

ADMINISTRATIVE COMMITTEE

June 29, 2018

The Administrative Committee met on Friday, June 29, 2018 at 9:00 a.m. in the Administration Building, 111 S. Jefferson Street, Lancaster, WI in Room 266 on Second Floor pursuant to the last meeting of April 17, 2018.

Members present: Administrative Committee Members present Robert Keeney, Mark Stead, John Patcle, Roger Guthrie, Ronald Coppernoll, John Beinborn and Robert Scallon. Also present was Brad Bierman, EPIC. STAFF: Joyce Roling, Personnel, Jack Johnson, Chief Deputy Sheriff, Carol Schwartz, Orchard Manor, Carrie Eastlick, Treasurer, Lori Reid, ADRC, Shane Drinkwater, IT, CeCe Fishnick, Clark Thelemann, and Krystle Lorenz, Social Services. MEDIA: David Timmerman. County Board Supervisors Gary Ranum and Lester Jantzen.

The Administrative Committee Chair Roger Guthrie called the meeting to order at 9:00 a.m.

Roger Guthrie verified with the County Clerk that the meeting was in compliance with the open meeting law, posted in two locations, the newspaper and on the Grant County web site.

Agenda: John Patcle, seconded by John Beinborn made a motion to approve the agenda as presented. Motion carried.

Minutes: Roger Guthrie asked for approval for the Public Property/Technology minutes from March 28, 2018. The Public Property/Technology committee was combined with the Administrative and the Executive Committee effective April 2018; the only members present on the previous Public Property/Technology Committee were Robert Keeney and John Beinborn.

Robert Keeney, seconded by John Beinborn, made a motion to approve the Public Property/Technology minutes as presented from March 28, 2018. Motion carried.

Ron Coppernoll, seconded by John Patcle, made a motion to approve the minutes of the Administrative Committee from March 13, 2018 as presented. Motion carried.

Ron Coppernoll, seconded by John Patcle, made a motion to approve the minutes of the Administrative Committee from April 17, 2018 as presented. Motion carried.

Correspondence: Discussion took place on the protocol that should be used when groups call to place their banner for an event on the Courthouse Lawn. Previously these requests were dealt with in the Public Property/Technology Committee.

A motion was made by Mark Stead, seconded by John Beinborn to allow the County Clerk or the County Board Chair to take these request to give approval and then report these requests to the current Chair of the Administrative Committee so they are aware of what requests have been approved. Motion carried.

Insurance Randy Peterson, TRICOR: Randy stated he would be reporting on the property and casualty insurances at this committee and Workers Comp he will report to the Executive Committee. There are no outstanding issues, all claims look good. Modification Factor for the Work Comp is at the lowest rate it has ever been, that is generated off of the county's claim experience, we are getting a 40% reduction in the premium. And the County utilized the return to work policy which helps very much.

There is a buildings risk insurance policy on the new facility, all seems to be going well there.

Roger Guthrie asked if the County was liable for what goes on in the Courthouse. Randy stated that would depend on the issue, he thought it would fall under the State more. But if a gunman came in through the doors and the county does not have security; that may fall on the county.

Randy stated he talks with Nate Dreckman weekly regarding security, cyber security liability is becoming a large issue, and random shootings are more frequent.

Randy stated for the next meeting he would prepare a summary of liability coverages; listing any limits, what coverages we have. The committee stated they would like him to furnish that for the next meeting.

Maintenance Courthouse and Administration Building: Robert Keeney reported the new chiller had been installed. There were some issues with some of the exhaust fans to adjust the air flow so the new chiller worked properly, those issues have been fixed. The Courthouse has been running smoothly at this point.

Ron Coppernoll stated he would like to see the lawn being mowed more than it is at the present time or have the mower lowered when it is mowed.

Future of Public Property Requests: The committee members felt those requests would be more transparent if they were requested from within the department making the requests.

A motion was made by Mark Stead, seconded by John Beinborn, that any future Public Property requests be included in budget of the Department making the request. If the amount would be more than the department's budget could sustain or if it was an emergency, the Department would be able to go to the full County Board to ask for approval for out of budget spending to be paid out of the General Fund. Motion carried.

