td>
<td>Jeffrey Geib</td>
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<tr>
<td>Noes</td>
<td>Raymond Heidtke</td>
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<tr>
<td></td>
<td>Michael Otten</td>
</tr>
<tr>
<td>Absent</td>
<td>Peter Sorce</td>
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## ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
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<tbody>
<tr>
<td>County Code 2.42 - Administrative Committee</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Duties and Responsibilities of County Clerk</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Duties and Responsibilities of Register of Deeds and Real Property Lister Offices</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Paid Time Off Voluntary Gifting Policy</td>
<td>Backup Material</td>
</tr>
</tbody>
</table>
2.42 (RR 15-28) **ADMINISTRATIVE COMMITTEE.** The Committee shall consist of five (5) members. The duties of this committee shall be:

1. (RR 15-28) To receive monthly reports of receipts and expenditures of County funds.

2. (RR 15-28) To review for recommendation prior to consideration all resolutions and ordinances carrying an appropriation.

3. (RR 15-28) To transfer funds between budgeted items of an individual County office or department and to supplement appropriations for a particular office, department or activity pursuant to §65.90(5)(b), Wis. Stats.

4. (RR 15-28) To review with the auditors the annual audit of the County's books as required by §73.10, Wis. Stats.

5. (RR 15-28) The Administrative Committee Chairperson, or a sub-committee designated by the Administrative Committee Chairperson, comprised of any three members of the Administrative Committee with two members constituting a quorum, shall examine and schedule all accounts of the County not otherwise delegated and all claims, demands or causes of action against the County and, issue County orders therefor pursuant to, and within the limitations of §59.52, Wis. Stats.

   a. With respect to the Public Works Committee which has independent auditing authority regarding highway projects, the Administrative Committee may audit Public Works Committee vouchers for highway expenditures prior to payment. However, this audit is limited in the case of highway projects to determining whether each expenditure is within the scope of the Public Works Committee's statutory and County Code authority.

   b. With respect to the financial administration of the Wisconsin Development Fund grants, payments from the State may be passed through to the grant recipient after having been examined by the Administrative Committee.

   c. With respect to purchasing and the approval of vouchers in any public construction contract where the County is directly purchasing materials and supplies, payment may be made after having been examined by the Administrative Committee.

6. (RR 15-28) To examine, investigate and report on all claims of a general nature including damages done by dogs for which the County may have any liability and all claims, demands or causes of action against the County except highway matters, and issue County orders therefor.

7. (RR 15-28) To determine a reasonable amount of the public monies and direct the County Treasurer to maintain an appropriate average daily balance in all checking accounts and to notify the County Administrator of availability of funds not immediately needed to invest in a manner deemed most advantageous to Washington County and in compliance with State Statutes.
(8) (RR 15-28) Consistent with Section 4.01, to direct the County Administrator to invest and maintain an investment record which furnishes at least the following information for each investment:

- Purchase price
- Date of principal maturity, dates and rates of interest
- Account for which held
- Dates, receipt numbers, and amount of interest collection
- Date sold, receipt numbers and amount received at disposition

(9) (RR 15-28) To have supervision over and make recommendations to the County Board regarding the disposal of County lands acquired by tax deed as set forth in Section 4.26 of the County Code and Chapter 75 of the Wisconsin Statutes.

(10) (RR 15-28) To serve as the Liaison Committee for the following:

(a) County Clerk
(b) Human Resources
(c) Facilities
(d) Information Systems
(e) Finance
(f) Treasurer
(g) University of Wisconsin – Washington County (UWWC)
(h) Register of Deeds
(i) Agricultural and Industrial Society
(j) Library Services Board
(k) Mid-Wisconsin Federated Library Board

(11) (RR 15-28) To review and approve all requests for purchase, sale, lease or exchange of any necessary furniture or office equipment to the extent required in sec. 4.04 of this Code and to serve as the Purchasing Committee under the Purchasing Ordinance except where specifically delegated to another Committee by the Code or by Wis. Stats.

(12) (RR 15-28) To consider the necessity of by reviewing reporting department's requests for additional positions, and recommend, if appropriate, the same to the County Board.

(13) (RR 15-28) To advise and consult with the County Administrator with regard to the development and enforcement of County personnel policies.

(14) (RR 15-28) To have charge of all employment relations matters pursuant to Ch. 111, Wis. Stats.

(15) (RR 15-28) Whenever the employees of any department properly petition for and are granted certification by the Wisconsin Employment Relations Commission under Ch. 111, Wis. Stats., the Chairperson of the Administrative Committee shall select a collective bargaining subcommittee to consist of the following: 2 members of the Administrative Committee, on a rotating basis giving due regard to other departmental committee work, the Director of Human Resources and the Labor Negotiator. The head of the department involved shall serve as a resource person to the subcommittee. Each such subcommittee shall be entrusted with the power
and authority to negotiate with employees of the respective department with reference to wages, hours and conditions of employment, and shall have authority, subject to approval of the County Board upon the recommendation of the Administrative Committee, to enter into a binding agreement thereon with the properly qualified representatives of the employees. The agreement shall be signed by the board members of the subcommittee after approval by the County Board upon recommendation of the Administrative Committee.

(16)(RR 15-28) The Administrative Committee shall serve as the County Grievance Committee for all employee grievances under §7.10 of this Code, including all employee bargaining units, excluding those duties delegated to the Sheriff's Grievance Committee pursuant to §59.26(8)(b), Wis. Stats., and sec. 5.07 of this Code.

(17)(RR 15-28) To serve as the Section 504 Committee replacing that created by Resolution No. 13-84-85. The Committee shall actively seek input from the public where required by law to help identify problem areas relating to handicapped access. The Director of Human Resources shall serve as the Section 504 coordinator.

(18)(RR 15-28) To oversee and establish policy, have general charge of insurance, and to work with the County Clerk to implement the County insurance programs as follows:

(a) To insure adequately all buildings against loss or damage by fire or other disaster.

(b) To provide public liability and comprehensive automobile liability insurance.

(c) To oversee and set policy for the administration of the County's Worker's Compensation Fund, the Health Insurance Fund and all employee insurance programs.

(d) To serve as the County Loss Control Committee and to work with the Wisconsin County Mutual Insurance Corporation's Loss Prevention Committee towards development of a loss control/risk management program. When discharging its responsibility as Loss Control Committee, the Administrative Committee shall be authorized to require the attendance of any department head whose department or program requires loss control/risk management analysis and to call upon the assistance of other County Committees.

