

## ADMINISTRATIVE COMMITTEE

December 14, 2012

The Administrative Committee met on Friday, December 14, 2012 at 9:00 a.m. in Room 266, on second floor of the Administration Building in Lancaster, WI pursuant to the last meeting of November 27, 2012.

Members present: Larry Wolf, John Patcle, Vincent Loeffelholz, Mark Stead, Robert Scallon, Lester Jantzen and John Beinborn.

The meeting was called to order by Chair Larry Wolf. Linda Gebhard, County Clerk verified that the meeting was in compliance with the open meeting law, posted in three places.

Vincent Loeffelholz, seconded by John Beinborn, made a motion to approve the amended agenda. Motion carried.

Lester Jantzen, seconded by John Beinborn, made a motion to approve the minutes after the correction was made on page 4 to change the word "Monitary" Bracelets to "Monitoring" Bracelets of the November 27, 2012 minutes. Motion carried.

District 1 Replacement: Dorothy Hackle who was originally the committee's first choice to replace District 1 County Board Supervisor; has declined the position at this time. The committee met to choose the seconded choice candidate for the position. John Beinborn, seconded by Mark Stead, made a motion that the Administrative Committee recommends to the full County Board the appointment of Gary Ranum to replace the unexpired term of Ivan Farness, District 1 for the remainder of his term. Motion carried.

The committee agreed that if approved by the full County Board, Mr. Ranum should be sworn in by the County Clerk so he can begin his term immediately at his earliest convenience.

Updates on County Buildings: Larry Wolf, Chair stated that there have been changes in the buildings needs since the first space studies. Register of Deeds will be archiving much of their data on line possibly freeing up some space in the Deeds Office. Family Care has had a big impact on the number of employees needed in Social Services and Unified. Larry feels that it is time to consider space studies for the buildings that have not been considered for this in the past.

The following are topics that were discussed during the committee meeting:

- Making more parking spaces out of the courthouse lawn on the Jefferson Street side.
- Changing the angle of parking in the existing parking lot next to the Administration Building possibly making more spaces.
- Looking harder at a solution to use third floor of the Administration Building before considering building.
- There may be more major internal issues with the Law Enforcement Building then previously thought.

- Making the existing building secure enough to house ADRC, Social Services and Unified.
- ADRC could be established as a 503 non profit organization which would not require that department to be under Grant County.
- What is exactly mandated by the State in regard to a Law Enforcement Center, like an exercise area, etc.

Larry asked the committee members if they had any input on these issues. John Patcle stated that he felt the Long Range Building Plan that has been discussed previously should be the first priority to complete. The County needs a definite plan before any money is spent. John Beinborn asked if there was any thought on how to get the ball rolling on this plan. John Patcle stated that he felt space studies were needed, there has been one done for the 52 Building and a couple years back the Highway had one completed for them by the UW Platteville Engineering students. The committee was in agreement that a professional Engineering Firm should conduct the studies. Some speculation was done as to when a State Study may take place in regard to Unified Counseling; it was felt that may not be completed for 4 to 5 years. Larry Wolf stated that even if the County goes ahead to contract space studies for the Administration Building and Law Enforcement Building, Unified occupies its own building currently and the study would not involve them at this time. John Patcle stated that a Regional Study for the jail had been done in 2006, but determining a site for building could not be agreed upon.

There have been a number of renovations going on the past few years in all of the buildings, which is a concern to the committee. The money that is going into these buildings for repairs and updates; the County may not be able to recoup if the county decided to relocate and build. Some of the renovations that have occurred are as follows:

- New security doors at the Jail.
- New roof on the Law Enforcement
- The Insurance approved remodeling at the 52 Building for all the water damage that has been sustained in the last year.
- If the Law Enforcement would need to replace the old generator, the expense of installing a new one could never be moved to a new building.

Larry Wolf stated that all the old buildings have many different issues like old pipes, inadequate air handlers for heat and air conditioning, inadequate insulation. Larry suggested that the committee take a tour of these buildings to see the extent of the issues that would have to be addressed. That may give them a better picture of remodeling versus building. Building would give the County the opportunity to combine some of the department's better under one roof to help save money in operation costs and sharing staff. John Patcle stated that they may find that some situations are more pressing than others but the county needs to have a direction and steps to follow to make sure the right decisions are being made.

For comparison, Larry Wolf supplied the committee with a history of the light and heat expenses for the Administration/Courthouse and Law Enforcement Center as follows:

		Dec-11	Jan-Nov 2012	12 Months
Admin/Courthouse	Lights	3,515	50,624	54,139
Admin/Courthouse	Heat	<u>5,718</u>	<u>12,652</u>	<u>18,371</u>
TOTAL		9,233	63,276	72,501
Law Enforcement Center	Lights	6,334	38,479	44,813
Law enforcement Center	Heat	<u>5,978</u>	<u>13,289</u>	<u>19,267</u>
TOTAL		12,312	51,768	64,079

Mark Stead wondered if some of these issues at the Law Enforcement Building should be discussed by the Law Enforcement Committee; like the issue with the placement of the Medication Cart. Another issue that Mark felt the Law Enforcement committee should be discussing was the generator; to put into place a plan that is needed to replace the generator in the next couple years. Any building project will take many years, if the generator will not last until then, Mark felt it was the home committee's duty to have a plan. He felt that Jack Johnson should research this issue and present to the Law Enforcement Committee. Mark felt that the Administration Committee should not step in when some of those decisions could be addressed by its own committee.

More discussion took place regarding the generator at the Law Enforcement Building. Jack Johnson, Chief Deputy Sheriff was concerned that if the generator does brake down, will there be money to replace it. Jack stated the Law Enforcement Center is the emergency center of the county; it can not be without power. The committee asked Jack his opinion on how much bigger the generator should be to handle the back up job. The existing generator is 60KW, Jack felt that should at least be doubled. John Patcle asked that Robert Keeney be able to speak regarding his finding on the money that was to be set aside for the generator. Robert Keeney stated that it was just another rainy day fund that was to be ear-tagged in the general fund. Larry Wolf stated that even though there had not been money set aside in the general fund for this purpose, there would be plenty of money in the capital fund to pay for this emergency. The generator is being tested once a week to make sure it is still functioning, however; at this time it has to be manually started because the switch does not automatically turn it on. Jack Johnson stated that just fixing the switch could be \$3,000 or more and parts for the old generator may be hard to find. Jack also stated that because of poor design, when the generator is started all the exhaust fumes are drawn back into the building by the ventilation fans.

Larry Wolf asked Jack if they were experiencing any trouble with the tower located on their site; were they getting maximum capacity out of it. Jack stated that now they are using the Queen Bee Radio Tower; everything was fine. Their existing tower can not be changed, it is as tall as they can construct.

The committee was in agreement that a space study needed to be done.

A motion was made by John Beinborn, seconded by Vince Loeffelholz to authorize Todd Johnson, Comm. Resource Agent through the Extension Office to put together an RFP to send to qualified Engineering Companies for bids to conduct individual space studies on the

Administration Building, Law Enforcement Center and the Highway Department Building. The bids to be submitted to the Administration Committee for review with Todd Johnson present; too help construct a 10 to 20 year space needs and building plan for the future of Grant County. Motion carried.

Adjournment: Mark Stead, seconded by Vince Loeffelholz made a motion to adjourn the meeting to the call of the chair. Motion carried.