

ADMINISTRATIVE COMMITTEE

September 14, 2018

The Administrative Committee met on Friday, September 14, 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 June 29, 2018.

Members present: Administrative Committee Members present Robert Keeney, Mark Stead, Roger Guthrie, Ronald Coppernoll, John Beinborn, Robert Scallon; John Patcle was excused. Also present was Brad Bierman, EPIC. STAFF: Joyce Roling, Personnel, Nate Dreckman, Sheriff, Jack Johnson, Chief Deputy Sheriff, Jodi Bartels, Register in Probate, Dave Lambert, Highway Carol Schwartz, Orchard Manor, Carrie Eastlick, Treasurer, Lori Reid, ADRC, Shane Drinkwater, IT, Fred Naatz, Social Services. MEDIA: David Timmerman. County Board Supervisors Mike Lieurance and Lester Jantzen.

The Administrative Committee Chair Roger Guthrie called the meeting to order at 9:05 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 Beinborn, seconded by Ron Coppernoll made a motion to approve the agenda as presented. Motion carried.

Minutes: John Beinborn made a motion, seconded by Roger Guthrie to approve the minutes of June 29, 2018 with one change that the meeting was called to order at 9:00 a.m. instead at 1:00 p.m. Motion carried.

Roll Call Voting System for County Board Room: Victor Kluck, RollCall Systems, Inc. gave the committee a presentation on a voting system to be used at the Board meetings. The software for the system would cost \$3,995.00 for the voting system and \$5,995.00 for the speaking system, training is included. After the initial cost, the year it is installed there would be a yearly fee of \$1,200.00 for the voting software maintenance and \$1,800.00 for the speaking software maintenance. No hardware is included in the cost. The committee asked Shane Drinkwater to look into costs for the hardware needed to present at the October County Board Meeting.

A motion was made by John Beinborn, seconded by Ron Coppernoll to recommend this item go forward to the full county board for further discuss/possible action in regard to obtaining the voting and speaking software for the county. Motion carried.

Correspondence: Linda Gebhard County Clerk handed out a list of events that special groups had asked for permission to place their banners on the Courthouse Lawn for the committee's information. No action was needed.

Insurance Randy Peterson, TRICOR: Randy was unable to attend the meeting; he will present at the next meeting a summary of liability coverages; listing any limits, what coverages the county has.

Courthouse Maintenance: Linda Gebhard, County Clerk reported there were some cracks in the glass in the dome causing some leakage, Mark Udelhofen is requesting quotes from Giese's for the extent of the cost to repairs needed.

Administration Building Maintenance: Linda Gebhard, County Clerk reported there have been some issues with the hot water heater; the building does not use enough hot water to keep the hot water flowing through the heater. Myers supplied the county with two options, first to replace the anode zinc rods in the water heater and water heater descaling for a cost of \$800.00. The second option is to install 9 Sloan mixing valves at a cost of \$1,600.00.

The committee directed the County Clerk to call Myers, to replace the anode zinc rods in the water heater and water heater descaling at the cost of \$800.00.

Ron Coppernoll asked if the mold on the Administration Building was going to be addressed. Roger Guthrie explained he had contacted a vendor who could apply a product on the building that will dissolve the mold, but it needs to be have at least 90 days of warmer weather to work. They suggested starting that process next year (2019) in the spring.

Public Property requests carryovers: Roger Guthrie indicated there were two departments who still have money left in the public property carryovers; the question was how they get that money out of there so it can be used for their purposes. Robert Keeney stated the Finance Director, Nancy Scott indicated if the money is in this year's public property budget they can ask for that to be carried over one time. But going forward because of the new policy, they will have to implement their requested items in their department budget.

County Tree LEAN Project Presentation: Joyce Roling, Personnel Director presented the project. The group met four times and at times through emails talking about the organization structure of the county, Joyce read the list of the members who participated in the project, Marilyn Pierce, Jody Bartels, Mike Lieurance, Fred Naatz, Carol Schwartz, Robert Keeney, Dave Lambert, Gary Ranum, Jeff Kindrai and Joyce Roling.

Scope of Goals was:

- 1. Address the current job duties in the County Board Chair position and give the Coordinator Administrator title to the County Board Chair.**

**Fred Naatz stated the group had some discussion with the Wisconsin County Association regarding a determination made by the Attorney General that the County Board should not hold the Coordinator Administrator title. In the Coordinator Administrator section in the State Stat. Fred stated there is a notation to refer to the Attorney General opinion. The legality of this action could result in undetermined consequences to the county but there have not been any court cases to challenge this decision.

**Carol Schwartz indicated it would be beneficial for the County to have a “go to person” because some of the committees only meet once every two months.

2. To Place the GIS Specialist/Real Property under IT Department Supervision.

** Robert Keeney indicated this was Gary Ranum’s idea. Because the IT controls the data information for the county and the GIS position also works in the data information wouldn’t that be a good fit. Robert Keeney went on to say, were it gets controversial was do the Real Property and Surveyor fit in that category.

**Linda Gebhard, County Clerk asked permission to speak because this issue does affect the County Clerk’s office. This issue of where to place the GIS, Real Property and Surveyor had been discussed before in a previous LEAN project, but the same road block had come up. At that time it was expressed by members of that group; that the county should be working toward establishing a Land Information Department as many counties have already implemented. This department would entail the three entities Grant County is concerned about their proper placement in the county structure. The County Clerk went on to say, all departments in the county go to IT for all their technology issues, but that does not mean we should all be placed under the supervision of the IT Department. By placing those three entities under the supervision of Shane Drinkwater, IT Director you would have someone who understands the programming, software for the data information but he would not understand the land processes of the actual work they all do. On the other hand, I as County Clerk do not understand the IT part of their work, but I understand the work processes they do on a day to day basis.

**Carol Schwartz stated the group’s perspective was the concern on the technology aspect that there was oversight from a person who understands the technology and what is compatible in the current systems.

** Dave Lambert, Highway stated that not all the group agreed with the decisions. Every recommendation that the group talked about took something away from the County Clerk’s Office and gave to other department(s). Here they were in their last meeting making all these recommendations; Dave felt it would be good to ask the person who currently does the work to find out what all the duties were. He felt that was poor approach.

3. River Access to be taken from the County Clerk’s Office and implement with the Highway.

**Dave Lambert, Highway stated he was not sure again what all the County Clerk did with the River Access program. How did the County Clerk implement the grant process to receive money from DNR, how the invoicing is done, what she does day to day with the River Access employees. The Highway staff has enough work on their plate, not sure they need more.

**Linda Gebhard, County Clerk. During the discussion a reference was reiterated many times that there was a party whose feelings were hurt, or felt slighted that duties were being taken away from them. The reference was directed at the County Clerk; she stated as far as this group

thinks feelings were hurt regarding these changes she felt she was a bigger person than that. If the County wants to move these duties to another department and it is in the best interest of the county that is what they should do. Linda stated there was some misgivings about not being asked what duties were done by the County Clerk's office regarding this issue and then going forward to make decisions without having a full scope of information. The understanding the County Clerk got from attending the last meeting was that River Access would be moved to three departments, each taking on certain tasks. At present you have one department taking care of all aspects of this program and have since 1961 when it was established. Now to be more efficient you want to divide this program between three departments, each doing three different things. Is that really a more efficient practice for the County in the long run?

**Carol Schwartz stated it is difficult in the County to suggest change because some are so protective of what they have always done. Some of the group felt this made more sense. Linda Gebhard, County Clerk questioned how this could be effective when one department handles the whole program now and the determination is to split the program between three departments. At the time the county was combining committees to be more effective, Highway committee took on the River Access role because Highway does have a vested interest in the work related duties that River Access contracts with them to do at the boat landings. In the County Clerk's opinion, if the County wants to be more effective; than the whole program should be moved into one department doing all the work that goes with that program.

Joyce Roling passed out the Grant County Organizational Chart proposal the LEAN project had brought to the Administrative Committee for their recommendation. Robert Keeney stated they were trying to get a chain of command established for the County going forward.

Roger Guthrie asked if there were any questions, did the committee have any recommendation. Robert Keeney was not sure any of this had to be decided within this year or next year. Joyce Roling stated the timing was probably not right at this time to make changes. Mark Stead stated the Highway Department has discussed this informally but not taken on the discussion totally, it would be better to have their recommendation in place before it goes further. Ron Coppernoll, in agreement with Roger Guthrie, stated that if this project went forward all departments involved should be present. Joyce Roling stated this may have to be a County Board decision.

The committee decided to postpone any action on this project at this time.

LEC, SS & ADRC Facility Progress—Brad Bierman, EPIC was present for this discussion. Robert Keeney asked if there was any more input from the committee regarding the following items. These items will be discussed at the September 18, 2018 County Board of Supervisor meeting. There was no further discussion.

- a. **FFE**
- b. **Maintenance equipment**
- c. **Disposition on Department Equipment**
- d. **Demolition of Existing Buildings**
- e. **Scope of Project**
- f. **Ad Hoc Committee**
- g. **Area for Non-Programmed Space**

Robert Keeney updated the committee on the progress at the new facility. It is all enclosed now; the roof will be completed next week.

Roger Guthrie brought up the naming of the building. This has not been determined at this time. Some suggestions were "The Community Services Building", "The Law Enforcement, Social Services and ADRC Building". Should this be decided by the Board or the public, suggestions were asked for. This will be discussed at the September meeting.

Update on City Sewer Connection: Robert Keeney, gave a quick update, they are making progress but very slow. The plans have been drawn, most of the mapping is done, and the negotiation of the easement process will start in the next couple weeks. Construction will not begin until late fall. The process will take a 6 months lead time. It will be bid in two portions, one for the lift station, and one for force main.

Roger stated one of the motors in the old lift station at Orchard Manor does not work, some provisions have been made to go forward; but to keep the new sewer process going forward is crucial.

Adjournment to the Call of the Chair: Mark Stead, seconded by Bob Scallon, made a motion to adjourn the meeting pursuant to the next meeting at the call of the chair. Motion Carried.