(19)(RR 15-28) To have charge of all County property and lands except that property which comes under the jurisdiction of the Public Works (Highway) and Health, Aging and Long Term Care Committee, and to prepare the necessary budget requests therefor. County property jurisdiction and responsibilities are specified as follows:
<table>
<thead>
<tr>
<th>Committee</th>
<th>Responsibility</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>Highway Department buildings (West Bend and Slinger)</td>
<td>-Responsibility for the VMSF will be assigned to Highway Department and Committee to maximize State funding  -Charges to other departments will be developed with Finance Dept. involvement</td>
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<tr>
<td></td>
<td>Highway Department yards (West Bend and Slinger)</td>
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<td></td>
<td>Vehicle Maintenance Storage Facility</td>
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<td></td>
<td>County Highway roads</td>
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<tr>
<td>Administrative</td>
<td>UWWC campus buildings</td>
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<td>UWWC campus grounds</td>
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<tr>
<td>Public Works</td>
<td>County park lands</td>
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<td>County park buildings</td>
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<td></td>
<td>Washington County Golf Course</td>
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<tr>
<td>Administrative</td>
<td>Fair Park buildings</td>
<td>County – Agricultural and Industrial Society Lease and Agreement</td>
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<tr>
<td></td>
<td>Fair Park grounds</td>
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<tr>
<td></td>
<td>-Washington County owns the Fair Park land and the Pavilion building</td>
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<td></td>
<td>-Washington County is responsible to repair and maintain Lessee owned structures</td>
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<tr>
<td>Health, Aging and Long Term Care</td>
<td>Samaritan Health Center building</td>
<td>-Little League use issues are now assigned to Health, Aging and Long Term Care Committee, working w/ County Attorney &amp; County Clerk</td>
</tr>
<tr>
<td></td>
<td>Samaritan grounds used by residents</td>
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<td>County lands SE of driveway to Water St. Fields of Washington County</td>
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<tr>
<td>Administrative</td>
<td>Courthouse building</td>
<td>-Sets policies to perform landlord role to user departments  -Considers master plan for county campus  -Considers requests from County Board committees for designation of reserved campus lands</td>
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<tr>
<td></td>
<td>Courthouse Annexes</td>
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<td></td>
<td>I Old Courthouse museums</td>
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<td></td>
<td>II Old Office and Storage building</td>
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<tr>
<td></td>
<td>III Sheriff’s Department</td>
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<td></td>
<td>IV Public Agency Center</td>
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<td></td>
<td>Senior Activity Center</td>
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<td>Youth Treatment Center</td>
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<td>Tower Sites</td>
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<td>Fuel Island</td>
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<td>County cemetery</td>
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<td></td>
<td>County campus lands, designed and reserved for future use</td>
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</tbody>
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(20)(RR 15-28) UWWC Capital Planning Advisory Group. The UWWC Capital Planning Advisory Group is hereby created in accordance with the Intergovernmental Cooperative Agreement between Washington County and the City of West Bend dated October, 2015. The advisory body shall consist of 4 members, 2 appointed by the County Board Chairperson and 2 appointed by the Mayor. The purpose of the advisory body is to develop, evaluate and recommend future capital projects for the University of Wisconsin-Washington County Campus as defined in the Intergovernmental Cooperative Agreement to the City of West Bend and the Washington County Board of Supervisors.

(21)(RR 15-28) The actions and recommendations developed by this body shall be reported to the Administrative Committee.
(22)(RR 15-28) To have charge of all leases and rentals of real property for County use under its jurisdiction and the leases and rentals of all County real property under its jurisdiction and to have charge of permanent improvements, repairs and maintenance concerning all County buildings and grounds under its jurisdiction, including authority to provide emergency repairs or necessities without further County Board authority on a majority vote of the Committee membership; an estimated amount is to be included annually in the budget for said purpose and for said purposes the County Clerk and the County Board Chairperson are authorized to sign agreements on behalf of the Committee and County.

(23)(RR 15-28) To advise and consult with the County Administrator who shall supervise all custodial and maintenance personnel having responsibility for buildings and grounds within the jurisdiction of the County Administrator.

(24)(RR 15-28) To review and approve the County Administrator's assignment of office and storage space within County buildings whether owned or leased.

(25) (RR 15-28) The Committee shall supervise and serve as liaison for Fair Park and be responsible for the supervision of Fair Park grounds and structures. Oversight and supervision shall be in conjunction with the Washington County and Agricultural and Industrial Society Lease and Operating Agreement dated May 1, 2012, as amended or renewed from time to time. See §59.56, Wis. Stats.

(26) (RR 15-28) The Committee shall supervise and serve as liaison for the Historical Society and be responsible for the supervision of the Old Washington County Courthouse and Old Washington County Jail Buildings grounds and structures. Oversight and supervision shall be in conjunction with the Lease and Operating Agreement and First Amendment to the Lease and Operating Agreement dated September 3, 2014.

(a) The County Board Chairperson shall appoint one Supervisor from the Administrative Committee and one other Supervisor at Large to serve on the Agricultural and Industrial Society Board of Directors.

(b) The County Board Chairperson shall appoint one Supervisor from the Administrative Committee and one other Supervisor at Large to serve on the Historical Society Board of Directors.

(c) Appointees shall not also be an officer for the organization to which he or she is appointed.

(27)(RR 15-28) To consider the necessity of by reviewing reporting departments' requests for additional positions and recommend, if appropriate, the same to the County Board.

(28)(RR 15-28) The Public Works Committee shall serve as the County Parks Commission per §27.02, Wis. Stats., when it convenes with two additional members with the powers set forth in §27.05, Wis. Stats.
WASHINGTON COUNTY CLERK

Mandated services provided by the County Clerk’s office:

a) Act as Clerk/Recording Secretary for the County Board and all County Committees
b) Prepare and Maintain County Agendas
c) Maintain County Records (agendas & minutes)
d) Publish County Board Ordinances, Resolutions, Minutes
e) Compile and Publish Official Proceedings
f) Sign all Orders for Payment
g) Apportionment of Taxes
h) Issue Dog Tags to Municipalities and Maintain Dog License Records
i) Issue Marriage Licenses
j) Issue Domestic Partnerships and Domestic Partnership Terminations
k) Chief Election Officer for the County
l) Prepare and Administer Oaths of Office
m) Tax Deeds
n) Timber Harvest Notices
o) Notify Towns of County Tax for Road and Bridge Fund
p) Compile Annual County Directory
q) Probate Claim Notices
r) Filing Agent for all Claims Against the County
s) Maintaining Highway Related Records
t) Legal Custodian of County Property
u) Sign County Contracts, Leases, Agreements, and Deeds
v) Act as Central Record Keeper for the County
w) Library Funding, Including Determining Eligibility for Exemption of County Library Tax

Non-mandated services provided by the County Clerk’s office:

a) Act as Receptionist/Information Desk and Provide Assistance to the General Public
b) Publish Meeting Minutes/Agendas & General Information on the County’s Website
c) Acceptance Agent for U.S. State Department - Passports
d) Coordinate Property & Liability Insurance and Process Claims
e) Maintain County’s Minor Inventory Listing
f) Supervise Central Reproductions, including Processing all Incoming and Outgoing Mail, Printing Services for County Departments and Local Non-Profit/Government Entities
g) Provide Extended Services to Municipalities Relating to Elections, Including Poll Worker Training
Date: May 10, 2016  
To: Administrative Committee  
From: Sharon A Martin, Register of Deeds  
      Lisa Budish, Deputy Register of Deeds  
      Brian Braithwaite, Real Property Lister  

RE: Register of Deeds (ROD) & Real Property Lister (RPL) Updates  

DISCUSSION:  

1. **Overview of Register of Deeds and Real Property Listing Offices** – See attached sheet detailing statutory and non-statutory duties and requirements.
REGISTER OF DEEDS

Mandatory Duties and Services

1. Accept, review, and record real estate documents authorized by law; collect recording fee and transfer fees, if required (§59.43, §77).
2. Accept, review, and record all federal tax lien documents (§59.43).
3. Accept, review, and record all subdivision, condominium, cemetery, and transportation project plats (§59.43, §84, §236).
4. Accept, review, and record all certified survey maps (§59.43, §236).
5. Accept, review, and record all corporation, religious society, associations, security interests and other entity documents (§59.43, §401, §409).
6. Index, image, and maintain all real estate documents from 1836 to present; return to party electronically or via mail (§59.43).
7. Make and deliver to any person (upon payment of proper fee), certified and uncertified copies of real estate records (§19.34, §59.43, Chapter 4.34 WCC).
8. Enter into and maintain contracts to provide non-certified copies of daily recordings (§59.43).
9. Review and register all marriage certificates occurring in Washington County (§69).
10. Review and register all death certificates occurring in Washington County (§69).
11. Issue certified copies of vital records (birth, marriage, death, domestic partnership) upon verification of proper identification and payment of fee (§69).
12. Record, index, and maintain military discharge papers (§59.43, §45).
13. Issue certified copies of military discharge papers (§59.43, §45).
14. Provide various real estate forms as needed (§59, §706, §867).
15. Upon each term of office, file signature and all impressions of official seals with secretary of state (§59.43).
16. Upon each term of office, appoint a deputy register of deeds who shall perform duties of the office in the register’s absence.
17. Appoint the Real Property Lister (Chapter 4.05 WCC).
18. Work with various State of Wisconsin Agencies (ie, Department of Administration, Revenue, Cartography, Commerce, Plat Review, Natural Resources, Financial Institutions, Historical Society, etc).
19. Work with County Treasurer to submit portion of recording fees to Wisconsin Department of Administration for state land information program (§59.72).
20. Work with County Treasurer to submit portion of birth certificate fees to Wisconsin Secretary of Administration for children’s trust fund (§69).
21. Work with County Treasurer to submit portion of birth, marriage, death, and domestic partnership certificate fees to Wisconsin Secretary of Administration for state on-line records fund (§69).
22. Review and/or remove/obscure social security numbers from real estate documents before making image available to the public.

Non-Mandatory Duties and Services

1. Act as Wisconsin Department of Safety and Professional Services Rental Weatherization Agent.
2. Provide notary public services.
3. Assist title companies, bankers, attorneys, surveyors, municipalities, and the public in learning to search the real estate records in the county office and on the county website.
4. Assist genealogists in learning to search the public real estate records and certain vital record indexes.
5. Partner with State Senators and Representatives on legislative changes.

(§ = Wisconsin Statutory reference; WCC = Washington County Code.)
REAL PROPERTY LISTING

Mandatory Duties and Services

1. Prepare and maintain a database in a manner prescribed by the department of Revenue that is valid, accurate and complete for assessment, taxation and parcel mapping purposes for all real property in the county (§70.09, Chapter 4.02 WCC, Pages 4-5, 5-2, 5-6, 19-10 WPAM).
   a. At a minimum this includes parcel numbers, owners name, an accurate legal description, mailing address, number of acres and all districts.
2. Provide information on real property for use by assessors, cities, villages and towns, county offices and any others requiring that information (§70.09).
3. Forward and review all mapping changes to/by County GIS (§70.09, Page 5-8 WPAM).
4. Track ownership interests in Real Property within the county (§70.09, Page 7-18 WPAM).
5. Serve as the coordinator between the county and taxation districts in the county for assessment and taxation purposes (§70.09).
6. Review and provide corrected information on Real Estate Transfer Forms to the Wisconsin Department of Revenue (§77, Page 19-10 WPAM).
7. Provide computer services related to the assessment and taxation to municipal assessors, clerks, and treasurers (§70.09, Page 5-21, 5-27 WPAM)
   a. Including, but not limited to data entry of assessment roll, notices of assessment and summary reports.
8. Provide material support to municipal assessors for revaluations (Pages 4-12, 19-17 WPAM).
9. Serve on the Washington County Land Information Council (§59.72)
10. Assist municipal assessors and County Treasurer with the calculation of the conversion charge of agricultural lands (§74, Pages 11-C-3, 11-4, 11-46 WPAM).
11. Assist in developing the Real Property Lister Budget (Chapter 4.02 WCC)
12. Perform reviews of condominium plats prior to recording (§703, Chapter 4.34 WCC).
14. Fulfill requests for data made by the Department of Revenue (§73).
15. Review annexation legal descriptions for the Department of Revenue (Per DOA policy).
16. Assessor travel reimbursement (§70.06(1), WPAM)
17. Maintain sales data, assessment information and other content and make available on the county’s website (§70.09, §59.72(4)(b)).
18. Coordinate office activities, work flow, and contract management (§70.09, Chapter 4.09 WCC).

Non-Mandatory Duties and Services

1. Maintain, provide public access, and provide copies of maps in the County Surveyor files.
2. Publish monthly listings of property sales occurring in the county.
3. Provide, upon request, copies or reports of assessments rolls and address/ownership labels.

