

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

June 11, 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, Chairman Herb Tennes, Human Resources Director
9 Peter German, County Clerk Brenda Jaszewski, and Administrative Assistant Linda Doro.

10
11 Chairperson Justman called the meeting to order and read the Affidavit of Posting.

12
13 **MINUTES**

14 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the May 28, 2009, minutes as presented. Motion
15 carried.

16
17 **UPDATE ON NEGOTIATIONS**

18 Mr. German presented an update on the Highway negotiations and discussed the proposed 2010 wage freeze.

19
20 **HUMAN RESOURCES DIRECTOR'S UPDATE**

21 Commendation Resolution

22 Moved by Mr. Heidtke, seconded by Mr. Core to approve the commendation resolution for Kay M. Liesse, who
23 has 32 years of service and is retiring from her position as Economic Support Supervisor in the Human Services
24 Department, and forward to the County Board. Motion carried.

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26 Employee Relations Activities

27 Mr. German reported Human Resources Assistant Kelley Fiedler submitted her resignation effective June 24,
28 2009.

29
30 Mr. German reported employee benefit meetings regarding the Health Payment Systems SuperEOB program have
31 started. Mr. German reported on the change in the Worker's Compensation contract.

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33 **NEXT MEETING DATE**

34 The Administrative Services Committee will meet on Thursday, June 25, 2009, at 8:30 a.m.

35
36 **CENTRAL REPRODUCTIONS**

37 2008 Financial Update and Recommendations for Changes to Services & Staffing

38 Ms. Jaszewski presented a year-end December 31, 2008, financial report for Central Reproductions, which shows
39 a 2008 net loss of \$35,301.40. Ms. Jaszewski reported effective this year, IS took over the purchase of copy
40 machines because it is more beneficial to the County, and this will reduce the Central Reproductions photocopy
41 revenue. Also, printing revenue is down due to the reduction in the number of pieces being printed and computer
42 technology. Ms. Jaszewski presented a recommendation to reduce a full-time duplicating operator position to half
43 time and eliminate a 20 hour duplicating clerk position to keep the print shop viable. If the change is effective
44 September 1, 2009, there would be a wage and benefit cost savings of approximately \$19,000 for 2009 and
45 \$73,000 for 2010. Ms. Jaszewski is not recommending a permanent ordinance change to allow for flexibility with
46 staffing if the printing work load increases. Moved by Mr. Core, seconded by Mr. Ewert to approve the
47 recommendation to reduce a full-time duplicating equipment operator position to half-time, and eliminate a 20-
48 hour duplicating clerk position, effective September 1, 2009. Motion carried.

49
50 Proposed Increase to Inter-Department Postage Surcharge

51 Ms. Jaszewski presented a request to increase inter-department postage surcharges from 15% to 19%, effective
52 July 1, 2009, to cover actual postage related expenses. Moved by Mr. Ewert, seconded by Mr. Heidtke to approve
53 increasing the inter-department postage surcharge from 15% to 19%, effective July 1, 2009, and forward to
54 Finance Committee. Motion carried.

1 **UPDATE ON 2009 PROPERTY INSURANCE CLAIMS**

2 Ms. Jaszewski presented an update on the property insurance claims from January 1 through June 9, 2009. There
3 are 10 claims amounting to \$34,932.89, leaving a balance of \$61,679.11 in the Property Insurance
4 Reimbursement fund.

5
6 **ACTION ON BIDS FOR REPLACEMENT OF HVAC ROOF TOP UNITS AT UWWC**

7 Appearance: Roy Hartmann, Purchasing Buyer

8 Mr. Hartmann presented the bid results for the replacement of eight HVAC Roof Top units at UWWC. Mr.
9 Hartmann reported the bids were \$30,350 over budget, so he is recommending an award to J & H Heating at a
10 cost of \$299,090, eliminating unit 8 in order to remain within budget. Unit 8 controls an area of the building that
11 is used the least amount, it is the most practical to eliminate. Moved by Mr. Sorce, seconded Mr. Ewert to award
12 the UWWC HVAC Roof Top units project to J & H Heating at a cost of \$299,090. Motion carried.

13
14 **REPORT AND DIRECTION ON SOLAR HOT WATER PROJECT FOR EEC BLOCK GRANT**
15 **APPLICATION AFTER PHASE 1**

16 Appearance: Facilities Manager Dave Loomans, Land Resources Manager Phil Gaudet, and Purchasing Agent
17 Bill Kurer

18 Mr. Loomans presented the preliminary costs for the Solar Hot Water projects at the Courthouse and Public
19 Agency Center (PAC). The estimated construction cost for the Courthouse is \$30,000, with approximately
20 \$11,000 in rebates and grants from Focus on Energy and WE Energies, bringing the payback on the Courthouse at
21 approximately 24 years. The estimated construction cost for the PAC is \$34,000, with approximately \$15,000 in
22 rebates and grants from Focus on Energy and WE Energies, bringing the payback on the PAC at approximately 20
23 years. Moved by Mr. Heidtke, seconded by Mr. Sorce to proceed with the ECC Block grant application for the
24 UWWC Boiler replacement project and Energy Efficient Lighting Replacements/Retrofit for County facilities
25 project. Motion carried.

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27 **ADJOURNMENT**

28 Moved by Mr. Sorce, seconded by Mr. Ewert to adjourn the meeting at 10:00 a.m. Motion carried.
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Brenda J. Jaszewski, County Clerk