

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

February 26, 2009
9:00 a.m.

5
6 Present: Roy Justman, James Core, Melvin Ewert, Raymond Heidtke, and Peter Sorce.

7
8 Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German, Human
9 Resources Analyst Sandy Weiland, Supervisor Bill Meyers, County Clerk Brenda Jaszewski, and Administrative
10 Assistant Linda Doro.

11
12 Chairperson Justman called the meeting to order and read the Affidavit of Posting.

13
14 **CLOSED SESSION**

15 Moved by Mr. Ewert, seconded by Mr. Sorce to convene into closed session at 9:02 a.m. pursuant to Wis. Stats.
16 Section 19.85(1) (f) "to discuss Worker's Compensation Settlement." Motion carried unanimously by roll call
17 vote.

18
19 **OPEN SESSION**

20 Moved by Mr. Sorce, seconded by Mr. Core to return to open session at 9:33 a.m. Motion carried unanimously
21 by roll call vote.

22
23 **ACTION ITEM DISCUSSED IN CLOSED SESSION**

24 Moved by Mr. Sorce, seconded by Mr. Core to move forward on recommendation to not exceed designated
25 amount per closed session discussion. Motion carried.

26
27 **MINUTES**

28 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the January 29, 2009, minutes as presented. Motion
29 carried.

30
31 **FAIR PARK STAFFING CHANGE ORDINANCE**

32 Moved by Mr. Ewert, seconded by Mr. Sorce to postpone action on an ordinance to amend Sections 7.02, 7.03
33 and 7.05 of the code relating to the staffing plan – Administration Department-Maintenance and Washington
34 County Fair Park until a future date. Motion carried with Mr. Heidtke voting no.

35
36 **ADRC STAFFING CHANGE REQUEST**

37 Appearance: Linda Olson, ADRC Director

38 Ms. Olson presented a request for an Information and Assistance Specialist, pay grade E-2, to specifically address
39 continued needs for intake and triage. She is basing this request on the significant increase in call volume since
40 Family Care began in April 2008, the growing population in Washington County, and an increase in the workload
41 for the current Information and Assistance Specialists. The Department is looking to fill this position by April 1,
42 2009. Salary and benefits for this position will be fully funded by the State. Moved by Mr. Ewert, seconded by
43 Mr. Sorce to approve the proposed ordinance to amend Sections 7.02 and 7.03 of the County Code relating to the
44 staffing changes in the Aging and Disability Resourced Center as presented, and forward to the County Board.
45 Motion carried.

46
47 **HUMAN RESOURCES DIRECTOR'S UPDATE**

48 Commendation Resolution

49 Moved by Mr. Ewert, seconded by Mr. Core to approve the commendation resolution for Beth M. Lang, who has
50 31 years of service and is retiring from her position as Communications Officer at the Sheriff's Department, and
51 forward to the County Board. Motion carried.

52
53

1 Employee Relations Activities

2 Mr. German reported Washington County received a favorable award in arbitration with the Sheriff Deputies
3 union for the 2008 and 2009 contracts. Mr. German reported a side letter of agreement will be submitted to the
4 Sheriff's Department Command Staff and negotiations will start between the County and the Highway union.
5

6 **NEXT MEETING DATE**

7 The Administrative Services Committee will meet on Thursday, April 3, 2009, at 9:00 a.m. and April 14, 2009, at
8 9:00 a.m.
9

10 The meeting recessed at 10:03 a.m. and reconvened at 10:09 a.m.
11

12 **UPDATE ON CENTRAL REPRODUCTIONS 2008 FINANCIAL POSITION**

13 Postponed until the next meeting.
14

15 **AUTHORIZE REQUEST FOR PROPOSALS FOR FACILITIES/GROUNDS MASTER PLAN**

16 Appearance: Bill Kurer, Purchasing Agent

17 Mr. Kurer presented a Request for Proposal (RFP) for qualified architectural/engineering firms to develop a
18 Facilities/Grounds Master Plan and perform a Space Planning Study for Washington County. The RFP is broken
19 into three main elements that include; developing a Grounds Master Plan for County Campus of buildings in West
20 Bend, performing a Needs Assessment and Space Planning Study for the Public Agency Center, and developing
21 proposed alternate uses of the existing Senior Center building. The RFP packets will be available on February 27,
22 2009, proposals due March 24, 2009, and the top firm proposals will be short-listed by March 27, 2009.

23 Interviews will be conducted on April 3, 2009, and an award decision will be made on or before April 8, 2009.

24 The study, with all final reports and conceptual plans, are to be completed by July 1, 2009. Moved by Mr. Ewert,
25 seconded by Mr. Heidtke to authorize the Purchasing Agent to solicit proposals to develop a Facilities/Grounds
26 Master Plan and perform a Space Planning Study for Washington County. Motion carried.
27

28 **ANNUAL UTILITY REPORT**

29 Appearance: Dave Loomans, Facilities Manager

30 Mr. Loomans presented a utilities report documenting the annual electric and gas costs for years 2004 through
31 2008.
32

33 **ADJOURNMENT**

34 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 11:00 a.m. Motion carried.
35
36
37
38

Brenda J. Jaszewski, County Clerk