(§ = Wisconsin Statutory reference; WCC = Washington County Code; WPAM = Wisconsin Property Assessment Manual)
Voluntary PTO Donation Policy

This program is intended to allow employees to voluntarily donate earned PTO time to another full- or part-time County employee with a qualifying medical emergency. The Human Resources Department will administer this program in accordance with the procedures outlined below.

**Definitions:**

- “Medical Emergency” is a medical condition of an employee or an employee’s family member that meets the requirements of the State and Federal Family Medical Leave Act (FMLA) for “Serious Health Condition”.
- “Family Member” includes:
  - Employee
  - Employee’s spouse
  - Employee’s children, including adopted, step, and Foster Children
  - Employee’s Parents
- “Eligible Employee” is an individual who is employed within the County in a regular full- or part-time position and is eligible to accrue PTO time.
- “Donated Time” is the amount of PTO time an employee donates from his/her accrued and unused PTO time. Employees may not donate ELB, holiday, or any other compensatory time.
- “Program Administrator” is the Human Resources Director who will be responsible for administering this program.

**Program Eligibility and Requirements:**

1) The recipient employee eligibility:
   a) The employee, or employee’s family member, as defined above, must be suffering from a non-occupational, injury or illness as defined as a serious health condition under State and Federal FMLA.
   b) The employee must have completed and been approved for FMLA due to a serious medical condition.
   c) The employee must have exhausted all paid time off, including any ELB, PTO and compensatory time, to be eligible for donation.
   d) The employee is not eligible if he/she is receiving workers compensation, income continuation, or any other disability payments.
   e) The employee must make a request in writing to the Human Resources Department to receive a PTO donation and authorize disclosure, need of assistance, to all co-workers. Notification to all co-workers will be made by Human Resources.

2) Donations will be done on a day to day basis. The Program Administrator will not be assessing the value of the donation with respect to the value it has to the program participant. The total hours donated will be credited to the appropriate benefit balance and the recipient will take the time off and be paid at their current rate of pay when the time is taken.

3) Participation ends when an employee returns to work in his/her regular full- or part-time schedule, or when an employee is determined to be totally or permanently disabled or becomes eligible for other County income continuation benefits.
4) If an employee returns to work and assumes his/her regular full- or part-time schedule, terminates, or applies for a WRS disability retirement, the unused PTO hours that were donated will be returned to those employees who donated time.

5) Human Resources will monitor the use of donated leave under this program and will periodically require program participants to provide updates and additional medical documentation to ensure ongoing eligibility.

6) All decisions made or actions taken by the Program Administrator, including but not limited to determination of eligibility, documentation required, or any decision or action made or taken in the administration, modification, or termination of the benefits under this program are final and binding on all parties and shall not be grievable or arbitrated under any labor contract or county policy.

7) The County reserves the right to modify or terminate this policy at any time.

**Donated Benefit Time:**

1) Regular full- and part-time employees are eligible to voluntarily donate accrued and unused PTO time to an eligible employee for use under this program.

2) The employee donating PTO time (“donor”) may only donate PTO time in full day (8 hour) increments. The donor may donate any earned, unused PTO days. However, the donor must retain a minimum of five (5) days in his/her PTO bank, for their own use.

3) Employees donating PTO time must complete a form that indicates the amount of hours they intend to donate, to whom the PTO is being donated to, a statement noting the PTO time is being donated voluntarily, and that within limited circumstances this donation is irrevocable.

4) The Program Administrator will record the receipt of donations and will allocate the donations to the program participants on a first in, first out basis. If a program participant terminates employment or returns to work and assumes his or her regular full- or part-time schedule within the County prior to the exhaustion of the donated time, the remaining balances will be returned to those employees whose benefit time had not yet been allocated.

5) Program participants will not be eligible for payouts of any remaining donated PTO time upon the termination of employment from Washington County.

6) Human Resources will maintain all records related to the program, including the amounts of PTO donated, the amount of PTO used by the program participant, applications for participation, and supporting documentation.
### ATTACHMENTS:

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<tbody>
<tr>
<td>Tax Foreclosures - Committee Report</td>
<td>Report</td>
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<tr>
<td>Tax Foreclosures - Administrative Committee Responsibilities</td>
<td>Backup Material</td>
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<tr>
<td>Tax Foreclosures - Tax Deed Sub-Committee Policy</td>
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<tr>
<td>Tax Foreclosures - County Code 4.24 &amp; 4.26</td>
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<td>Ordinance: Staffing Plan - IS (GIS) - Committee Report</td>
<td>Report</td>
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<tr>
<td>Ordinance: Staffing Plan - IS (GIS) - Draft Ordinance</td>
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<td>PAC Custodial Staffing - Committee Report</td>
<td>Report</td>
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<tr>
<td>PAC Custodial Staffing - Request for Proposals</td>
<td>Backup Material</td>
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<td>Courthouse Security Cameras - Committee Report</td>
<td>Report</td>
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<td>Courthouse Security Cameras - Security &amp; Facilities Minutes</td>
<td>Backup Material</td>
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<td>ADRC Signage - Committee Report</td>
<td>Report</td>
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<tr>
<td>ADRC Signage - Estimate</td>
<td>Backup Material</td>
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<td>Backup Material</td>
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COMMITTEE REPORT

To: Administrative Committee

From: Kimberly Nass, County Attorney

Date: May 25, 2016

Re: Orientation Regarding Tax Delinquent Process

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POLICY QUESTION:

None

DISCUSSION:

Formerly, the Finance Committee was responsible for the proper disposition of tax delinquent properties in Washington County. The Finance Committee delegated its oversight to a Tax Deed Subcommittee consisting of 3 supervisors from the Finance Committee. Under the new committee structure, the Administrative Committee has assumed many of the responsibilities of the former Finance Committee. According to sec. 2.42(9) of the County Code, the Administrative Committee shall “…have supervision over and make recommendations to the County Board regarding the disposal of County lands acquired by tax deed…..”

The attachments provide the two statutory methods of handling tax delinquent property, an summary of the process (tax deed) most often used by the county to foreclosure tax delinquent parcels and the County’s adopted policy.

In 2015, the County acquired approximately 27 parcels by tax deed, many of which were disposed of by tax deed sale (sealed bids). However, the County remains the owner of several parcels that will need to be disposed of in 2016. In addition, Washington County utilized the in rem tax foreclosure process for 3 delinquent properties; a Town of Kewaskum parcel, a Village of Slinger parcel and a Town of Addison parcel. The County obtained a judgment against the Village of Slinger and Town of Addison parcel. At a future meeting, the Committee will need to provide direction as to the action to be taken to dispose of the Village of Slinger and Town of Addison properties.

