

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse - Room 2024
4 West Bend, WI

July 24, 2008
9:01 a.m.

5
6 Present: James Core, Melvin Ewert, Raymond Heidtke, Roy Justman, and Peter Sorce.

7
8 Also Present: Administrative Coordinator Doug Johnson, County Board Chairperson Herbert Tennes,
9 Human Resources Director Peter German, Employee Benefits Manager Michelle Hoey, Purchasing Agent
10 Bill Kurer, County Clerk Brenda Jaszewski, and County Clerk Administrative Assistant Linda Doro.

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

13
14 **CLOSED SESSION**

15 Moved by Mr. Sorce, seconded by Mr. Ewert to convene into closed session at 9:03 a.m. pursuant to
16 Wisconsin State Statute 19.85(1) (f) "to discuss Worker's Compensation settlement." Motion carried
17 unanimously by roll call vote.

18
19 **OPEN SESSION**

20 Moved by Mr. Ewert, seconded by Mr. Sorce to return to open session at 10:09 a.m. Motion carried
21 unanimously by roll call vote.

22
23 The meeting recessed at 10:09 a.m. and reconvened at 10:13 a.m.

24
25 **ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

26 Moved by Mr. Sorce, seconded by Mr. Core to approve a lump sum Worker's Compensation Settlement
27 payment of \$95,000 to Angie Peeples. Motion carried.

28
29 Moved by Mr. Sorce, seconded by Mr. Heidtke to deny a lump sum Worker's Compensation Settlement
30 claim of \$37,000 and recommend offering the position back to Samantha Boylen. Motion carried.

31
32 **MINUTES**

33 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the June 26, 2008, minutes as presented.
34 Motion carried.

35
36 **2008 RESOLUTION - SUPPORT UNITED WAY**

37 Moved by Mr. Ewert, seconded by Mr. Core approve 2008 Resolution - Support for the United Way, and
38 forward to the County Board. Motion carried.

39
40 **HUMAN RESOURCES DIRECTOR'S UPDATE**

41 Commendation Resolutions

42 Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the commendation resolution for Christine
43 Naus, who has 28 years of service and is retiring from her position as a Communications Officer in the
44 Sheriff's Department, and forward to the County Board. Motion carried.

45
46 Moved by Mr. Heidtke, seconded by Mr. Ewert to approve the commendation resolution for Elizabeth A.
47 VanNuland, who has 24 years of service and is retiring from her position as a Duplicating Equipment
48 Operator in the County Clerk's Office, and forward to the County Board. Motion carried.

49
50 Employee Relations Activities

51 Mr. German reported arbitration dates are set for the Social Service Employees on July 31, 2008, the
52 Social Workers on August 8, 2008, and the Sheriff's Deputies on September 18, 2008.

53
54 **NEXT MEETING DATE**

55 The Administrative Services Committee will meet on Thursday, August 28, 2008, at 9:00 a.m.

56

2008 RESOLUTION - VOTER REGISTRATION MONTH FOR WASHINGTON COUNTY

Moved by Mr. Ewert, seconded by Mr. Core to approve 2008 Resolution – Recognizing September 10 – October 10 As Voter Registration Month For Washington County, and forward to the County Board.
Motion carried.

JOHNSON CONTROLS INC. 2009-2011 CONTRACT NEGOTIATIONS

Appearance: Purchasing Agent Bill Kurer

Moved by Mr. Ewert, seconded by Mr. Sorce to renew the Facility Management and Operations Staff contract and Preventative Maintenance contract with Johnson Controls Inc. (JCI) for 2009 through 2011 as listed below and subject to review by the County Attorney and continued evaluation of the scope of services and staffing levels provided by JCI. Motion carried.

Facility Management and Operations Staff contract:

2009	\$1,073,688
2010	3% increase
2011	2.5% increase

Facility Preventative Maintenance contract:

2009	\$44,784
2010	3% increase
2011	3% increase

RECOMMENDATION TO REQUEST PROPOSALS FOR SNOW AND GROUNDS CARE AT THE OLD COURTHOUSE SQUARE MUSEUM

Appearance: Purchasing Agent Bill Kurer

Mr. Johnson requested approval to solicit bids for snow and grounds care at the Old Courthouse Square Museum. Mr. Johnson, Mr. Kurer, and the Committee discussed the bid specifications and setting precedent by allowing the company who would provide the snow and grounds care, to advertise on the Museum campus.

Moved by Mr. Core, seconded by Mr. Sorce to authorize the Administrative Coordinator to solicit bids for a one year contract, with an option for a one renewal for snow and grounds care at the Old Courthouse Square Museum effective January 1, 2009, and investigate the precedent of advertising with the option to pursue advertising on County property. Motion carried.

UPDATE ON LEASES OF SPACE IN COUNTY BUILDINGS, 2008 AND 2009

Mr. Johnson reported that the US Department of Agriculture (USDA) will not be renewing their lease in September for a 574 square foot room at the end of the hall on the third floor of the Public Agency Center (PAC). This will be a loss of \$1,700 of expected rent for the County. However, the USDA is due for a 2% increase for the space they will continue to lease at the PAC. Lutheran Social Services is renting space in Annex II for a school and they have not occupied the two rooms on the top floor that they had requested to be made ready for their use, so this is also a loss of expected rent for the County.

REQUEST FOR USE OF COUNTY PARKING LOTS FOR KETTLE MORAINÉ JAZZ FESTIVAL

Moved by Mr. Ewert, seconded by Mr. Heidtke to approve the use of Public Agency Center south parking lot and Courthouse west parking lot for the Kettle Moraine Jazz Festival in 2008. Motion carried.

AGENDA ITEMS FOR FUTURE MEETINGS

None.

ADJOURNMENT

Moved by Mr. Sorce, seconded by Mr. Ewert to adjourn the meeting at 11:30 a.m. Motion carried.