Use of Administration Building 3rd Floor: Robert Keeney suggested some kind of storage use for the third floor. Roger Guthrie felt there should be some order to this concept. Cubicles could be designed to keep each department items separate.

IT could use extra space for a training room or possibly more room for the IT department. Ron Coppernoll said that could be used by other departments or even other businesses would like to rent the space for a training opportunity.

Shane Drinkwater, IT Director said he would explore that possibility and talk to Robert Keeney regarding what the possibilities may be.

Heating and cooling would not be a big expense; just some added duct work would be needed.

Roll Call Voting System for County Board Room: The County Clerk had a video that was sent by Roll Call Vote Systems to give a short preview of voting systems for the County Board Meeting Room. Roll Call Vote System is willing to come and do a presentation to the full county board in August.

The County Clerk was directed to pursue this to see if there were other vendors who worked with voting systems for County Board Rooms. They would like to have costs on the systems. Robert Keeney questioned the timing needed to implement this into the 2019 budget. It was decided to wait to see what information is brought back to the next committee meeting.

Ron Coppernoll, seconded by Robert Scallon, directing the County Clerk to pursue looking into vendors who sell Voting Systems getting costs and information on what options are available so further demonstrations could be done. They asked that Shane Drinkwater, IT be involved so the system will be compatible with current County systems. Motion carried.

LEC, SS & ADRC Facility Progress—Brad Bierman, EPIC was present for this discussion. Robert Keeney opened the discussion including the following items.

- a. FFE**
- b. Maintenance equipment**
- c. Disposition on Department Equipment**

Robert Keeney felt item a, b, and c fit together for discussion. In the original bid for furnishing when The Samuel's Group was involved the stated cost for furnishings was \$432,000.00 which was the average cost on furnishing a building of this size; that amount has grown.

Gary Ranum questions how much serviceable furniture already is being used by the departments that could be brought into the new facility for use. Maybe a committee or group of people should be formed with no ties to the departments to look at what the county does have and make the decisions on what can be used and what could not. Just because it is a new facility does not mean all new furnishings are needed.

Ron Coppernoll stated if the County truly has serviceable furniture that is left, what will the County do with these items. We don't want it to accumulate and sit and not be used. Could these items be sold?

Brad Bierman stated this is why this discussion needs to happen, if there is new furnishings needed, it will have to be ordered and shipped, this will take time. Brad said now is the time to be thinking of the furnishings in order to have them when needed. If a moving company will have to be contacted to move the furnishings that may be coming into the new facility, this would also have to be considered. And if there are things left in the old structure, now you have to store these things somewhere.

Gary Ranum asked if competitive bidding was being used. Robert Keeney stated Ben Wood, Corporation Counsel said going out for bids are not necessary because it is considered equipment. It was questioned if State purchasing was being used for the best price. Robert Keeney stated it is not always the lowest.

The Detention Law Enforcement furnishings have been included in the construction cost already; the costs in question are for Social Services, ADRC and for Law Enforcement the office, dispatch and meeting room furniture.

Social Services and ADRC employees were given the chance to speak on what they felt was serviceable furnishings and things they would not consider taking. Age of the furnishings was used and some of the furniture will not fit in the new offices. They were willing to take the newly purchased items. Lori Reid, ADRC stated they had a plan in progress to decide what things can be used and what cannot. She has not heard any public ask her on the cost of the furnishings. Lori stated she and Fred Naatz have been watching the furnishings budgets and have gone through them many times to insure the budgeted amount does not increase. The furnishings that they will not take can be offered to other departments to see if they could use it or it could be sold. Lori went on to say that she feels it is important to have a professional appearance; their offices service the public so they should look professional.

