

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2  
3 Courthouse  
4 West Bend, WI

August 2, 2005  
1:00 p.m.

5  
6 Present: Paul J. Beistle, Brian W. Bausch, Donald N. Kempf, Delores E. Kruepke and David N.  
7 Radermacher.

8  
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug  
10 Johnson, County Clerk Brenda Jaszewski, County Board Chairperson Kenneth Miller, and Linda  
11 Boesen, Secretary.

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13 Chairperson Beistle called the meeting to order and read the Affidavit of Posting.

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15 **MINUTES**

16 Moved by Mr. Bausch, seconded by Mr. Kempf to approve the minutes of June 30, 2005, as  
17 presented. Motion carried.

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19 **CONTRACT RENEWAL FOR JOHNSON CONTROLS FACILITY MANAGEMENT &**  
20 **OPERATIONS STAFF**

21 Appearance: Steve Rohde, Johnson Controls, and Dave Loomans, Facility Manager.

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23 Mr. Rohde presented the financial components of the contract renewal and distributed a summary of  
24 costs. Due to the new Courthouse addition, there will be an increase in square footage from 863,511  
25 to 917,511. The total presented cost for 2006 is as follows:

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27	2006 Annual Agreement Cost:	\$947,188
28	2006 Square Footage:	917,511
29	2006 Cost per Square Foot:	\$1.03

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31 Mr. Loomans presented the organizational structure chart, and discussed staffing changes and  
32 modifications.

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34 Moved by Mr. Radermacher, seconded by Mr. Kempf to renew the Facility Management and  
35 Operations Staff contract with Johnson Controls for 2006 through 2008, at a cost of \$947,188 for  
36 2006, and a 4% per year increase in 2007 and 2008. Motion carried.

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38 **POSITION REQUESTS FOR CUSTODIAL STAFF IN NEW COURTHOUSE BUILDING**

39 Mr. Loomans presented two new position requests effective June 1, 2006. Mr. Loomans is  
40 requesting one full-time custodian at an annual cost of \$40,000, and one part-time custodian at an  
41 annual cost of \$13,500.

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43 Mr. Bausch is concerned about reference checks for all employees working in the courtrooms and  
44 judge's chambers. The Committee recommends any new custodial staff for the new Courthouse  
45 addition be trained and in place when the new addition opens.

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47 Moved by Mr. Radermacher, seconded by Mr. Bausch to approve the new position requests of one  
48 full-time custodian and one part-time custodian for the Courthouse addition beginning May or June  
49 1, 2006. Motion carried.

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## **UPDATE ON REVENUES & EXPENSES FOR CENTRAL REPRODUCTIONS**

Ms. Jaszewski distributed a chart of revenues and expenses for Central Reproductions through June 30, 2005. Revenues are down .77 % and expenses are down 3.41%.

## **UNITED WAY RESOLUTION**

Mr. Moschea requested approval for the annual United Way fund drive Resolution. This year's County goal is set at \$14,000 and forward to the County Board.

Moved by Ms. Kruepke, seconded by Mr. Kempf to approve the annual United Way fund drive Resolution with a goal of \$14,000. Motion carried.

## **DISCUSS CORRESPONDENCE FROM FINANCE DIRECTOR REGARDING DEPUTY SHERIFF UNIFORM ALLOWANCE**

Mr. Moschea distributed a letter he received from the Finance Director in regard to taxation of the benefit of uniform allowance. Effective January 1, 2006, the County will pay the uniform allowance for plain clothes officers in the Sheriff's Department on the employees payroll check. This will be done in compliance with IRS regulations.

## **REPORT ON FIRST SIX MONTHS OF 2005 REGARDING WORKER'S COMPENSATION, HEALTH INSURANCE, AND UNEMPLOYMENT COMPENSATION**

Mr. Moschea distributed a memorandum on Health Insurance, Worker's Compensation and Unemployment Compensation comparing 2004 versus 2005 costs. Health Insurance is up 15% over 2004, Worker's Compensation is up 25.9%, and Unemployment Compensation is down 42.4% due to a credit of \$2,100.17.

## **HUMAN RESOURCE DIRECTOR'S UPDATE**

### Commendation Resolutions

There were no Commendation Resolutions.

### Employee Relations Activities

Charlie Carlson will be in on August 12, 2005, to review the six reclassification requests with Mr. Moschea.

Mr. Moschea distributed an information sheet showing the number of Washington County employees. As of July 19, 2005, Washington County has 944 employees.

## **CLOSED SESSION**

Moved by Mr. Bausch, seconded by Ms. Kruepke to move into closed session at 2:20 p.m. pursuant to Wis. Stats. 19.85(1)(e) and (f) "consider personal medical data of Sheriff's Department employee and consider possible competitive bargaining proposals to local 809, 609, and 524-Deputy Sheriff's Association & Deputy Sheriff's Command Staff reasons". Motion carried by roll call vote.

## **RETURN TO OPEN SESSION**

Moved by Mr. Kempf, seconded by Mr. Radermacher to return to open session at 3:12 p.m. Motion carried by roll call vote.

**ACTION TO AMEND COVERED HEALTH INSURANCE BENEFITS**

Moved by Mr. Radermacher, seconded by Mr. Bausch to add the following language to the Washington County’s Plan for coverage of functional osteotomies:

(15) functional osteotomies as determined by the Claim Administrator. Such surgery must be performed; (a) to repair a significant defect caused by an injury; or (b) to repair a defect due to a congenital anomaly causing a medical functional impairment of the maxilla and/or mandible. The participant should request the Claim Administrator’s pre-authorization. Please see Section “Pre-Authorization Procedure.” Motion carried.

**ACTION ON CONSTRUCTION BIDS FOR NEW EAST PARKING LOT PROJECT**

Appearance: Adam Hammen, Sigma, Purchasing Agent Bill Kurer, and Facility Manager David Loomans.

Mr. Hammen stated that six bids were received for the East parking lot project. The lowest base bid was from Ray Wollners Excavating in the amount of \$466,390.84. Three alternates were included as part of the bid package. Alternate A assumes that the Samaritan fill site is not available, Alternate B is to install the sidewalk on the west side of Schmidt Road, and Alternate C is the unit price per ton for removal of Hydrocarbon impacted soil. A breakdown of the three lowest bids is as follows:

	<u>Base Bid</u>	<u>Alternate A</u>	<u>Alternate B</u>	<u>Alternate C</u>
Ray Wollners Excavating	\$466,390.84	\$ 8,450.00	\$ 7,550.00	\$31.85
HMB Contractors	\$478,000.00	\$15,000.00	\$10,000.00	\$50.00
Payne & Dolan	\$482,171.00	\$20,000.00	\$ 8,500.00	\$50.00

Mr. Miller left at 3:30 p.m.

Mr. Johnson stated that all the bids came in higher than the \$390,000 budgeted for this project. The Committee discussed various cost savings options and expressed concern that the bids were considerably higher than originally estimated by Sigma.

Mr. Moschea left at 3:35 p.m.

Mr. Johnson suggested reallocating funds from the Schmidt Road project. The Committee will meet prior to County Board to further review options and make a recommendation as to how to proceed.

**NEXT MEETING**

The next meetings will be Tuesday, August 9, 2005, at 8:00 a.m., and Thursday, August 25, 2005, at 9:00 a.m.

**ADJOURNMENT**

Moved by Mr. Radermacher, seconded by Mr. Bausch to adjourn until Tuesday, August 9, 2005, at 8:00 a.m. to discuss the East parking lot options. Motion carried.