

ADMINISTRATIVE COMMITTEE

March 10, 2016

The Administrative Committee met on Thursday, March 10, 2016 at 1:00 p.m. in Room 266, on second floor of the Administration Building in Lancaster, WI pursuant to the last meeting of February 4, 2016.

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 Nancy Scott, Finance, David Bainbridge, Gary Ranum County Board, Nate Dreckman, Sheriff, Jack Johnson, Chief Deputy Sheriff and Kurt Berner, Samuel's Group.

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 and the County website.

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

Minutes: John Patcle, seconded by Roger Guthrie, made a motion to approve the minutes of February 4, 2016 as written. Motion carried.

RFP Discussion:

- a.) Mark Stead, seconded by Robert Scallon, made a motion to go into closed session per state statute 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a close session for review of submittals. Roll Call vote was taken resulting in a unanimous yes vote, therefore motion carried. Nancy Scott, Finance, Nate Dreckman, Sheriff, Jack Johnson, Chief Deputy Sheriff, and Gary Ranum were asked to be present during the closed session by Robert Keeney, Chair.
- b.) Return to Open Session, Motion was made by Mark Stead, seconded by Dale Hood to come out of closed session. Motion carried.

There were five Architectural Firms who sent bids for the project of the Law Enforcement Project and one for the ADRC / Social Services Project:

Delta 3 Engineering, Platteville, WI
FEH Design, Dubuque, IA
Potter Lawson, Madison, WI
Shive Hattery, West Des Moines, IA
Venture, Milwaukee, WI
Architectural Design Consultants, Inc. in association with D & D Development, Lake Dalton, WI (ADRC/Social Services)

A motion was made by Roger Guthrie, seconded by Mark Stead to hold interviews for 4 Architectural and Engineering Firms and one Developmental Services Firm. Motion carried.

- c.) Ad Hoc Committee—the committee did not create a formal Ad Hoc Committee, but discussed who should be present during the interviewing process of the Architectural Companies who had sent bids for the Law Enforcement, ADRC and Social Services projects. It was decided along with the Administrative Committee members, Nate Dreckman, Sheriff, and Department Heads Lori Reid, ADRC and Fred Naatz, Social Service and Nancy Scott, Finance should be present. Kurt Berner, Samuel's Group will conduct the interviews.
- d.) The interview date was set for Thursday, March 17, 2016 starting at 7:30 a.m. in the County Board Room in the Administration Building with the first interview starting at 8:00 a.m.

City of Lancaster Parking Agreement: The City of Lancaster submitted a Memorandum of Understanding regarding parking on the square to Robert Keeney, Chair.

The changes are in regard to the juror permits, the city wants to stipulate where the juror's park, the county does not think this is needed. The city would like the Clerk of Circuit Court to print the date and change colors of the permits per month. This would cost the county additional funds to continually change the color and the date would prevent them from being used again. The city also would like to stipulate were the County Board of Supervisors parks during the county board meetings, this is not acceptable to the county.

After discussion the committee requested that Robert Keeney, Chair, Tina McDonald, Clerk of Circuit Court and Linda K. Gebhard, County Clerk meet with the city to submit the changes the County feels are necessary in order for the agreement to be signed by both parties.

County Board Rules: Robert Keeney, Chair updated the committee on some changes that he and Ben Wood, Corporation Counsel felt necessary to make on the County Board Rules. After discussion the committee made the following motion.

Mike Lieurance, seconded by Roger Guthrie made a motion to send the amended County Board Rules recommended for passage to the County Board of Supervisors with an effective date of April 19, 2016. Motion carried.

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