

1 ADMINISTRATIVE SERVICES COMMITTEE

2 Courthouse
3 West Bend, WI

August 25, 2005
9:00 a.m.

4
5 Present: Paul J. Beistle, Brian W. Bausch, Donald N. Kempf, Delores E. Kruepke, and David N.
6 Radermacher (arrived at 9:09 a.m.)

7
8 Also present: Director of Human Resources Gary Moschea, County Clerk Brenda J. Jaszewski, and
9 Linda M. Boesen, secretary.

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

12
13 **MINUTES**

14 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the minutes of August 2, and August 9,
15 2005, as presented. Motion carried.

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17 **HUMAN RESOURCES DIRECTOR’S UPDATE**

18 **Commendation Resolutions**

19 There were no commendation resolutions.
20

21 **Employee Relations Activities**

22 Mr. Moschea stated that Best Flex informed the County that there is a change in state law regarding the
23 flexible spending health care accounts. Currently, employees must use the funds in their account by
24 December 31 of the year the funds were deposited, or the funds revert to the employer. The law has been
25 amended to allow employees until March 15 of the following year to use these funds. Mr. Moschea is
26 requesting a change to the County’s plan to reflect the change in law. This would not affect the day-care
27 portion of the flexible spending plan.

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29 Moved by Mr. Kempf, seconded by Mr. Bausch to approve amending the County’s health care portion
30 of the flexible spending plan to allow employees use funds deposited in their account through March 15
31 of the following year. Motion carried.

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33 **PROGRESS REPORT ON 2006 HEALTH INSURANCE PLANS**

34 Mr. Moschea stated the bids are all in and interviews for four of the seven bidders will be held on
35 September 9, 2005. The four to be interviewed are: Wisconsin Physicians Services (WPS), Auxiant
36 Insurance, KeyLink Solutions, and Professional Benefit Administrators (PBA). Mr. Moschea, Mr.
37 Johnson, Michelle Hoey, Nicole Theys, Andy Serio, and Greg Bass will meet with these four and
38 recommend two for this Committee to meet with at the next Administrative Services Committee
39 meeting.

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41 **NEXT MEETING DATES**

42 The next meeting is scheduled for Thursday, September 22, 2005, at 9:00 a.m.
43

44 **PROGRESS REPORT ON EAST PARKING LOT**

45 Mr. Johnson stated we would be using the aggregate material donated by the Highway Department for
46 the base. Work began on Friday, August 19, 2005, and the City of West Bend has approved the mid-
47 block pedestrian crossing on Schmidt Road. The County has agreed to put sidewalks on the east side of
48 Schmidt Road from the new parking lot south to Washington Street, and on the west side from the new
49 Courthouse entrance to Washington Street. The City has come back with two last requirements; one is
50 turning an asphalt area into a planting area, which the County is agreeable to, and the other is for

1 sidewalks on the west side of Schmidt Road from the new Courthouse north to the Sheriff Department's
2 northern most driveway. The Committee requested Mr. Johnson inform the City of West Bend, within
3 30 days, that the requirement to put a sidewalk on the west side of Schmidt Road from the new
4 Courthouse to the Sheriff Department's north driveway is beyond the scope of this project.

5
6 **FACILITIES 2006 BUDGET**

7 Budget presented by Administrator Doug Johnson and Facilities Manager Dave Loomans.

8
9 Mr. Johnson stated the Facilities 2006 base level budget is \$1,725,159 and the 2006 requested level
10 budget is \$1,974,636. There are no Out-of-state travel requests or User Fee requests for 2006. The 2006
11 Additional Position request for one full-time custodian and one part-time custodian for the new
12 Courthouse addition was approved at the August 2, 2005, Administrative Services meeting.

13
14 **Outlay**

15 The following Outlay items were approved for 2006:

16 Mailroom/Conference Room Carpet Replacement in the Courthouse - \$6,000

17 Burnisher in the Sheriff's Department - \$4,500

18 Touchless Faucets/Flushers in the Courthouse - \$6,500

19 Touchless Faucets/Flushers in the PAC - \$6,555

20 Ice Machine in the PAC - \$4,500

21
22 Flooring/Lighting replacement in meeting rooms 1020 and 1026 of the Courthouse in the amount of
23 \$18,500 was removed from the requested Outlay. Mr. Loomans indicated that \$1,000 was included for
24 rental of the Ice machine at the PAC, and with the approval of the purchase as an outlay item, the budget
25 will be reduced by \$1,000.

26
27 Moved by Mr. Radermacher, seconded by Ms. Kruepke to approve the 2006 Facility budget in the
28 amount of \$1,955,136, including Outlay. Motion carried.

29
30 **HUMAN RESOURCES 2006 BUDGET**

31 Budget presented by Human Resource Director Gary Moschea.

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33 Mr. Moschea stated the Human Resources 2006 base level budget is \$625,784 and the 2006 requested
34 level budget is \$639,849. User fees will remain the same as 2005. There were no requests for Out-of-
35 state travel, Additional Positions, or Outlay.

36
37 Supervisor Maurice Strupp arrived at 10:10 a.m.

38
39 Moved by Mr. Radermacher, seconded by Mr. Bausch to approve the 2006 Human Resources requested
40 level budget in the amount of \$639,849. Motion carried.

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42 Mr. Moschea left at 10:25 a.m.

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44 **2005 OUT-OF-STATE TRAVEL REQUEST**

45 Moved by Ms. Kruepke, seconded by Mr. Kempf to approve the 2005 Out-of-state travel request of the
46 County Clerk to review new election software at Fidlar Company in Rock Island, Illinois sometime this
47 Fall, at a cost of approximately \$100. Motion carried.

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1 **COUNTY CLERK 2006 BUDGET REVIEW**

2 Budget presented by County Clerk Brenda J. Jaszewski.

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4 Ms. Jaszewski stated the County Clerk 2006 base level and requested level budget is \$373,159. There
5 are no Out-of-state travel or Additional Position requests for 2006.

6
7 **Outlay**

8 The following Outlay items were approved for Central Reproductions:

9 Postage Machine – 1 at a cost of \$5,000

10 Copy Machines – 5 at a cost of \$6,000 each, for a total of \$30,000

11
12 **User Fees**

13 The following User Fee increases were approved:

14
15 **County Clerk**

16 Plat Books (New Version) \$23.68 for the Book or the C.D.

17 Plat Book Page, Copy of Single Page - \$3.00/page.

18
19 **Central Reproductions**

20 Labor - \$32.00/hr.

21
22 All other User fees will remain the same as 2005.

23
24 Moved by Mr. Radermacher, seconded by Mr. Kempf to approve the proposed User fees as presented,
25 with the Plat Book fee effective with delivery of the new plat books. Motion carried.

26
27 Moved by Ms. Kruepke, seconded by Mr. Bausch to approve the 2006 County Clerk budget in the
28 amount of \$373,159, including Outlay. Motion carried.

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30 **ADJOURNMENT**

31 Moved by Mr. Bausch, seconded by Ms. Kruepke to adjourn at 10:50 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk