

ADMINISTRATIVE COMMITTEE

April 7, 2015

The Administrative Committee met on Tuesday, April 7, 2015 at 1:00 p.m. in Room 266, on second floor of the Administration Building in Lancaster, WI pursuant to the last meeting of March 3, 2015.

Members present: Mark Stead, John Patcle, Robert Keeney, Dale Hood, Larry Wolf, and Roger Guthrie. Other people present were Lori Reid, Dave Timmerman, John Beinborn and Corporation Counsel Ben Wood.

The meeting was called to order by Chair Robert Keeney at 1:00 p.m. Linda Gebhard, County Clerk verified that the meeting was in compliance with the open meeting law, posted in two places.

Agenda: Mark Stead, seconded by Dale Hood made a motion to approve the agenda. Motion carried.

Minutes: Mark Stead, seconded by John Patcle made a motion to approve the minutes of March 3, 2015 making one correction:

1. Move John Beinborn's name to "other people present at the committee meeting", John Beinborn is not a member of the committee.

Motion then carried unanimously.

Master Plan Task Force: Samuels Group sent the Agreement document to the County for their approval. Corporation Counsel and Robert Keeney made a couple modifications to the document. The following scope of services was stated by the company:

The services included in this agreement are:

1. Analysis of previous building studies completed for county facilities
2. Site Visit and analysis of existing county owned structures and property
3. Review of current related inspection reports
4. Interviews with key county staff members
5. Analysis of utility usage reports
6. Completion of conceptual Master Plan based on findings
7. Presentation of findings and recommendations to the county board.

These are the changes/additions made by Grant County:

1. Analysis of previous building studies completed for county facilities
2. Site Visit and analysis of existing county owned structures and property
3. Review of current related inspection reports
4. Interviews with key county staff members
5. Analysis of utility usage reports
6. Completion of conceptual Master Plan based on findings
7. **Presentation of preliminary master plan draft to committee for discussion on report format**
8. **Follow up presentation to committee with final draft of the report for committee to make recommendation to county board**
9. **Presentation of report and findings to complete county board for consideration of adoption of the master plan.**

The Samuels Group has accepted the changes. The company would like to start this project in early May of 2015.

The committee discussed what the next plan of action should be; should a Task Force be established or committee consisting of representation of all Departments. Ben Wood suggested forming a "Team" or "Sub-Committee" that would report back to the Administrative Committee. It was discussed that someone from the community should also be included to represent the general public. Larry Wolf's concern was that the same discussions continue but nothing goes forward. This would be the goal of the Samuels Group that a long term plan will be put into place that will be followed by the future boards. There will be a list of priorities made that will be established using all the previous studies; the department heads will be involved. Once the plan is made the county will have a master plan that can be followed in the future and the costs will be equated out by the company so the costs will be established for future adequate funding. Another factor the committee discussed was how Governor Walker's proposed budget may affect any decisions the county may make for the future.

After discussion, the committee decided to leave the Administrative Committee as the reporting committee the Samuel's Group will report too; once the plan is established Samuel's Group will work independently with the Department Heads which will be reported back to the Administrative Committee for their recommendations. Robert Keeney reiterated that at the last County Board meeting it was passed by a motion to pay the Samuel's Group \$15,000.00 to go forward with a Conceptual Master Plan so the process should continue forward so a long range plan can be implemented for the County. Samuels Group hopes to have this project completed by September 1, 2015.

County Administration: Robert Keeney asked for discussion regarding the presentation given by Jon Hochkammer, Outreach Manager and Philip Freeburg, Local Government Law Educator, UW-Extension Local Government Center that took place at the last County Board of Supervisor meeting regarding the forming of County Administration. Ben specifically asked the presenters the question, "is our current structure of county government illegal?" They stated "No" maybe flawed to some extent, but we are in compliance with the Attorney General's opinion. Ben stated "does Grant County want to make changes in the form of government we have, what is the goal Grant County is looking for in the future". Ben felt this issue needed to be discussed by this committee to define a clear cut direction on this issue; do we continue to discuss this issue or should a decision be made to determine the outcome one way or another. There are many factors that enter into this issue such as availability of funds in the budget to pay an Administrator, establishing clearly defined rules for an Administrator or Administrative Coordinator to follow, defining the counties needs, duties expected, what degrees would be required, etc. Do we keep the structure as it is even though it may not be totally sufficient, it may be compatible for the county at this time but will that sustain the county in the future. Do we continue on and when the system fails try to fix it later, should the county develop a time line on when this issue should be dealt with.

