



MINUTES

Building and Property

October 21, 2013
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mike Behnke, Russ Bousley, Mike Cassidy, and Vilas Schroeder
MEMBERS EXCUSED: Supervisor Bill Walker
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, County Administrator Ellen Sorensen, HR Director Jennifer Holtger, Connie Seefeldt and Kathy Just

1. Call to order

Chair Behnke called the meeting to order at 8:30 a.m.

2. Agenda

Motion (Cassidy/Schroeder) to approve agenda. Motion carried.

3. Public Comment

None

4. New Hire to Work with Maintenance Technician

Motion (Schroeder/Cassidy) to recommend Finance Committee appropriate funds and Personnel Committee approve new hire to overlap up to two work-weeks with retiring Maintenance Technician. Motion carried. Exhibit A

5. Purchase of 2014 F-series SD for Maintenance Department

Motion (Cassidy/Schroeder) to recommend to Finance Committee approval to transfer up to \$43,245 from Worker's Compensation Reserve Fund and purchase of 2014 F-series SD for Maintenance Department, pending approval of Corporation Counsel, HR Director, and County Administrator's approval. Motion carried. Exhibit B

6. Future Agenda Items

- Update on building at Fairgrounds
- RFP for replacement Chiller Compressor at LEC
- Replace fire doors at the Courthouse

- Courthouse – Historic Structure

7. Adjournment

Motion (Cassidy/Schroeder) to adjourn at 8:54 a.m. Motion carried.

Next meeting date: November 5, 2013 at 10:00 a.m.

BobbieJean Borkowski, Deputy County Clerk

Date approved/corrected:



MARINETTE COUNTY
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
Governing Committee 10-21-13
Personnel Committee 10-18-13
Finance Committee 10-21-13
County Board 10-29-13

Permission to proceed: JS
(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Maintenance
Department Head: John Machnik
Supervisor: John Machnik
Position Title: Maintenance Technician
Old Position Title: _____
Hours per Week/Year: 40

Account Number(s): 100-34-51640-111

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input checked="" type="checkbox"/> Addition of Current Position
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: _____ (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale Courthouse
Pay Rate/Salary: \$ 19.28 (2013 starting)
Pay Level: L

Human Resources Initials: KS

Finance Completes and returns to Administration

Cost of Request:			
Wages:	\$ _____	Workers Comp:	\$ _____
FICA:	\$ _____	Life Insurance:	\$ _____
Retirement:	\$ _____	Longevity:	\$ _____
Other (explain):	_____		

Total Cost: \$ please see attached Finance Initials: LM

Approval*

Department Head: John G. Machnik 10/08/13
County Administrator: William J. ... 10/11/13

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

October 08, 2013

Justification for request to have two employees in a Maintenance Technician position for 7 working days:

The Maintenance Department presently has 3 full time Maintenance Technicians to operate and maintain the LEC, Courthouse, HHS and Library. The Technician assigned to the Courthouse will be retiring in January, 2014. The Department desires to hire a replacement 7 working days prior to his retirement. This overlap allows the new employee to acquire knowledge, training and guidance from the person most familiar with the building, its equipment and its systems before he leaves.

**COST OF REQUEST
ONE WEEK OVERLAP OF MAINTENANCE TECH**

ANNUAL COSTS	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	7.00% 2014 RETIREMENT	Family H&D	LIFE INS	2.00% WORKER'S COMP	TOTAL
Maintenance Tech	\$ 45,769	\$ 195	\$ 3,516	\$ 3,217	\$ 22,545	\$ -	\$ 919	\$ 76,162
Starting Maintenance Tech	\$ 40,959	\$ -	\$ 3,133	\$ 2,867	\$ 22,545	\$ -	\$ 819	\$ 70,323
SAVINGS (COST) WITH CHANGE	\$ 4,810	\$ 195	\$ 383	\$ 350	\$ -	\$ -	\$ 100	\$ 5,839

ONE WEEK OVERLAP (40 HOURS)

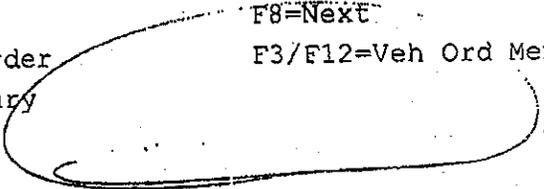
Maintenance Tech	\$ 877	\$ -	\$ 67	\$ 61	\$ -	\$ -	\$ 18	\$ 1,023
Starting Maintenance Tech	\$ 771	\$ -	\$ 59	\$ 54	\$ -	\$ -	\$ 15	\$ 900
	\$ 1,648	\$ -	\$ 126	\$ 115	\$ -	\$ -	\$ 33	\$ 1,922

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2014 F-SERIES SD

PO Number:

	RETAIL		RETAIL
X2B F250 4X4 S/C	\$39255	10000# GVWR PKG	
142" WHEELBASE		213 ELECTRONIC SOF	185
W6 GREEN GEM MET		41H ENG BLK HEATER	NC
3 40/20/40 CLOTH		471 CAMPER PACKAGE	160
S STEEL		473 SNOW PLOW PKG	85
603A PREF EQUIP PKG		SPARE TIRE/WHLA	NC
.XLT TRIM		12.5K TRLR HTCH	NC
.TRAILER TOW PKG		592 ROOF CLEAR LGTS	55
.AMFM/CD/CLK			
996 16.2L EFI V8 ENG	NC	TOTAL BASE AND OPTIONS	43245
44P 6-SPD AUTOMATIC	NC	TOTAL	43245
TCD LT265 OWL AT 17	455	*THIS IS NOT AN INVOICE*	
X3E 3.73 ELOCKING	390		
JOB #1 BUILD		* MORE ORDER INFO NEXT PAGE *	
16S ALL WEATHER MAT	75	F8=Next	
F1=Help	F2=Return to Order	F3/F12=Veh Ord Menu	
F4=Submit	F5=Add to Library		
S006 - MORE DATA IS AVAILABLE.			



QC063141

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2014 F-SERIES SD

MARINETTE

PO Number:

RETAIL

RETAIL

JACK

TOTAL BASE AND OPTIONS \$43245

66S UPFITTER SWTCH 125

TOTAL 43245

76S REMOTE START 195

THIS IS NOT AN INVOICE

85S TOUGH BED 475

96I XLT INT PKG 795

.SECURITY GROUP

.ADJ GAS/BRK PDL

.6 WAY PWR DRV

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

PRICED DORA NC

DEST AND DELIV 995

F7=Prev

F3/F12=Veh Ord Menu

F1=Help

F2=Return to Order

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC063141