Shane Drinkwater, IT Director stated they would be looking at taking all equipment that will work and be compatible with the new facility; cost will be a big consideration and will be kept in check. There are a lot of factors that have been considered to help keep the costs down. They will be using refurbished equipment when they can; some items cannot be substituted for a lesser cost if it will not work properly for the County; things like the licensing and switches that are not compatible with the new system cannot be compromised. Shane would rather come in a little high in the budgeting to be safe than to understate the costs.

Carol Schwartz, Orchard Manor stated she felt an impartial committee should be assembled. She wants to assure the public that costs are being taken into consideration, via media releases she feels the public may think this is not the case.

Brad Bierman stated the media has given the implications that the construction costs are over the budgeted amount, but he stated that was an incorrect statement, the budget is in good shape. But it is time to give the departments a direction on what they can go forward on. He used Shane's situation as an example for the IT equipment, he definitely needs some direction from the County Board in order for the IT equipment to be ready to install when the structure is ready. These discussions need to start happening now.

d. Demolition of Existing Buildings

The demolition of the building at Orchard Manor was discussed. This discussion will first have to be considered at the Orchard Manor Committee. There is the Life/Maintenance Building that will have to be considered along with the 52 Building. Ben Wood, Corporation Counsel informed County Board Chair Robert Keeney that process would have to be sent out for bids, an RFP will need to be implemented. Brad Bierman stated there will have to be discussions regarding the old Law Enforcement Structure in the future. He felt the property would be marketable either with the structure on it or demolished.

Brad said this is not an item that has to be considered at this time, but it is a discussion that will need to happen also.

e. Scope of Project

Robert Keeney stated in light of the scope being changed there may have to be some adjustments made to the previous motion regarding the bonding for the new facility. The towers for Law Enforcement and the storage shed were not included in the existing bonding these may have to come from a different payment source. Discussions will be happening at the Executive Committees in the near future, phase two is here as far as the bonding and what pay sources the County will be using; these decisions will now have to be made.

John Beinborn stated he felt the furniture components could continue to go forward, the County Board should be involved in a walk through so all parties are on the same level as to what is needed and what is not. The IT equipment will have to rely on Shane Drinkwater, IT Director to let the County know what is needed.

f. Ad Hoc Committee

An Ad Hoc committee had been set up in October of 2016 but all the committees have been changed now; there are new chair people on the committees. Ben Wood, Corporation Counsel suggested to Robert Keeney that that the existing Ad Hoc committee members should be reappointed at the next County Board Meeting and there should be more members involved. All entities of the project should be represented.

Roger Guthrie stated there should be an Ad Hoc Committee in place because these decisions should not be placed on the employees, he does not like responding to the public when asked that the employee's say this is what is needed; the County Board Members need to be involved in these decision. He would rather meet with the employees to listen to what they think needs to stay or go so the Elected Officials have a good response to explain the costs to the public. It gives a lot of accountability for the public that they know the County Board has been included in all the decisions being made and costs are being monitored.

A motion was made by Robert Keeney, seconded by Ron Coppernoll, to add the restructuring of the existing Ad Hoc Committee on the July County Board agenda to relook at the scope of the project; reappointing the new chair people on the committees involved; possibly add more members to this committee insuring all departments involved are represented so the Ad Hoc Committee can be reinstated. Motion carried.

g. Area for Non-Programmed Space

Robert Keeney stated there are a couple entities which are not associated with the County but use the existing buildings and 52 Building that will also have to be discussed; The Holiday Project and Life Distribution Group. There have been some communication with the city regarding these entities, third floor of the Administration Building remains available but no decisions have been made.

Other discussions involve the old existing water well at Orchard Manor which served the farm; could that possibly be a backup source of water for the Nursing Home. Robert Keeney told the committee the water has been tested by DNR and it is not classified as drinkable water. The old well could possibly be used for a fire suppression needs for Orchard Manor, and they purchase drinkable water. Orchard Manor will be going through a water usage audit in the near future, they are trying to remedy this issue. There used to be an agreement with Foremost Farms who could supply Orchard Manor with water in case of an emergency because they had a tanker. They no longer have that tanker so going forward Orchard Manor will have to come up with a backup water plan. In the past Orchard Manor has lost their water supply due to problems with the city water which caused major issues.