FISCAL EFFECT:

None

Submit this form in WORD format to CLKagenda_dg@co.washington.wi.us ONE CALENDAR WEEK PLUS 3 WORK DAYS prior to the Committee meeting WITH the Committee Agenda Preparation Form. Rev. 12/2015
ATTACHMENTS:

- Administrative Committee (Delinquent Tax Parcels)
- Tax Deed Sub-Committee Tax Foreclosure Policy
- Sections 4.24 and 4.26 of the Washington County Code

RECOMMENDATION:

Motion to authorize the County Attorney to update the County’s policy on tax delinquent properties to bring it in line with current committee structure.
ADMINISTRATIVE COMMITTEE
(Delinquent Tax Parcels)

- The Administrative Committee is responsible for deed process and the proper handling and disposition of the tax delinquent parcels in Washington County

- §4.24 of the Code adopts the *In rem* tax foreclosure method

- §4.26 of the Code sets forth process used for foreclosure of tax delinquent properties-Foreclosure policy included in Code-goals:
  - return property to productive use (property clean up if necessary)
  - preference to former owner

- Summary
  - County Treasurer refers list of delinquent properties to Clerk after notices given and time elapses for paying delinquent amounts
  - Property evaluated (size, location, environmental concerns)
  - Recommendations to committee regarding property, outstanding taxes, other conditions
  - Committee authorizes taking by tax deed (or gives reasons why county should not acquire property)
  - County is not required to “take” every tax delinquent property, though it leaves parcels to continue accrual
  - Notice to former owner given allowing time period to redeem under certain conditions
  - Appraisal and minimum bid amount set
  - Clerk gives notice (including warning) of availability of tax deed properties, accepts sealed bids
  - Committee awards to highest bidder
  - County Attorney completes real estate transaction
  - Successful bidder acquires “as is” with potential clouded title, unbuildable land, environmental contamination, etc.

- *In rem* foreclosure available, but rarely used (§4.24)-lengthy process, clears title
TAX DEED SUB-COMMITTEE TAX FORECLOSURE POLICY

The Tax Deed Sub-Committee is a sub-committee of the Finance Committee and is authorized generally to sell tax delinquent parcels by appraising the parcels and assisting the County Clerk in the subsequent resale and return to the tax roll where possible. This policy statement is intended to clarify the Tax Deed Sub-Committee's traditional role and is subject to the jurisdiction of the Finance Committee, the statutory tax deed procedures and County Code Section 4.26.

1. Foreclosure. Prior to the taking of a tax deed, the County Clerk shall visit the proposed site and determine if there are any obvious impediments to taking the tax deed. An environmental assessment will be required prior to the taking of any parcel where there are visible indicators of environmental concern or the property has been historically used for purposes which may create an environmental risk. Where the sub-committee determines that a full environmental assessment is necessary, the committee will bring the matter to the attention of the Finance Committee to obtain necessary funds and authorization. If the sub-committee determines that the value of the property does not merit an environmental assessment, the sub-committee may recommend to the clerk that the parcel not be taken.

2. Appraisal. After a tax deed property is taken, the County Clerk shall bring the matter to the attention of the Tax Deed Sub-Committee which will appraise the property. The appraisal shall be based upon the sub-committee's best judgment of the value of the parcel giving due regard to the assessment and the distressed nature of tax sales. Wherever possible, the appraisal shall at least cover the outstanding tax, interest and penalty and any of the county's costs in the foreclosure action. Special assessments and special charges are payable from the surplus of any such sale as provided in Section 75.36 Wis. Stats.

3. Sale. Tax deed parcels shall be offered for sale as provided in Section 75.69 Wis. Stats. The advertisement shall contain a suitable warning advising the public of the highly speculative nature of tax deed sales. The advertisement shall include the appraised value of the property and such other information likely to notify the public of the availability of tax delinquent parcels. The minimum appraised value of any parcel shall be $25. In the event no bids are received at this level, the sub-committee may re-appraise the property accordingly. No parcel shall be sold for less than the appraised value. Notice of the advertisement and sale shall be sent to the clerk of the municipality in which the real estate is located at least three weeks prior to the time of sale. All sales shall be made by written sealed bids unless otherwise directed by the sub-committee and as further authorized by state law. All public inquiries regarding tax sales shall be directed to the County Clerk. No representations regarding the property, its title or condition shall be made by the clerk or anyone on the clerk's behalf other than to provide the location of the parcel and any information which appears in the clerk's file. The clerk is authorized to warn potential bidders that "tax sales are very high risk and speculative."

- 1 -
4. Bidder Site Visits. The County Clerk is authorized to permit bidders to visit unoccupied sites and to perform soil tests, surveys or other property examinations as are customary. Where a parcel is occupied by a tenant or the former owner, the bidder shall be advised that no site visit or testing can be done without the express consent of the person occupying the land. Under no circumstances shall the county be responsible for any bidder costs. Where more than one bidder requests permission to take a soil test, survey or other on site examination, the County Clerk is authorized to require bidders to act cooperatively. The clerk may require a cash bond to secure restoration of the site.

5. Municipal Purchases. Where direct municipal purchase of tax delinquent real estate is authorized by Section 75.365, 75.69, 59.97(8) or elsewhere, the tax sales shall be made on such terms as are mutually agreed and as approved by the County Board. If the property is of little or no value, in the opinion of the sub-committee, the acquiring municipality shall only be required to reimburse the county for the municipality's share of the tax, interest and penalty advanced by the county. This policy takes into consideration the fact that it is the municipality which is responsible for the assessment, and secondly, the municipality should not benefit from the tax advanced by the county when the property is unable to support the tax. If in the opinion of the sub-committee, the property has value, the municipality shall be required to pay the full value of the property. The proceeds of such sale shall be applied to the taxes, interest and penalties first and then to special assessments and special charges as provided in Section 75.36. A purchasing municipality is eligible to participate under Section 75.36 if the net proceeds of the sale are sufficient.

6. Sales to Former Owners. All sales to former owners shall be as provided in County Code Section 4.26. It is the policy of the sub-committee to advise against return of a property to the former owner where that owner has previously redeemed the parcel under Section 4.26, unless there are exceptional circumstances.

This policy was originally adopted by the Tax Deed Sub-Committee on the 21st day of June, 1995. Updated the County Code Section to 4.26 on May 18, 2004.
4.24 IN REM FORECLOSURE OF TAX LIENS. Washington County elects to adopt the provisions of §75.521, Wis. Stats., for the purpose of enforcing tax liens in Washington County in the cases where the procedure provided by §75.521, Wis. Stats., is applicable.

