

ADMINISTRATIVE COMMITTEE

December 30, 2015

The Administrative Committee met on Wednesday, December 30, 2015 at 10:00 p.m. in Room 266, on second floor of the Administration Building in Lancaster, WI pursuant to the last meeting of November 30, 2015.

People present: Committee members present were Robert Keeney, Mike Lieurance, Mark Stead, Robert Scallon, John Patcle, Dale Hood, and Roger Guthrie. Other people present were Nate Dreckman, Sheriff, Dave Lambert, Highway, Nancy Scott, Finance, Lori Reid, ADRC, Carol Schwartz, Orchard Manor, Fred Naatz, Social Services, Joyce Roling, Personnel, Jeff Kindrai, Health, Verda Nemo, Child Support, Corporation Counsel Ben Wood, Lancaster City Administrator Steve Winger, Lancaster City Mayor Jerry Wehrle, David Bainbridge, County Board Supervisors Gary Ranum, Dwight Nelson, Don Splinter, Grant Loy, Lester Jantzen, Dan Timmerman.

The meeting was called to order by Chair Robert Keeney at 10:00 a.m. Linda Gebhard, County Clerk verified that the meeting was in compliance with the open meeting law, posted in two places and the County website.

Agenda: Mark Stead, seconded by John Patcle made a motion to approve the agenda as written. Motion carried.

Minutes: Roger Guthrie, seconded by Mike Lieurance made a motion to approve the minutes of November 30, 2015 as written. Motion carried.

Master Plan discussion:

a. Bainbridge proposal

Chair Robert Keeney opened the floor for David Bainbridge to address the committee regarding his proposal to build a 20,000 to 22,000 square feet steel and brick building on Alona Lane for ADRC and Social Services to lease to the County for 10 to 20 years. David stated what he needs is a definite plan from the county so blue prints can be prepared by engineers so he can submit an accurate bid for the county. David also stated that he would like to sit down with the departments who will use this facility so he knows their needs.

b. Legal advice on Plan action

Ben reiterated what adopting a Master Plan means. The term started being used because the county drafted a strategic plan. The Master plan is a map to the future; it states goals we want to achieve in the future, based on the needs of the county. It doesn't mean the plan locks the county into a specific place to build or a specific building. In adopting a Master Plan, Ben stated the motion should state that the county does not wish to lock in a location as to where a facility would be built but the county feels there is a need to go forward on the goals. The Board should not adopt a Master Plan and then do nothing, but use the Master Plan as a recommendation to the Board that the goals set within the plan need to move forward for the good of the County.

This is the reason Robert Keeney called this meeting today, a decision needs to be made to take to the county board so the County can move forward. The committee agreed that all options need to be addressed before any decision can be made. The Samuels' Group was asked to bring one last option to the County Board to use the Orchard Manor site as a possible building site for Law Enforcement and or

Highway. The committee felt that piece of information was important before any decisions can be made.

Robert Keeney asked each Department their feelings on all the building sites. Nate Dreckman, Sheriff, Law Enforcement stated that the biggest challenge for them is the installation of a tower. If the proximity of the airport located that close to the Orchard Manor site caused no problems that site would be acceptable. Nate had no preference to any of the sites mentions, Orchard Manor, FS or Lippert Site would all work fine. It was stated that Emergency Management would also stay with Law Enforcement.

Roger Guthrie stated that by using the Orchard Manor site, this could remedy an aging sewer system that is going to have to be addressed down the road for Orchard Manor. And by relocating the Highway out on that site would also be an advantage in locating outside of the city limits. The City Administrator stated that they would work with the county on the sewer issue if all facilities would be located on the Orchard Manor site.

Carol Schwartz, Orchard Manor Director, stated the Orchard Manor site would be acceptable for them. Cost of a new sewer system could possibly be shared. Dietary and laundry services could also be another plus to share this service between Law Enforcement and Orchard Manor. This would also remedy not having to mow a large area with nothing on it, there would be about 14 acres available to use. One consideration that Robert Keeney stated was the old Orchard Manor structure was buried on it old existing site; that locations could house a parking lot but probably should not be disturbed.

Robert Keeney asked if they felt there would be trouble with traffic. With two entrances proposed, they felt this should not be a problem for Law Enforcement, Orchard Manor or the farm.

Lori Reid ADRC Director stated that a building located at the Alona Lane site near the Social Security Department would be more acceptable for their type of customers. The issue being located near Social Services or Law Enforcement does not necessarily cause any issues; the only thing that would have to be addressed; a separate entrance for ADRC would have to be addressed, they need a warm and welcoming entrance not protective glass and high security.

Dave Lambert, Highway stated that they had their own plans for relocating on the FS and Lippert sites so not being involved in moving out to the Orchard Manor site would not be problem. The Highway owns the FS and Lippert sites already so the purchase of more land would not be a problem. Either site would be acceptable for them. One consideration would be the use of the tower; they currently share with Law Enforcement at this time.

The City Administrator, Steve Winger did not see problems in annexation if the FS and Lippert sites were used. The process would have to be worked together with the County and City; the process should not be a problem and the cost of a parking ramp would prove to be too expensive.

Dan Timmerman asked if there was any Department or entity that could utilize third floor of the Administration Building. He wondered what should be told to the public when that question was asked. Parking issues did not seem to be a pliable excuse. Lori Reid stated that parking was an issue, but in her case where her customers are elderly the traffic would cause more issues than the lack of parking. The city stated that closing any of the streets around the square was not an option. Robert Keeney stated that he had been asked about locating the Cunningham Museum there in the future. Another idea was to use the space for central storage for all the County Departments.

Robert Keeney threw out the idea to the committee for consideration to use the third floor for all the management/finance office for all the departments to the Administration Building.

Robert Keeney asked Nancy Scott, Finance Director if she had anything to add to the discussion. She stated all options need to be considered whether leasing or construction. Construction rules will be changing in 2016. If the county is constructing a public building there would be an exemption from paying sales tax; if the county hires a construction company such as Bainbridge the exemption will not apply. The County can borrow, but all things will need to be considered to establish the most effective use of money.

It was decided by the committee to notify The Samuel's Group to bring to the next County Board of Supervisor meeting an option to place Law Enforcement and possible Highway on the Orchard Manor site for consideration. No action was taken at the committee level.

Committee Structure: The following changes were discussed. Joyce Roling, Personnel will make the following changes to present to the full County Board at the next meeting on January 21, 2016:

Section E– The Committees:

All powers exercised by a committee, board or commission are subject to general supervision of the County Board and any regulations prescribed by the board. County Board Supervisors are required to attend County Board meetings as well as meetings of committees of which they are a member.

STRIKE If a County Board Supervisor is unable to attend a County Board meeting, the County Board Supervisor who is unable to attend the meeting must contact the County Board Chairperson in advance of the County Board meeting to request to be excused from the County Board meeting.

If a County Board Supervisor is unable to attend a committee meeting **ADD** "or a county board meeting,

STRIKE, "the County Board Supervisor who is unable to attend the committee meeting" must notify, in advance,

STRIKE "The Chairperson of the committee they are unable to attend or alternatively,

The County Board Chair and seek to be excused from the committee meeting. Three consecutive unexcused absences from a committee meeting shall constitute a resignation from that committee. The Committee-on- Committees/Administrative Committee will then appoint a person to fill the vacancy according to board policy or state statute.

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