

1 **ADMINISTRATIVE SERVICES COMMITTEE**

2
3 Courthouse
4 West Bend, WI

December 20, 2005
1:30 p.m.

5
6 Present: David N. Radermacher, Brian W. Bausch, Charlene S. Brady, Donald N. Kempf, and Delores E.
7 Kruepke.

8
9 Also Present: Human Resource Director Gary Moschea, Administrative Coordinator Doug Johnson,
10 Principal Human Resources Analyst Karon Kraft, County Board Chair Kenneth Miller (arrived at 2:15 p.m.),
11 and County Clerk Brenda Jaszewski.

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

14
15 **MINUTES**

16 Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the minutes of October 11, 2005. Motion
17 carried. Moved by Ms. Brady, seconded by Mr. Bausch to approve the minutes of November 29, 2005.
18 Motion carried.

19
20 **CLOSED SESSION**

21 Moved by Mr. Kempf, seconded by Mr. Bausch to move into closed session at 1:33 p.m. pursuant to Wis.
22 Stats. 19.85(1) (e), report on competitive bargaining proposal for Deputy Sheriff's Association, Deputy
23 Sheriff Command Staff, Corrections and Communications Officers Association, Local 809
24 Paraprofessionals, and Local 609 Professional Social Workers." Motion carried unanimously by roll call
25 vote.

26
27 **RETURN TO OPEN SESSION**

28 Moved by Ms. Kruepke, seconded by Mr. Kempf to return to open session at 2:11 p.m. Motion carried
29 unanimously by roll call vote.

30
31 **ACTION ON ITEM(S) DISCUSSED IN CLOSED SESSION**

32 Moved by Mr. Bausch, seconded by Ms. Brady to ratify the 2006-2007 Washington County Department of
33 Social Services Local Paraprofessionals labor contract, and the Washington County Sheriff's Department
34 Corrections & Communications Officers Association labor contract, and forward to the County Board.
35 Motion carried.

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37 Moved by Mr. Kempf, seconded by Ms. Kruepke to ratify the 2006-2007 Washington County Deputy
38 Sheriff's Association labor contract, subject to ratification by the Union, and forward to the County Board.
39 Motion carried.

40
41 **APPOINT REPLACEMENT FOR SOCIAL SERVICES BARGAINING COMMITTEE**

42 Moved by Ms. Kruepke, seconded by Mr. Bausch to appoint Charlene Brady to the Department of Social
43 Services Local 809 Paraprofessionals and Local 609 Professional Social Workers bargaining committee to
44 replace Paul Beistle. Motion carried.

45
46 Mr. Kenneth F. Miller arrived at 2:15 p.m.

47
48 Moved by Mr. Bausch, seconded by Ms. Kruepke to appoint Donald Kempf to the Deputy Sheriff Command
49 Staff bargaining committee. Motion carried.

50
51 **RECOMMENDATION TO NON-LAPSE LABOR NEGOTIATIONS ACCOUNT**

52 Moved by Ms. Kruepke, seconded by Ms. Brady to approve non-lapsing the final 2005 fund balance in the
53 Labor Negotiations account to 2006. Motion carried.

54
55 **ORDINANCE TO ESTABLISH HOUSING MANAGER FOR SAMARITAN ASSISTED LIVING
56 CENTER**

57 Moved by Mr. Kempf, seconded by Mr. Bausch to approve the reclassification ordinance to change the
58 Samaritan Assistant Administrator E-6 position to Housing Manager E-2, for the Samaritan Assisted Living
59 Center, and forward to the County Board. Motion carried.

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61 **HUMAN RESOURCE DIRECTOR'S UPDATE**

62 Worker's Compensation

63 Mr. Moschea stated the worker's compensation claims for 2005 through the month of November is
64 \$542,799.

65
66 Commendation Resolutions

67 Moved by Ms. Kruepke, seconded by Kempf to approve the commendation ordinances for Marie Joers, who
68 has 24 years of service and is retiring from her position as Detective in the Sheriff's Department, and for
69 Judy Munson, who has 16 years of service and is retiring from her position as Accounting Assistant in the
70 County Attorney's office, and forward to the County Board. Motion carried.