* * *

4.26 TAX DEED SALES. (1) Preference to Former Owner to Repurchase. In the sale of tax deeded lands, the former owner who lost his or her title through delinquent tax collection enforcement procedure or the person's heirs shall be given preference in the right to purchase such lands as provided in this section.

   (2) Notice Requirements; Exception. Sales under this section shall be exempt from all of the provisions of §75.69, Wis. Stats.

   (3) Notice to Former Owner. The County Attorney shall notify the former owners, as shown in the records of the Real Property Lister/GIS Manager, of the provisions of this section. The notice shall give a date certain for response no later than 21 days after the date of the notice. Failure to respond within the time limit shall result in a loss of all rights under this section. Reasonable extensions may be granted by the Finance Committee for good cause. There shall be no appeal of the committee determination.

   (4) Conditions of Purchase. The former owner or the owner's heir shall indicate his or her intent to exercise the preference under this section by application to the Washington County Clerk's office. The application shall contain:

      (a) The name and address of the person claiming preference.

      (b) The legal description or other accurate identification of the property in question.

      (c) Full payment of the taxes, interest and penalties currently outstanding, any out-of-pocket costs incurred by Washington County in the processing of delinquent tax collection enforcement procedure as determined by the County Clerk and payment of the fee established in par. (4)(d) below.

      (d) A sum equal to 10% of the total taxes, interest and penalties due, however, not less than $30 nor more than $200, which is intended to offset the indirect costs of the County in processing the application for preference.

      (e) The names and addresses of any other persons claiming ownership, and any lien holders, whether or not of record.

      (f) Appropriate assurances that the interests of any lien or mortgage holders shall be reinstated to their same position prior to the taking of the tax deed.

      (g) All sums paid with the application shall be returned if the application is denied.
(5) **Notice to Persons Claiming Ownership, Liens and Mortgage Holders.** The County Attorney shall notify all persons claiming ownership and any lien and mortgage holders of the application for preference, but shall have no obligation to search for other owners, lien or mortgage holders not reported by the applicant and not directly known to the County Clerk.

(6) **Conveyance of Property.** If the original owner seeks return and if there is no objection, the County Clerk may convey the property to the former owner in the name in which the property was held when the County took title. In all other cases, the County Clerk shall present the application to the Finance Committee who shall determine if all information as required is in order, that the required payment has been made, and that the interests of all owners, lien and mortgage holders have been protected as required in this chapter. If everything is in order, the Finance Committee shall order issuance of a Quit Claim Deed to the former owner or his or her heirs. The Finance Committee may direct the attachment or conditions to the Quit Claim Deed to protect the interests of lien or mortgage holders. The Finance Committee may reject any application where its approval will hamper other tax collection efforts or where it is in the best interests of Washington County to retain the property.
COMMITTEE REPORT

To: Administrative Committee

From: Todd Scott

Date: May 25, 2016

Re: Ordinance – Staffing Plan – Administration – Information Services (GIS Coordinator)

POLICY QUESTION:
Should the County approve a request to create a Geographic Information Systems (GIS) Coordinator position, and eliminate one GIS Analyst position in Administration Department - Information Services?

DISCUSSION:
A request was brought to Human Resources for a new position of GIS Coordinator. This position was assessed based on the grading tool approved and put in place by the County Board, and it was determined this Non-exempt position should be at Pay Grade 10. If the GIS Coordinator position is approved, one of the two GIS Analyst positions would be eliminated.

FISCAL EFFECT:
The requested change will result in an annual increase of $2,153.

ATTACHMENTS:
Draft Ordinance

RECOMMENDATION:
Motion to approve the ordinance amendment to Sections 7.02 and 7.03 of the County Code to add one (1) Geographic Information Systems Coordinator position at pay grade 10, and eliminate one (1) Geographic Information Systems Analyst at pay grade 8, for Administration Department – Information Services, and forward to the County Board.

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WASHINGTON COUNTY, WISCONSIN

Date of enactment: __________
Date of publication: __________

2016 ORDINANCE ___

AN ORDINANCE to amend Sections 7.02 and 7.03 relating to: Washington County Staffing Plan – Administration – Information Services; and Washington County Classification and Compensation Plan.

The people of the County of Washington, represented in the Board of Supervisors, do ordain as follows:

SECTION 1. Section 7.02 of the code is amended to read:

7.02 WASHINGTON COUNTY STAFFING PLAN. (AM 16- ) Washington County maintains a Countywide Staffing Plan listed by department. Such plan shall indicate the type and number of positions currently authorized by the County Board together with the existing pay grade for said position. County departments are authorized to fill only those positions listed in the Countywide Staffing Plan. Any changes to the staffing plan shall be determined by the Washington County Board upon review and recommendation of the Administrative Services Committee consistent with sec. 7.04(9) of this chapter and sec. 2.44 of this Code. Position title changes with no fiscal impact and Fair Labor Standard Act (FLSA) changes may be made by the Human Resources Director. The Human Resources Director shall provide a report to the Administrative Services Committee, with a copy to the County Attorney for implementation.

ADMINISTRATION DEPARTMENT - Information Services

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Grade</th>
<th>Authorized Positions</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geographic Information Systems Analyst</td>
<td>8</td>
<td>2–1</td>
<td>NE</td>
</tr>
<tr>
<td>Geographic Information Systems Coordinator</td>
<td>10</td>
<td>1</td>
<td>NE</td>
</tr>
</tbody>
</table>

SECTION 2. The list of pay grades established in Section 7.03(1)(a) shall be adjusted to incorporate the changes proposed in this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective upon passage by the Board of Supervisors and publication as provided by law.

SECTION 4. SUMMARY. Ordinance amending staffing plan for Administration – Information Services Department.

_________________________

VOTE REQUIREMENT FOR PASSAGE: 2/3 of members elect
APPROVED: Introduced by members of the ADMINISTRATIVE COMMITTEE as filed with the County Clerk.

Kimberly A. Nass, County Attorney

Dated__________________________

Considered______________________

Adopted_______________________

Ayes_____ Noes_____ Absent_____

Voice Vote_____________________

Countersigned:

______________________________

Richard P. Gundrum

County Board Chairperson

(The requested change in grade for the GIS positions will result in an annual increased cost of $2,153.)
COMMITTEE REPORT

To: Administrative Committee Members

From: Jay Shambeau, Planning and Parks Administrator

Date: May 25, 2016

Re: Custodial Staffing Discussion

POLICY QUESTION:
How should the County staff custodial services at the Public Agency Center (PAC)?