Other discussion was in regard to the future maintenance needs the new facility may need. What kind of maintenance positions will be needed going forward, maintenance or janitorial. There will be snow removal and lawn mowing to consider, does the County involve Highway in these processes. A determination needs to happen if more positions are needed and would those position need to be more maintenance related or janitorial. There would have to be confidential and safety requirements in place, clearances would have to be practiced for all the offices in the new facility. Again these discussions will have to take place in the near future. The departments have been asked to discuss this with their committees and bring their ideas back to the Administrative Committee for discussion. These issues will have to be addressed in the near future because the budget period will be taking place in the next couple months.

Update on City Sewer Connection: Robert Keeney, gave a quick update, there will be a meeting held at today, June 29. 2018 at 11:00 a.m. with the city he hopes to attend. All the plans seem to be going forward, there are directions for all the piping set into place; they seem to be making good progress. County Surveyor Jay Adams said all the surveying has been done, parcels are marked. An RFP has been sent out for the borings. By the August meeting of the County Board hope to be going out for bids for the construction.

All the land is not purchased yet, some challenges may still remain. The crop land may be a problem, they are hoping construction will be late enough in the season so it will not affect existing crops, they do not want to destroy any ones crops if they do not have to.

TDS has a right-away that still needs to be defined.

Discussion and Possible action on Dark Stores Resolution: Robert Keeney presented the resolution to the committee, drafted by Ben Wood, Corporation Counsel.

A motion was made by Mark Stead, seconded by Robert Scallon, to send the resolution onto the full County Board recommending for passage. Motion carried.

A Resolution Regarding Dark Store Loophole

WHEREAS, each time a big box retailer gets a Dark Store tax break, homeowners, small businesses and other property owners have to pick up a greater share of the property tax levy;

WHEREAS, over the past several months, municipal, county, city, and town officials have been in contact with state legislators testifying against the Dark Store tax loophole in order to avoid a property tax burden shifting to other tax pay entities such as residential homeowners and other businesses and/or cuts in essential services provided by an affected municipality;

WHEREAS, unless the Dark Store loopholes are closed, residents will realize the impact when they receive their property tax bills in the mail in December;

WHEREAS, Wisconsin State Statute 59.52(25) allows for a county board to conduct a county-wide referendum for advisory purposes;

WHEREAS, a county-wide advisory referendum on the issue of Dark Stores would provide guidance to the state legislature as to the will of the Grant County electorate on this issue; and

WHEREAS, this resolution seeks authorization to conduct such a county-wide advisory referendum;

NOW, THEREFORE, BE IT RESOLVED, the undersigned members recommend adoption of the following resolution that Grant County Board of Supervisors does resolve to conduct a countywide advisory referendum, to be held with the November 2018 general election; that a concise statement of the question is giving and that the question will state as follows:

Question: Should the state legislature enact proposed legislation that closes the Dark Store loopholes, which currently allow commercial retail properties to significantly reduce the assessed valuation and property tax of such properties, resulting in a substantial shift in taxes levied against other tax paying entities, such as residential home owners, and/or cuts in essential services provided by an affected municipality?; and

BE IT FURTHER RESOLVED, that the Corporation Counsel prepare a Notice of Referendum to be published by the Grant County Clerk in accordance with statutory requirements; and

BE IT STILL FURTHER RESOLVED, that this resolution and the referendum shall be filed with the Grant County Clerk no later than 70 days prior to the election at which the question will appear on the ballot.

Presented and recommended this 29th day of June, 2018, by the Administrative Committee of the Grant County Board of Supervisors.

/s/ Roger Guthrie, Chair

/s/ Robert Keeney

/s/ Mark Stead, Vice Chair

/s/ John Patcle

/s/ Ronald Coppernoll, Secretary

/s/ Robert Scallon

/s/ John Beinborn

Adjournment to the Call of the Chair: John Beinborn, seconded by John Patcle, made a motion to adjourn the meeting pursuant to the next meeting at the call of the chair. Motion Carried.