

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Public Agency Center
4 West Bend, WI

June 7, 2005
1:00 p.m.

5
6 Present: Paul J. Beistle (arrived at 2:50 p.m.), Brian W. Bausch, Donald N. Kempf, Delores E. Kruepke and David
7 N. Radermacher.

8
9 Also Present: Administrative Coordinator Doug Johnson, Human Resource Director Gary Moschea, Principal
10 Human Resources Analyst Karon Kraft, Employee Benefits Manager Michele Hoey, and County Clerk Brenda
11 Jaszewski.

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

14
15 **MINUTES**

16 Moved by Mr. Bausch, seconded by Mr. Kempf to approve the minutes of May 17, 2005, as presented. Motion
17 carried.

18
19 **CLOSED SESSION**

20 Moved by Mr. Kempf, seconded by Ms. Kruepke to move into closed session at 1:05 p.m. pursuant to Wis. Stats.
21 s.19.85(1) (c) and (e) "consider performance evaluation data of a Sheriff's Department employee and deliberating
22 conditions of employment for the Sheriff's Department and Highway Department where competitive and
23 bargaining reasons require a closed session." Motion carried unanimously by roll call vote.

24
25 **RETURN TO OPEN SESSION**

26 Moved by Mr. Kempf, seconded by Ms. Kruepke to return to open session at 2:05 p.m. Motion carried
27 unanimously by roll call vote.

28
29 **AMEND CLASSIFICATION OF FINANCIAL & EMPLOYMENT PLANNER POSITION IN DSS**

30 Appearance: DSS Director Michael Bloedorn

31
32 Mr. Bloedorn is requesting a reclassification of one full-time Financial and Employment Planner position to one
33 part-time Adult/Family Aide position. The full-time Financial and Employment Planner position is currently
34 vacant and Mr. Bloedorn would have the part-time Adult/Family Aid employee handle the certifications for child
35 day care providers. In addition, this person would provide services to the Economic Support staff and be assigned
36 other duties as deemed necessary.

37
38 Moved by Mr. Bausch, seconded by Mr. Kempf to amend the staffing plan by reclassifying one full-time
39 Financial and Employment Planner position to one part-time Adult/Family Aide position in the Department of
40 Social Services, and forward to the County Board. Motion carried.

41
42 **AMEND SAMARITAN HEALTH CENTER STAFFING ORDINANCE – MAINTENANCE**

43 Appearance: Samaritan Administrator Ed Somers

44
45 Mr. Somers presented a proposal to eliminate three current positions in the housekeeping/laundry/
46 maintenance area and in their place, create two new positions. Mr. Somers explained that later this month, the
47 Domestic Services Supervisor would be retiring and he would like to divide those duties between two newly
48 created positions. The new positions would be Plant Operations Director, and Assistant to Plant Operations
49 Director. The three positions to be eliminated would be the Maintenance Supervisor, Domestic Services
50 Supervisor, and Domestic Services Worker (lead). The current Maintenance Supervisor would move into the
51 position of Plant Operations Director and be responsible for administrative functions, schedules, and purchasing.
52 The position of Assistant to Plant Operations Director would be posted as an open position. Estimated annual
53 savings would be \$47,070 by making these changes.

54
55 Moved by Mr. Kempf seconded by Ms. Kruepke to approve the proposed staffing changes by eliminating the
56 positions of Maintenance Supervisor, Domestic Services Supervisor, and Domestic Services Worker (lead) and
57 creating the positions of Plant Operations Director and Assistant to Plant Operations Director at the Samaritan,
58 and forward to the County Board. Motion carried.

59
60 **AMEND MEDICAL EXAMINER DEPARTMENT STAFFING ORDINANCE**

61 Mr. Johnson explained that Medical Examiner Pamela Monroe has resigned effective June 30, 2005. Due to the
62 position requiring 24-hour availability, Mr. Johnson is recommending adding one part-time position to the
63 Medical Examiner's office beginning September 1, 2005. The additional cost for 2005 is approximately \$16,000
64 and the Finance Committee has approved the additional expenses being paid at the end of the year through a
65 general fund transfer.

66
67 Moved by Ms. Kruepke, seconded by Mr. Bausch to approve the addition of one part-time position in the Medical
68 Examiner's office effective September 1, 2005, at a pay grade of E2, and forward to the County Board. Motion
69 carried.

70

1 **PROPOSED SETTLEMENT FOR GRIEVANCE IN SHERIFF'S DEPARTMENT**

2 Moved by Mr. Kempf, seconded by Mr. Bausch to approve the settlement regarding the grievance filed by
3 Deputies Stevens and Kapla, by authorizing payment of 5.5 hours of overtime pay at the 2004 salary rate. Motion
4 carried.

