

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

May 4, 2010
1:00 p.m.

5
6 Present: Raymond Heidtke, Roy Justman, and Peter Sorce. Excused: James Core and Michael Miller.

7
8 Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, Clerk of Courts
9 Kris Deiss, County Attorney Kim Nass, County Clerk Brenda Jaszewski, County Engineer Scott Schmidt,
10 Facilities Manager Dave Loomans, Finance Director Sue Haag, Human Resources Director Peter
11 German, Human Resources Employee Benefits Manager Michelle Hoey, Sheriff Dale Schmidt, and
12 County Clerk Administrative Assistant Linda Doro.

13
14 Chairperson Tennes called the meeting to order at 1:00 p.m. and read the Affidavit of Posting.

15
16 **MINUTES**

17 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the April 8, 2010, minutes as presented.
18 Motion carried.

19
20 **ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

21 Chairperson Tennes appointed Supervisor Justman temporary Chairperson for this meeting and
22 postponed the actual election of Chairperson and Vice-Chairperson until the next meeting for all
23 committee members to be present to participate in the elections.

24
25 **RESPONSIBILITIES OF THE ADMINISTRATIVE SERVICES COMMITTEE**

26 Postponed until the next meeting.

27
28 **RECOMMENDED ELECTED OFFICIALS' SALARIES FOR TERMS BEGINNING JANUARY**
29 **2011**

30 Mr. German presented an alternate proposed salary schedule for determining the Washington County
31 elected officials' salaries prior to June 1, 2010. Mr. German is proposing to amend section 7.03 relating
32 to Classification and Compensation Plan-Elected Department Heads, with the following recommendation
33 for salaries of the elected officials. For the Clerk of Courts, the amounts reflect a 0% increase for 2011,
34 3% increase for 2012, 2% increase for 2013, and 2% increase for 2014. For the Sheriff, the amounts
35 reflect a 0% increase for 2011, 3% increase for 2012, 2% increase for 2013, and 2% increase for 2014.

36
37 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve an ordinance to amend Section 7.03 of the
38 code relating to Classification and Compensation Plan - Elected Department Heads as presented, and
39 forward to the Finance Committee. Motion carried.

40	Effective 1/1/11		Effective 1/1/13	
41	Clerk of Courts	\$67,642.56	Clerk of Courts	\$71,065.27
42	Sheriff	\$85,692.33	Sheriff	\$90,028.36
43				
44	Effective 1/1/12		Effective 1/1/14	
45	Clerk of Courts	\$69,671.84	Clerk of Courts	\$72,486.58
46	Sheriff	\$88,263.10	Sheriff	\$91,828.93
47				
48				

49 **ORDINANCE: HUMAN RESOURCES DEPARTMENT STAFFING PLAN AMENDMENT**

50 Mr. German presented an ordinance amendment that would upgrade one full-time Human Resources
51 Assistant pay grade H-4 to a full-time Employee Benefits Specialist pay grade E-1; and change one ¾
52 time Human Resources Assistant pay grade H-4 to part-time. Moved by Mr. Heidtke, seconded by Mr.
53 Sorce to approve an ordinance amendment to 7.02, 7.03, and 7.05 of the code relating to Staffing Plan and
54 Classification and Compensation Plan - Human Resources Department and Employee Benefit Program -

1 Overtime as presented, and forward to the Finance Committee. Motion carried.

2
3 **HUMAN RESOURCES DIRECTOR'S UPDATE**

4 Commendation Resolutions

5 Moved by Mr. Heidtke, seconded by Mr. Sorce to approve the commendation resolution for Kathleen R.
6 Yahnke, who has 25 years of service and is retiring from her position as Licensed Practical Nurse at the
7 Samaritan Health Center, and forward to the County Board. Motion carried.

8
9 Employee Relations Activities

10 No report.

11
12 **NEXT TENTATIVE MEETING DATES**

13 The Administrative Services Committee will tentatively meet on Thursday, May 27, 2010, at 8:30 a.m.,
14 and Thursday, June 24, 2010, at 9:00 a.m.

15
16 **2010 CAPITAL PROJECT: PROPOSED PLANS FOR EAST PARKING LOT**

17 *Appearance: Scott Schmidt, County Engineer, Facilities Manager David Loomans*

18 Mr. Schmidt presented a proposed plan for the Schmidt Road parking lot improvements and added
19 signage. The Highway Department has been contacted to do the work. The City of West Bend has
20 reviewed and is in favor of the proposed design concept. The County will need to submit a formal
21 application and there will be permit fees. Mr. Loomans presented a proposed plan for signage around the
22 Courthouse-Government Center and Justice Center campus. A discussion ensued regarding renaming the
23 Courthouse-Government Center and Justice Center. Moved by Mr. Sorce, seconded by Mr. Heidtke to
24 proceed with the proposed plan for the Schmidt Road parking lot improvements, subject to postponing the
25 signage until the issue of renaming the buildings is resolved. Motion carried.

26
27 **STATUS OF INVESTIGATION OF FUTURE PEDESTRIAN ISLAND ON E. WASHINGTON
28 STREET**

29 *Appearance: Scott Schmidt, County Engineer*

30 Mr. Johnson presented a design concept, developed by the County Engineer, for a pedestrian island on
31 STH 33. Moved by Mr. Heidtke, seconded by Mr. Sorce to authorize the Administrative Coordinator to
32 solicit engineering services to develop a design concept for a pedestrian island on STH 33, at a cost not to
33 exceed \$10,000, subject to City of West Bend approval. Motion carried.

34
35 **2011-2016 PROPOSED CAPITAL PLANS FOR FACILITIES PROJECTS**

36 Mr. Loomans presented the 2011-2016 Facilities Capital Improvement plan stating that the total yearly
37 allocation of \$400,000 will remain the same. Moved by Mr. Sorce, seconded by Mr. to approve the
38 Facilities Capital Improvement Plan for 2011-2016. Motion carried.

39
40 **UPDATE ON PUBLIC AGENCY CENTER REMODELING PROJECT**

41 Mr. Johnson presented a progress report on the Public Agency Center Remodeling project. Venture
42 Architects will meet with Administrative Services Committee on May 27, 2010, to present their concept
43 plan and initial budget estimates.

44
45 **ADJOURNMENT**

46 Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 2:34 p.m. Motion carried.