DISCUSSION:
At the February 18, 2016 meeting the Administrative Services Committee directed Facilities to solicit proposals for contracted custodial services at the Public Agency Center. Proposals from six companies were received on April 5th, the proposals were then scored by Purchasing and Facilities staff. The two firms with the highest scores were selected for interviews. The two firms interviewed were Gibb Building Maintenance and ABM Onsite Services. The interviews were also scored and Gibb Building Maintenance was selected as the company with the cleaning program that best meets the needs of Washington County.

At present, Facilities has two full time and three part-time custodians assigned to the PAC. One of the full time positions is vacant as is one of the part-time positions. There are also part-time positions vacant at the Sheriff’s department and Government Center as well. The positions at the Sheriff’s department and Government Center have been vacant for more than one year.

If the contract is approved, the custodial staff currently assigned to the PAC would be reassigned to fill the vacant positions at the Sheriff’s Department and Government Center. No positions would be eliminated at this time. This would allow for enough staff to clean other county facilities as needed and provide enough coverage when staff is out due to PTO, FMLA or future vacancies. As positions vacate in the future those positions would be evaluated to determine if they need to be retained or if they should be eliminated and contracted duties expanded.

FISCAL EFFECT:
Gibb Building Maintenance proposes to provide custodial services for $99,876.00 per year and they have agreed to hold this price for five years. At present, Facilities has $97,447.00 in vacant positions. The net fiscal effect of this change is an increase of $2,429.00 in 2016 but due to vacancies within Custodial Services from January through April of 2016, Facilities salary costs will actually be reduced by approximately $13,000.00 in 2016. Each successive year the county would likely save money by not having to pay salary and benefit increases since the contract cost would remain flat for the full five years.

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ATTACHMENTS:
Proposal Results

RECOMMENDATION:
Motion to enter into a five-year contract for custodial services at the Public Agency Center with Gibb Building Maintenance. Retain and reassign all staff members currently assigned to the Public Agency Center. Eliminate one full time and two part-time custodial positions that are currently vacant.
# Washington County
## Bid Tabulation

**Project/Bid:** Janitorial Services - Public Agency Center Building - RFP #FM16-12  
**Due Date & Time:** April 4, 2016 by 2:00 PM (CT)

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Tech Points</th>
<th>Cost Points</th>
<th>Interview Points</th>
<th>Total Points</th>
<th>Total Hours</th>
<th>Proposed Staff</th>
<th>Grand Total Fees (3 Years)</th>
<th>Hold Pricing for 5 yr Contract</th>
<th>Grand Total Fees (5) Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gibb Building Maintenance</td>
<td>57.59</td>
<td>14.24</td>
<td>20.00</td>
<td>91.83</td>
<td>7,177 per year</td>
<td>6 onsite + 1 onsite</td>
<td>$299,628.00</td>
<td>Yes</td>
<td>$499,380.00</td>
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<tr>
<td>AMB Janitorial Services</td>
<td>58.65</td>
<td>11.23</td>
<td>15.00</td>
<td>84.88</td>
<td>8,320 per year</td>
<td>5 onsite</td>
<td>$379,688.88</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Clean Power LLC</td>
<td>56.99</td>
<td>7.80</td>
<td>0.00</td>
<td>64.79</td>
<td>7,618 per year</td>
<td>3 full time, 1 part time &amp; 1 non dedicated</td>
<td>$542,482.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSG Maintenance</td>
<td>49.65</td>
<td>13.18</td>
<td>0.00</td>
<td>62.83</td>
<td>7020 per year</td>
<td>5 onsite</td>
<td>$323,712.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean Sweep</td>
<td>34.64</td>
<td>15.00</td>
<td>0.00</td>
<td>49.64</td>
<td>20 hours per day</td>
<td>5 onsite</td>
<td>$284,450.81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four Seasons</td>
<td>31.99</td>
<td>7.20</td>
<td>0.00</td>
<td>39.19</td>
<td>7188 per year</td>
<td>6 onsite</td>
<td>$585,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Recorded By:** Roy Hartmann  
**Date:** April 4, 2016  
**Dept. Head Signature:**
COMMITTEE REPORT

To: Administrative Services Committee Members

From: Jay Shambeau, Planning and Parks Administrator

Date: May 25, 2016

Re: Courthouse Security Camera Installation

POLICY QUESTION:
Should the security cameras be installed in the courthouse in the Clerk of Courts, Probate, Child Support and District Attorney Lobbies?

DISCUSSION:
At the February 9th meeting of the Security and Facilities Committee the subject of additional security cameras was discussed. Discussion surrounded the need to have the ability to monitor the activities and if necessary record incidents that occur in the Clerk of Courts office, Probate office, Child Support office and the District Attorney’s office.

The Security and Facilities Committee felt that with the type of business these offices conduct there is a high probability that a dangerous situation could occur in these areas. Security officers noted that they have no way of remotely monitoring these areas and the only way they would be notified of a dangerous situation is either by phone call from the department or by chance if a security officer would be in the department at the time of an incident. This would greatly delay any necessary response on their part.

One camera in each of the above locations was recommended. These cameras would be networked and give security officers the ability to monitor the areas in question and record incidents as needed. The Security and Facilities Committee passed a motion to approve the installation of additional cameras and forward this item to the Administrative Services Committee for approval and then forward to the full county board for final approval.

FISCAL EFFECT:
Four network cameras, cabling, one additional monitoring screen and installation will cost a total of $6,500.00. Camera installation will be done by Facilities, wiring of the cameras will be done by Roman Electric. This money was not budgeted by Facilities or Clerk of Courts departments in 2016.

ATTACHMENTS:
Security and Facilities Committee Meeting minutes from 2/9/2016.
**RECOMMENDATION:**
Motion to approve an expenditure of $6,500.00 and the installation of security cameras in the Clerk of Courts, Probate, Child Support and District Attorney’s Offices as recommended by the Courthouse Security and Facilities Committee.
Hon. James G. Pouros called the meeting to order at 12:00 p.m.

Minutes
Motion made by Mr. Neimon and seconded by Kim Nass to approve the minutes of February 17, 2015 as presented.

Introduction of New Members:
Sergeant Michael Hennes and Captain Bruce Theusch.

Old Business:
1. Security Cameras
   Mr. Lamonte reported the cost for additional security cameras and a DVR in the Justice Center will be approximately $6,500. Moved by County Attorney Kim Nass to have Mr. Lamonte forward the request to the Administrative Committee for approval, seconded by Commissioner Bomrad. Motion carried.