5
6 **PROPOSED 2005-2007 CONTRACT AGREEMENT FOR HIGHWAY DEPARTMENT EMPLOYEES**

7 Moved by Ms. Kruepke, seconded by Mr. Kempf to ratify the 2005-2007 Highway Department Employees Labor
8 Agreement between Teamsters "General" Local Union No. 200 and Washington County, and forward to the
9 County Board. Motion carried.

10
11 **WORKER'S COMPENSATION SETTLEMENT FOR FORMER SAMARITAN EMPLOYEE**

12 Paul Beistle arrived at 2:50 p.m.

13
14 Moved by Mr. Kempf, seconded by Mr. Beistle to approve the settlement with Debra Yenter regarding a
15 Worker's Compensation Claim, effective May 2, 2005. Motion carried.

16
17 **HUMAN RESOURCES DIRECTOR'S UPDATE**

18 **Commendation**

19 Moved by Mr. Bausch, seconded by Ms. Kruepke to approve the Commendation Ordinances for Jean Fassbinder,
20 who retired from her position as Switchboard Operator in the County Clerk's office, and Vernetta Casey, who is
21 retiring from her position as Domestic Services Supervisor at the Samaritan, and forward to the County Board.
22 Motion carried.

23
24 **STATEWIDE VOTER REGISTRATION SYSTEM RESOLUTION FOR MOU & COSTS**

25 Ms. Jaszewski explained that beginning in 2006, the County Clerk's office would be providing SVRS services to
26 municipalities that do not have the capability of providing their own services. A high speed Internet connection is
27 required to do data entry into the system, and several municipalities do not have a high-speed Internet connection.
28 Ms. Jaszewski distributed a proposed Resolution authorizing the County Clerk to enter into a Memo of
29 Understanding with these municipalities. Proposed fees for the SVRS services provided by Washington County
30 were distributed and reviewed.

31
32 Moved by Mr. Beistle, seconded by Ms. Kruepke to approve the proposed Resolution authorizing the County
33 Clerk enter into a Memo of Understanding with any Washington County municipality requesting SVRS services,
34 and charge back those municipalities at a rate of \$.05 per person, based on population, per election. Motion
35 carried.

36
37 **PLANS FOR NEW EAST PARKING LOT AND AUTHORIZATION TO BID CONSTRUCTION**

38 Appearance: Adam Hammen, Sigma

39
40 Mr. Hammen presented a drawing of the proposed 180-space parking lot. One additional meeting with the City of
41 West Bend is required to review the mid-block pedestrian crossing. A proposed completion date of mid
42 November is anticipated if authorization to bid the construction is approved at the June County Board meeting.
43 The cost is anticipated at \$355,000, which includes construction, site preparation, grading, utilities, paving,
44 lighting, landscaping, striping, and signage. In addition, a contingency of 5-12% is suggested. Mr. Johnson
45 stated that \$390,000 has been approved for this project.

46
47 Moved by Mr. Kempf, seconded by Mr. Beistle to authorize Sigma proceed with finalizing specifications and
48 letting of bids for construction of the east parking lot in an amount not to exceed \$390,000, with an anticipated
49 completion date of mid November, 2005. Motion carried.

50
51 **SELECT PROVIDER FOR 2006-2008 PREVENTIVE MAINTENANCE**

52 Mr. Johnson recommends awarding the three-year preventive maintenance contract for County buildings, with the
53 exception of Samaritan, to Grunau Co. Grunau was one of the two preferred firms based on proposals and
54 presentations. Mr. Johnson distributed a summary of the references from four major institutions that have
55 contracted with Grunau to provide this type of service. After speaking with Grunau, Mr. Johnson stated they
56 understand and accept the terms of the proposal and the scope of the work to be completed. The cost is \$34,051
57 for the first year, beginning January 1, 2006, and Grunau has the option of increasing the cost of labor rates for
58 repairs based on inflation, for years two and three of the contract. When the courthouse addition is completed,
59 preventive maintenance costs for the new building would be comparable to current buildings.

60
61 Moved by Mr. Beistle, seconded by Mr. Bausch to approve the three-year preventive maintenance contract with
62 Grunau, beginning January 1, 2006, in the amount of \$34,051 for 2006 with the option of an inflationary increase
63 of labor rates for repairs in years two and three of the contract. Motion carried.

64
65 **NEXT MEETING DATE**

66 The Administrative Services Committee will meet Monday, June 13, 2005, at 9:30 a.m., Thursday, June 30, 2005,
67 at 9:00 a.m., and Tuesday, August 2, 2005, at 1:30 p.m.

68
69 **ADJOURNMENT**

70 Moved by Mr. Beistle, seconded by Mr. Bausch to adjourn at 4:00 p.m. Motion carried.