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2 Employee Relations Activities

3 Mr. Moschea distributed the 2006 Training & Wellness Program schedule.
4

5 Moved by Mr. Bausch, seconded by Ms. Brady to approve the request for military leave for Deputy Sheriff
6 Eric Beine, beginning approximately January 17, 2006. Motion carried.
7

8 Mr. Moschea explained that this Committee approved Washington County pay \$13 toward a flu shot for all
9 Washington County employees. The Health Department provided this service to two State employees and
10 one former employee. Mr. Moschea will work with Mr. Johnson regarding this issue.
11

12 **WIRELESS INTERNET – ACTIVE AIR NETWORK PROPOSED AGREEMENT**

13 Appearance: Historical Society Director Chip Beckford; Representatives from Active Air Network, Jim
14 Dickson, General Manger, and Shawn Ribble, Director of Operations; Representative from BNS Company,
15 Don Mouritzen, Engineer/Managing Partner
16

17 Mr. Dickson gave an overview and history of Active Air Network and explained the proposal to provide free
18 Wireless Internet access to the Historical Society by utilizing the Old Courthouse tower to install antennas.
19 Internet access for general public users would be through a subscription service beginning in the Spring of
20 2006.
21

22 The Committee requested a formal presentation and actual demonstration from Active Air Network at a
23 future meeting.
24

25 **NEXT MEETING**

26 The next meeting will be Tuesday, January 31, 2006, at 9:00 a.m.
27

28 **EAST PARKING LOT COMPLETION REPORT AND FINAL PROJECT CHANGE ORDERS**

29 Appearance: Facility Manager David Loomans
30

31 Mr. Johnson stated the East parking lot is in full use and the only remaining item is the final paving, which
32 will be completed in the spring. A total of \$29,000 has been held from the final payment until completion of
33 this paving.
34

35 Mr. Johnson presented three final change orders, two for the Ray Wollner contract, and one for the Sigma
36 contract. Change order #4 for Ray Wollner is a \$115 credit, and change order #5 is for additional work due
37 to poor soils, in the amount of \$7,210. The Sigma change order, in the negotiated amount of \$2,200, is for
38 additional work done by Sigma.
39

40 Moved by Mr. Bausch, seconded by Mr. Kempf to approve two change orders to the Ray Wollner contract,
41 Change Order #4 in the amount of \$115 credit, and Change Order #5 in the amount of \$7,210. Motion
42 carried.
43

44 Moved by Ms. Kruepke, seconded by Ms. Brady to approve the change order to the Sigma contract, in the
45 amount of \$2,200. Motion carried.
46

47 Mr. Miller left at 3:25 p.m.
48

49 **YEAR END FACILITIES PROJECTS UPDATE**

50 Appearance: Facility Manager David Loomans
51

52 Mr. Loomans reviewed the 2005 facility projects and actual costs to date.
53

54 Moved by Mr. Kempf, seconded by Mr. Bausch to accept the 2005 year-end facility projects report as
55 presented by Mr. Loomans. Motion carried.
56

57 **UPDATE ON STATEWIDE VOTER REGISTRATION SYSTEM & ADA VOTING EQUIPMENT**

58 Ms. Jaszewski stated the State Elections Board has delayed implementation of the new Statewide Voter
59 Registration System, and will not meet the January 1, 2006, required date. In addition, the State Elections
60 Board has not certified ADA compliant voting equipment that is compatible with the current systems in
61 Wisconsin, and this has delayed the January 1, 2006, implementation date. The State Elections Board
62 anticipates approval at their next meeting for the two vendors who currently have electronic voting
63 equipment in Wisconsin.
64

65 Moved by Mr. Kempf, seconded by Ms. Kruepke to accept the report on the Statewide Voter Registration
66 System and ADA voting equipment. Motion carried.
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68 **UPDATE ON CENTRAL REPRODUCTIONS REVENUES & EXPENSES**

69 Ms. Jaszewski distributed the Central Reproductions revenues and expenses report, and noted that through
70 November, total revenues are up 1.81%, and total expenses are up 4.6%.

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Moved by Mr. Bausch, seconded by Ms. Kruepke to accept the Central Reproductions revenues and expenses report. Motion carried.

CHANGE IN USER FEES FOR 2006

Ms. Jaszewski explained that when the 2006 User Fees were approved, the cost of the 2006 copy machine service agreements was not known. After receiving the bids for the 2006 copy machine service agreements, the current user fee will not cover the cost of the 2006 service agreement for the color copy machine. Ms. Jaszewski is requesting the 2006 user fee for color copies be changed from \$.30 per copy to \$.42 per copy.

Moved by Mr. Kempf, seconded by Ms. Kruepke to approve the change in the 2006 user fee for color copies to \$.42 per copy. Motion carried.

UPDATE ON COUNTY CLERK STAFF

Ms. Jaszewski stated that the Central Reproductions Supervisor would be out on medical leave for several months. The County Clerk staff will be helping with some of the duties, such as billing and mail service at the Courthouse. Other Central Reproductions staff members will fill in as needed. In addition, the Insurance Coordinator in the County Clerk's office will be resigning effective January 20, 2006, due to her family relocating. Interviews for this position have been conducted and it is anticipated a replacement could be named shortly.

Moved by Ms. Brady, seconded by Mr. Kempf to accept the update on the County Clerk staff. Motion carried.

ADJOURNMENT

Moved by Mr. Bausch, seconded by Ms. Kruepke to adjourn at 3:50 p.m. Motion carried.

Brenda J. Jaszewski, County Clerk