

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

May 2, 2006
1:00 p.m.

5
6 Present: Brian W. Bausch, Melvin K. Ewert, Roy C. Justman, David N. Radermacher, and Paul A.
7 Tuchscherer.

8
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson, County
10 Board Chair Thomas J. Sackett, and Linda M. Boesen, Deputy County Clerk.

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

13
14 **MINUTES**

15 Moved by Mr. Bausch, seconded by Mr. Justman to approve the minutes of March 30, 2006. Motion carried.

16
17 **ELECT CHAIRPERSON**

18 Mr. Ewert nominated David N. Radermacher as Chairperson. Moved by Mr. Ewert, seconded by Mr.
19 Bausch to close nominations and cast a unanimous ballot for David N. Radermacher as Chairperson of the
20 Administrative Services Committee. Motion carried.

21
22 **ELECT VICE-CHAIRPERSON**

23 Mr. Ewert nominated Brian W. Bausch as Vice-Chairperson. Moved by Mr. Ewert, seconded by Mr.
24 Tuchscherer to close nominations and cast a unanimous ballot for Brian W. Bausch as Vice-Chairperson of
25 the Administrative Services Committee. Motion carried.

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27 **RESPONSIBILITIES OF THE ADMINISTRATIVE SERVICES COMMITTEE**

28 Mr. Johnson distributed and explained the Committee authority and the duties of the Administrative Services
29 Committee from the County Code.

30
31 **RECOMMEND ELECTED OFFICIAL’S SALARIES FOR TERMS BEGINNING JANUARY 2007**

32 Appearance: Treasurer Janice Gettelman, Clerk of Courts Kristine Deiss, Register of Deeds Sharon Martin,
33 and Principal Human Resources Analyst Karon Kraft.

34
35 Mr. Moschea distributed information relating to Elected Official’s salaries and duties for various Wisconsin
36 counties in order to give a comparison for determining the Washington County elected official’s salaries
37 prior to June 1, 2006. Mr. Moschea distributed a proposed ordinance to amend section 7.03 relating to
38 Classification and Compensation Plan – Elected Department Heads, with the following recommendation for
39 salaries of elected officials. The amounts reflect a 3% increase for 2007, 2.5% increase for 2008, 3%
40 increase for 2009, and 2.5% increase for 2010.

41
42 Effective 1/1/07

	Annual Rate
43 County Clerk	\$57,486.00
44 County Treasurer	57,486.00
45 Clerk of Courts	62,507.64
46 Register of Deeds	57,486.00
47 Sheriff	79,187.42

48
49
50 Effective 1/1/08

51 County Clerk	\$58,923.28
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1	County Treasurer	58,923.28
2	Clerk of Courts	64,070.50
3	Register of Deeds	58,923.28
4	Sheriff	81,167.06
5		
6	Effective 1/1/09	
7	Clerk of Courts	\$65,992.68
8	Sheriff	83,602.22
9		
10	Effective 1/1/10	
11	Clerk of Courts	\$67,642.56
12	Sheriff	86,692.33
13		

14 Moved by Mr. Bausch, seconded by Mr. Ewert to approve the ordinance to amend Section 7.03 of the code
15 relating to Classification and Compensation Plan – Elected Department Heads as presented, and forward to
16 the County Board. Motion carried.

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18 **INFORMATION ON EMPLOYEE'S DISCRIMINATION CHARGE**

19 Mr. Moschea informed the Committee of an equal rights charge filed against the Samaritan Home. It is a
20 race discrimination suit filed by a former employee, who was terminated. The suit has been forwarded to the
21 insurance company.

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23 **HUMAN RESOURCE DIRECTOR'S UPDATE**

24 **Employee Retirement Resolutions**

25 There were no Retirement Resolutions.

26

27 **Employee Relations Activities**

28 Washington County received a check for \$897.55 for the unused funds from the Employee program for Pre-
29 tax Health insurance costs and Day Care costs from 2005. Washington County saved a total of \$20,720 with
30 this program, which includes the \$897 unused funds and \$19,823 of the Employer portion of Social Security.

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32 Moved by Mr. Tuchscherer, seconded by Mr. Justman to accept the Human Resource Director's update.
33 Motion carried.

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35 **NEXT MEETING DATE**

36 The next meeting is scheduled for Thursday, May 25, 2006, at 9:00 a.m.

37

38 **ACTION ON ACTIVE AIR AGREEMENT FOR OLD COURTHOUSE**

39 Appearance: County Attorney Kim Nass and Historical Society Executive Director Chip Beckford.

40

41 Attorney Nass recapped and presented the Active Air Agreement, and stated she received the final draft of
42 the lease agreement. There will be a rent payment of \$250 a month and wire-less Internet service will be
43 provided to the Historical Society. This is a one-year agreement and Washington County reserves right to
44 change the amount of the rent. There will be no liability to Washington County for interruption of service.
45 Active Air must post a bond of \$1,000, which will be used to remove their equipment from the tower, if the
46 lease would not be extended.

47

48 Moved by Mr. Tuchscherer, seconded by Mr. Justman to approve the lease agreement with Active Air,
49 starting June 1, 2006 or sooner, with final review by the County Attorney, and forward to the County Board.
50 Motion carried.

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1 **UPDATE RESPONSIBILITIES FOR COUNTY LANDS: PROPERTY SOUTH AND EAST OF**
2 **SAMARITAN HEALTH CENTER**

3 Mr. Johnson discussed and distributed the Report on Responsibilities for County Lands and Properties from
4 the County Code. Mr. Johnson would like to see the land south and east of the Samaritan driveway, including
5 the little league area, be solely under the jurisdiction of the Samaritan Committee.
6

7 Moved by Mr. Bausch, seconded by Mr. Ewert to transfer the responsibility of the county lands south and
8 east of the Samaritan driveway from the Administrative Services Committee to the Samaritan Committee.
9 Motion carried.

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11 **ADJOURNMENT**

12 Moved by Mr. Tuchscherer, seconded by Mr. Justman adjourn at 2:45 p.m. Motion carried.
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Brenda J. Jaszewski, County Clerk