

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

July 26, 2007
9:00 a.m.

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

8
9 Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Thomas Sackett,
10 Human Resources Director Peter German, Principal Human Resources Analyst Karon Kraft, County
11 Clerk Brenda Jaszewski, and County Board Administrative Assistant Linda Doro.

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

14
15 **MINUTES**

16 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to approve the June 28, 2007, minutes as presented.
17 Motion carried.

18
19 **CLOSED SESSION**

20 Moved by Mr. Bausch, seconded by Mr. Justman to convene into closed session at 9:01 a.m., pursuant to
21 Wis. Stats. 19.85(1) (e) to “discuss Highway and Park Union Contract Deliberations.” Motion carried
22 unanimously by roll call vote.

23
24 **RETURN TO OPEN SESSION**

25 Moved by Mr. Justman, seconded by Mr. Bausch to return to open session at 10:05 a.m. Motion carried
26 unanimously by roll call vote.

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28 **PROPOSED CHANGE IN HEALTH DEPARTMENT STAFFING PLAN**

29 *Appearance: Health Director Linda Walter*

30 Ms. Walter presented the proposed ordinance for the Health Department, which would change the full-
31 time Tobacco Control Specialist pay grade H-4 to one full-time Health Educator position at an E-2 pay
32 grade. Ms. Walter stated the Health Educator position will be fully funded by state and federal grants.
33 Moved by Mr. Ewert, seconded by Mr. Bausch to approve the proposed ordinance to amend Section 7.02
34 of the code relating to Health Department as presented, and forward to the County Board. Motion carried.

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36 **PROPOSED CHANGES IN SHERIFF’S DEPARTMENT ADMINISTRATIVE STAFFING PLAN**

37 *Appearance: Sheriff Dale Schmidt and; Captain Steven Gonwa*

38 Sheriff Schmidt presented the proposed ordinance for the Sheriff’s Department, which would eliminate a
39 part-time Account Clerk pay grade H-4, change from 4 to 5 full-time Deputy Sheriff Lieutenants pay
40 grade "C", eliminate a full-time Office Manager Pay grade E-4, and change from 1 to 2 Records
41 Assistants pay grade H-5. Sheriff Schmidt reported he will offer the current office manager the Records
42 Assistant position at a rate of \$22.08 per hour frozen until this pay rate catches up to the Records
43 Assistant pay scale. Moved by Mr. Bausch, seconded by Mr. Tuchscherer to approve the proposed
44 ordinance to amend Section 7.02 of the code relating to the Sheriff’s Department as presented, and
45 forward to the County Board. Motion carried.

46
47 **2007 RESOLUTION – SUPPORT THE UNITED WAY**

48 Moved by Mr. Tuchscherer, seconded by Mr. Ewert approve 2007 Resolution - Support for the United
49 Way, and forward to the County Board. Motion carried.

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1 **UPDATE ON FACILITIES PROJECTS FOR 2007-08**

2 *Appearance: Facilities Manager David Loomans*

3 Mr. Loomans presented a revised 2007-08 Facilities Capital Project plan. The Parking Lot Maintenance
4 project from 2008 is replacing Register of Deeds Remodeling project for completion in 2007. The
5 Government Center Corridor Carpet Replacement is moved to 2008. The Sheriff's Department Water
6 Heater Installations for 2007 increased from \$5,000 to \$11,000. Moved by Mr. Tuchscherer, seconded
7 by Mr. Justman to approve the revised changes to the 2007-08 Facilities Capital Projects Plan. Motion
8 carried.

9

10 **2007 MID-YEAR UTILITY REPORT**

11 Mr. Loomans presented a 2007 mid-year Utility report. Mid year, electricity consumption is at 43% and
12 natural gas consumption is at 46%. Moved by Mr. Justman, seconded by Mr. Bausch to approve the mid-
13 year utility report. Motion carried.

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15 **NEXT MEETING DATE**

16 The Administrative Services Committee will meet on Thursday, August 30, 2007 at 9:00 a.m.

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18 **ADJOURNMENT**

19 Moved by Mr. Tuchscherer, seconded by Mr. Bausch to adjourn the meeting at 11:00 a.m. Motion
20 carried.

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Brenda J. Jaszewski, County Clerk