ADMINISTRATIVE SERVICES COMMITTEE

Courthouse - Room 2024 August 30, 2007
West Bend, WI 9:00 a.m.

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

Also Present: Administrative Coordinator Doug Johnson, Human Resources Director Peter German, County Clerk Brenda Jaszewski, and Facility Manager David Loomans.

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

MINUTES

Moved by Mr. Justman, seconded by Mr. Ewert to approve the July 26, 2007, minutes as presented. Motion carried.

WASHINGTON COUNTY VETERAN'S MEMORIAL - FINAL DESIGN AND LOCATION

Appearance: Terry Vrana, American Legion Post 36, Chip Beckford, Historical Society

Mr. Vrana presented a revised map of the memorial project at the Old Courthouse Museum grounds. The new design allows for wheelchair accessibility to the area from several locations, however, requires the removal of several existing trees. The timeline has not changed, with a proposed dedication ceremony on Memorial Day 2008. The estimated cost of the plaza renovation portion of the new plan is $91,000, compared to $30,000 for the old design. Mr. Vrana is not requesting additional county funding, but does not know if they will be able to raise the money for the new plan. Mr. Beckford stated they have contacted several foundations for donations and will continue to pursue fund raising efforts.

Moved by Mr. Tuchscherer, seconded by Mr. Ewert to approve the final design and location of the proposed memorial as presented, including the ADA compliant component, and request Terry Vrana give a report to the County Board on September 11, 2007. Motion carried.

Mr. Radermacher recessed the Committee at 10:05 a.m. and reconvened at 10:10 a.m.

POSSIBLE 2007-2009 CONTRACT SETTLEMENT WITH TEAMSTERS LOCAL 200 - HIGHWAY

Mr. German stated the county made a final presentation on August 15, 2007, and has not yet heard if this final offer has been accepted.

ORDINANCE TO REVISE HUMAN RESOURCES DEPARTMENT STAFFING PLAN

Mr. German announced the Principal Human Resources Analyst has resigned to accept a position in another county. Mr. German is proposing changing this position from pay grade E-6 to pay grade E-3, and changing it to a Human Resources Analyst. The Committee requested the Human Resources 2008 budget be reviewed prior to making a decision on changing the staffing plan.

HUMAN RESOURCES 2008 BUDGET REVIEW

Human Resources Director Peter German presented the 2008 Human Resources budget.

The 2008 Human Resources base level budget is $657,357, and the requested level budget is $803,217. There are no new position requests and no outlay.

2008 Out-of-State Travel
One person to attend Collaborate 08 in Denver, Colorado at a cost of $3,000.

2008 User Fees
The 2008 user fees reflect the elimination of Work Permit fees, as this is no longer being done at the County.

The Committee removed the following decision items from the Human Resources 2008 budget:
Carlson Market Study - $20,000
Reduce the Labor Relations account by $25,000

Mr. Johnson stated the cost savings for the requested change in staffing plan to eliminate the Principal Human Resources Analyst E-6 and add a Human Resources Analyst E-3 is reflected in the proposed budget and additional funding would be required if the Committee desires to keep the current staffing plan.

Moved by Mr. Bausch, seconded by Mr. Tuchscherer to approve the 2008 Human Resources budget with a net levy in the amount of $758,217, including the out-of-state travel and user fees, and forward to Administration. Motion carried.

PROPOSED ORDINANCE REVISE HUMAN RESOURCES DEPARTMENT STAFFING PLAN (Continued)
Moved by Mr. Bausch, seconded by Mr. Tuchscherer to approve the ordinance revising the staffing plan in the Human Resources department removing one Principal Human Resources Analyst E-6 and adding one Human Resources Analyst E-3, and forward to the County Board. Motion carried.

HUMAN RESOURCES DIRECTOR'S UPDATE
Commendation Resolutions for September
Moved by Mr. Bausch, seconded by Mr. Tuchscherer to approve the commendation resolution for Gayle L. Renk, who has 17 years of service and is retiring from her position as Assistant to the County Treasurer at the County Treasurer's Office, and forward to the County Board. Motion carried.

Update on Samaritan Subcontracting Grievance Arbitration
Mr. German stated arbitration began yesterday and he anticipates finishing in early October.

COUNTY CLERK 2008 BUDGET REVIEW
County Clerk Brenda Jaszewski and Accounting Assistant Linda Boesen presented the 2008 County Clerk budget.

The 2008 County Clerk base level budget is $376,111, and the requested level budget is $410,815. There are no new position requests and no out-of-state travel.

2008 Outlay
Central Reproductions
1 Numbering Machine - $1,000
1 Finisher for Copy Machine in Co. Atty./Co. Board/Administration - $1,600
1 Large Copy Machine - $8,000
3 Medium Copy Machines - $6,000 each for a total of $18,000
2 Small Copy Machines - $1,200 each for a total of $2,400
Moved by Mr. Tuchscherer, seconded by Mr. Ewert to remove the two small copy machines in the amount of $2,400. Motion carried.

2008 User Fees

The proposed user fees were presented. Moved by Mr. Ewert, seconded by Mr. Justman to approve the increase in Labor fees for Central Reproductions from $32/hr. to $38/hr. for 2008. Motion carried. Moved by Mr. Tuchscherer, seconded by Mr. Ewert to increase the Marriage License fee from $40 to $45 for 2008, which would result in $3,500 additional revenue for 2008. Motion carried.

Moved by Mr. Tuchscherer, seconded by Mr. Ewert to approve the 2008 County Clerk budget with a net levy in the amount of $407,315, including user fees and outlay, and forward to Administration. Motion carried.

FACILITIES MANAGEMENT (ADMINISTRATION) 2008 BUDGET

Administrative Coordinator Doug Johnson and Facility Manager David Loomans presented the 2008 Facilities Management budget.

The 2008 Facilities Management base level budget is $2,482,561, and the requested level budget is $2,550,862. There are no user fees, new position requests or out-of-state travel requests.

2008 Outlay

2 vehicles at $15,000 each for a total of $30,000

Moved by Mr. Justman, seconded by Mr. Tuchscherer to eliminate one vehicle in the amount of $15,000 from outlay for 2008. Motion carried.

The Committee requested additional time to review the Facility Management budget and will meet at 10:00 a.m. on Tuesday, September 4 to finalize and take action on the 2008 Facility Management budget.

UPDATE ON PARKING CONCERNS

Mr. Johnson stated that two signs have been placed in two parking stalls at the entrance to the Sheriff's Department informing visitors the space is for 15 minute parking. The concerns regarding the east parking lot will be addressed at a future meeting.

AGENDA ITEMS FOR FUTURE MEETINGS

1. Parking Concerns
2. Tours of county buildings (Youth Treatment Center)

NEXT MEETING DATE

The Administrative Services Committee will meet on Tuesday, September 4, 2007 at 10:00 a.m. and Thursday, September 20, 2007 at 9:00 a.m.

ADJOURNMENT

Moved by Mr. Tuchscherer, seconded by Mr. Bausch to adjourn the meeting at 12:25 p.m. Motion carried.

Brenda J. Jaszewski, County Clerk