New Business:
1. Security Activity Report
   Sgt. Hennes reported the activity.

2. Incident Report
   Sgt. Hennes reported the incidents. A correction was made to include the initials of juveniles.

3. Security Form CS-265
   DCA Michael Neimon recommended use of the form so there is data available when the court needs to justify adding security measures.

For county employees, the manual is located in Packet under Administration. A copy was forwarded to members via email after the meeting. The Active Shooter portion of the manual will be reviewed by Sgt. Hennes and his team.

5. **Prohibited Items in 2015**
   Discussed Act 149 Possession of Switchblades and Other Knives which took effect February 8, 2016. County Attorney Nass will draft a county ordinance that will attempt to limit contraband items allowed in the Justice Center. If approved by the Administrative Committee, the County Board will vote on it March 8th. Moved by Attorney Nass, seconded by Attorney Kenitz. Motion carried.

6. **UPS Deliveries and Persons**
   Discussion by Sgt. Hennes that strict security guidelines are now in place and will be followed for each person attempting access into the Justice Center.

7. **Passes for Attorneys**
   Discussion by Atty. Kenitz, Judge Gonring, Judge Martens, DCA Neimon, Sgt, Hennes, and Atty. deJunco. It was determined the Sheriff has the authority to set policy and procedures regarding access to the Justice Center.

**Other Business:**
1. **Personal Items**
   Sgt. Hennes reported that attorneys should attempt to keep their jackets, briefcases and other personal items out of reach of those who are in custody in court. A reminder will be posted in the Washington County Bar Bulletin.

There being no further business before the committee, the meeting was adjourned at 12:51 p.m.

**Next meeting:** Tuesday, May 10th at Noon. Justice Center Jury Assembly Room 1129

Respectfully submitted,
Theresa M. Russell
Clerk of Courts
COMMITTEE REPORT

To: Administrative Committee
From: Jay Shambeau, Parks and Planning Administrator
Date: May 25, 2016
Re: ADRC Signage

POLICY QUESTION:

Should new Aging and Disability Resource Center (ADRC) signage be placed at the corner of Indiana Ave and Washington Street?

DISCUSSION:

New signage requirements were instituted for the ADRC to maintain current state funding. The new requirements do not match existing county signage practices. Requirement state that the new signs must be placed on the exterior of the building to identify ADRC locations for clients. The new signs must incorporate the mandated ADRC logo (blue/white) as shown on the attached diagram. There are no size requirements for the new signage.

The ADRC has requested the removal of an existing sign at the Senior Center that will no longer be needed once the demolition of the Senior Center is completed. The ADRC has requested that the signage be relocated to the corner of Indiana Ave and Washington Street so it is easily viewed by their clients. The size of the sign is 48" tall x 72" wide (see attachment) and would require City of West Bend approval prior to placing in the proposed location. The ADRC staff would follow through with City of West Bend approval requirements. Below are the signage requirements mandated by the State of Wisconsin to maintain ADRC state funding.

1. Signage
   All ADRC locations shall have clearly visible signage indicating the presence of the ADRC on both the interior and exterior of the building in which it is located. The ADRC shall also be identified on any posted building directories. All signage must show the Department’s ADRC logo in the Department’s blue and white color scheme.

2. Hours of Operation
   Scheduled Business Hours
   The ADRC must have business hours at times that are convenient for its customers. The ADRC must ensure that:
   ADRC hours are fixed and posted.

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Rev. 12/2015
3. Facility Requirements
All ADRC buildings shall meet the following facility requirements:

a. Have both the building and furnishings clean, in good condition, free of hazards, and meet state and federal requirements for physical accessibility, including the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG) (See http://www.ada.gov/2010ADAstandards_index.htm)

b. Be in compliance with the ADAAG, provide directional signs and instructions for the use of ADRC services in print, Braille, and alternate formats to be accessible to people with impairments that limit their ability to access information in standard formats.

c. Provide hearing loop technology at the receptionist area and in private consultation areas.

d. Have public restrooms for use by Aging and Disability Resource Center customers that are clearly signed, accessible, and accommodate customers with an attendant while maintaining privacy for all customers.

**FISCAL EFFECT:**

The ADRC will pay for the sign to be created and moved, these funds will come from the ADRC operating budget. Total cost $1,693.70.

**ATTACHMENTS:**

Proposed sign options and logo for ADRC

**RECOMMENDATION:**

Facilities staff is recommending that the committee review this proposal and provide direction to move forward with new ADRC signage as requested.
Estimate #10015  5/3/2016

Prepared For:  Washington County
Russell Guptill
432 E. Washington Street
West Bend, WI 53095
Phone:  262-335-4537  Fax:  262-483-1341
Email:  russell.guptill@co.washington.wi.us

Prepared By:  Heidi Schaefer
Signworks
501 W Sumner Street
Hartford, WI 53027
Phone:  262-673-7318  Fax:  262-673-0718
Email:  heidi@signworkswi.com

Description:  ADRC Post & Panel Sign and Replacement Decal

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Each</th>
<th>Total</th>
<th>Taxable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Remove existing Senior Center post &amp; panel sign, repair legs (if needed),</td>
<td>1,693.70</td>
<td>$1,693.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>repaint to match existing color. Furnish and apply new vinyl graphics as</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>sketched. Reinstall at new location provided by customer.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Furnish two 11.2&quot; H x 20&quot; W - full color digitally printed vinyl graphics.</td>
<td>0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mask - Cut for customer application.......... (no charge).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal  $1,693.70
Total     $1,693.70

PERMITS BY SIGNWORKS
Signworks will provide sign sketches, complete the sign application and procure the sign permit(s).
Site maps, surveys or any written approvals that may be needed are the responsibility of customer.
The cost of the sign permit(s) will be added to the final invoice.

Terms:  Full payment is due net 10 days.
1.5% per month interest may be charged on accounts that are over 10 days.
Master Card and Visa accepted.

I authorize work to begin and agree to pay the above amount according to the terms on this agreement. I understand and agree that my custom items are not returnable, except in the case of manufacturer defect.
I have reviewed this estimate and the specifications meet my approval. Written approval is required to begin work on your project. You may fax or mail a signed copy of this document or you may email your approval.

_______________________________________________________  _________________________  _________________________
Signed by  Date  Amt. Paid Today
Pull existing sign panel. Repaint Duranodic Bronze, Reinstall on site in NEW location. Repaint posts.

Premium Vinyl Graphics Double Sided