John Patcle, made a motion to send a recommendation to the Grant County Board of Supervisors to keep the current form of county government of a County Board Chair at this time; Grant County has had this form of Government for many years and an Administrator brought from the outside would not be needed, but to revisit this issue at a later date. Roger Guthrie stated that he would second the motion but wanted a chance to clarify its reasoning.

Roger Guthrie feels the county should leave things the way they are for now. After September 1, 2015 the county will have the recommendation from the Samuel Group Study, this may give the county a better direction on where we are going. We are then only about 5 months away from taking papers out for the April 2016 County Board Supervisor Election, then we can go from there.

More discussion was asked for by Robert Keeney on the motion. Larry Wolf felt that a delay would not be productive for the county, now is the time to look into a County Administrator. He felt naming the

County Clerk as Administrative Coordinator with no defined duties was not what the Attorney General had in mind. Larry feels there could be a benefit in having an Administrator coming from the outside because they could make more objective decisions for the county. He feels that at this time some of the decisions being made are with bias toward the person(s) who are making the request(s), he can see people making request for help that they don't need, he sees people making request for things that they don't have to have. An Administrator would have the education and experience to know how county government works, how to combine departments in the future, and write grants for the county. He feels that there is too much personal bias involved between county administration and employees when you know individuals on a personal level. An Administrator coming in would not have these personal ties with department heads and employees that could be a benefit in making the tough decision for the county.

Robert Keeney stated he could see both sides. Grant County has been running this way for 45 years, he feels it works for the most part, he understands the bias, but in the same respect an Administrator can get stale after 4 – 5 years. It is a known fact that counties may go through many Administrators before one would stay. The cost is an issue; the range is between \$85,000.00 to \$185,000.00. Counties our size would be more in the range of \$105,000.00 to \$145,000.00. He feels we still need a county board chair; many of the committee members agreed the Chair position would still be needed. Robert stated that he knows that the County Clerk does not want the responsibility of an Administrative Coordinator. He stated that there is time to think on this issue there will be many things to have in place before the county makes the final decision.

Dale Hood feels that Grant County has done very well in running the county through the years. He thinks that the issue of hiring an Administrator or Administrative Coordinator is a trend, it may take years but it will happen in the future, it is only a matter of time until it becomes mandated. This is not something Grant County has to rush into, Dale stated that we should take our time and think this through and take one step at a time.

The committee asked that the motion be stated again. The committee feels there should be time lines stated in the motion. Ben Wood stated that you cannot prohibit the discussion of an issue in a motion but you can document in the motion that this issue be included on a future Administrative Committee agenda. After more discussion, John Patcle restated the motion.

John Patcle, seconded by Roger Guthrie, made a motion that the Administrative Committee send a recommendation to the Grant County Board of Supervisors to keep the current form of county government of a County Board Chair at this time; delaying any decisions regarding hiring of a County Administrator or Administrative Coordinator until after September 1, 2015 so the County has the benefit of Samuel Group's Conceptual Master Plan recommendations. This issue will be placed back on the Administrative Committee's agenda in April of 2016 after the Election of the County Board of Supervisors for continued discussion. Motion carried with one nay vote from Larry Wolf.

Dale Hood asked the question if this issue would be brought back in April of 2016 when could the County move forward in hiring an Administrator. If passed in April, it would be reasonable that the position would be addressed in the June 2016 budget for hire in 2017.

Appointment to Southwest CAP: Southwest CAP has been in the process of re-writing their By-Laws; Grant County has three board members currently serving on that board, Patrick Schroeder, Carol Beals and Roger Guthrie. CAP would like to cut that representation down to two members. Vern Lewison has shown interest in serving on that committee for the remainder of 2015 with Carol Beals. Patrick Schroeder and Roger Guthrie would step down.

Roger Guthrie, seconded by Larry Wolf, made a motion to recommend to the County Board of Supervisors that Vern Lewison be appointed to serve on the Southwest Community Action Program Board representing Grant County for the remainder of 2015. Motion carried.

Vern Lewison's term on the Wisconsin River Rail Transit Commission is also expiring on April 1, 2015, there needs to be a recommendation by the Administrative Committee for an appointment for the next three year term.

The committee was in agreement to recommend to the County Board of Supervisors to re-appoint Vern Lewison to serve another three year term starting on April 2, 2015 to April 1, 2018 on the Wisconsin River Rail Transit Commission.

Strategic Plan Discussion: Robert Keeney did contact Tom Martin regarding youth governance to see if this could be pulled together to hold the presentation for the social media for the students at one of the County Board of Supervisor meetings. Maybe for the fall semester it will work better.

All the bullet points on the 2014 Strategic Plan have been addressed in some way shape or form at this time. Some will be on going, some issues have been finalized.

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