

ADMINISTRATIVE COMMITTEE

November 13, 2018

The Administrative Committee met on Tuesday, November 13, 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 September 14, 2018.

Members present: Administrative Committee Members present Robert Keeney, Mark Stead, Roger Guthrie, Ronald Coppernoll, John Beinborn, and John Patcle; Robert Scallon was excused. Also present was Brad Bierman, EPIC.

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 Ron Coppernoll made a motion to approve the agenda as presented. Motion carried.

Minutes: John Beinborn made a motion, seconded by Ron Coppernoll to approve the minutes of September 14, 2018 as presented. Motion carried.

Correspondence: Robert Keeney informed the committee Lancaster Chamber has extra money this year and would like to add lights on the dome along with the trees as they did last year. There were no objections from the committee.

Insurance Randy Peterson, TRICOR: Randy Peterson handed out a spreadsheet of the liability coverages, deductibles and listing of any limits that the county has. The Building Risk coverage will end when the new facility has been completed.

Courthouse Maintenance: Linda Gebhard, County Clerk reported Mark Udelhofen was off on FMLA, an LTE was hired who will be coming in from 12:30 p.m. to 4:30 p.m. for now.

Administration Building Maintenance: Linda Gebhard, County Clerk reported the anode zinc rods have been installed in the hot water heater in the Administration Building now at the quoted cost of \$800.00. Terry Clark was also off on FMLA, an LTE has been coming in three days a week 8 hours per day.

Ron Coppernoll had some suggestions on a contracted service that has just formed, the County could maybe get in touch with them if need be.

Cleaning of the Administration Building Exterior: Scott Martin was present at the meeting to submit his quote for the service of cleaning the exterior of the Administration Building of the black mold issue. Scott is the owner of Clear Reflections to Grant County, WI. The scope of the restoration wash would include the application of a PH neutral chemical to kill mold and algae build up that has accumulated over the past 20 years. The chemicals will then be removed with low pressure rinse. A lift will be needed. If only one application is needed to remove the mold and algae the cost would be \$25,000.00. If multiple treatment applications are needed the cost would be \$37,000.00 but would not exceed that

cost. He also suggested that this cleaning should be done every 3 to 5 years to keep ahead of the mold and the windows should be done at the same time. The chemical used should not be left on the windows for long periods of time. After the building exterior has been cleaned of the mold there should also be a sealant applied to help keep the mold from growing back. This quote was similar to the quote stated by Insight Consulting Architects Company who restored the Courthouse a few years ago.

Ron Coppernoll, seconded by John Beinborn made a motion to have Scott Martin put a quote together for the complete cleaning of the building and the windows, including the application of the sealant once the building has been cleaned. And to also supply the County with a routine cleaning schedule that the County can use in the future to keep the mold issue from getting as bad as it is now. Motion carried.

This cleaning could be scheduled sometime in April through June when the square will be closed when DOT is working on replacing the road around the square. The chemical used will dissolve the mold but needs at least 45 degree weather for an extended period of time.

Update on Roll Call Voting System: Shane Drinkwater, IT Director discussed the costs that were previously submitted to the committee and County Board Members. The software would be \$9,990.00, the quote from Lifeline for equipment would be \$17,819.00, and the tablets would be \$4,385.00.

Robert Keeney indicated that the current motion made by the County Board of Supervisors at the October meeting was to go forward with only the roll call system and tablets, not going forward on the right to speak system. Shane Drinkwater also stated that when the new facility is being worked on there may be modifications that will be made to the system in the Administrative Building at that time.

Ron Coppernoll, seconded by John Beinborn made a motion to send a recommendation to the County Board to stay with the original motion made at the October meeting to go forward on the roll call voting system and the tablets for the County Board Members at this time only. Motion carried.

LEC, SS & ADRC Facility Progress—Brad Bierman, EPIC was present for this discussion. Robert Keeney stated that some modifications had to be made in the Social Services/ADRC section of the building. There were no plans for a maintenance supply room in that location. As they were working through the process in hiring another custodian for that portion of the facility it was necessary to take some footage out of an existing interview room that is next to the mechanical space to make a maintenance storage area out of the space.

Brad Bierman presented a draft to the committee on the timeline to demolish the 52 Building. He would like to put the RFP together for a professional services contract to demolish the building. He needs a direction from the committee in order to present the draft to the Grant County Board of Supervisors. The decisions that will have to be made is what is going to be left in the building, what will be moved into the new facility. The RFP should state what the scope of the demolish will be; will there be generators, boilers, piping, elevator equipment, etc. left in the building that the County will deal with or should this be the responsibility of a professional service contract. By letting the professional service company deal with the old equipment; this could bring the cost of the demolishing down. They would

know how to get rid of the recyclable materials and hazardous materials better than leaving that as a responsibility of the County.

Brad stated this decision could be made at the January meeting which would give EPIC plenty of time to put the RFP together by the projected move in dates; Social Services/ADRC in January, Law Enforcement in April.

John Beinborn, seconded by Ron Coppernoll made a motion to have Brad Bierman go forward with the schedule for the time line of the demolishing of the building that was presented at the committee meeting leaving RFP responsibility with EPIC to present to the County Board in a future meeting for approval. Motion carried.

Garage/support building: Brad Bierman, EPIC stated that it is probably too late to go out for bids with winter coming. The first thing the County needs to determine is what they want in this building, what square footage is needed, warm storage, cold storage; all these things have to be decided on before bids can be obtained. What is the driving force for the building; is it going to be driven by cost or square footage projected by the departments who will be utilizing this building. The locations will need to be determined also, it will have to have State approval and an Engineering Company will have to be used.

No action was taken on this item, it will be sent to the Ad Hoc Committee for the Building to help determine the needs.

Update on City Sewer Connection: Robert Keeney stated this item will be discussed at the County Board Meeting; he can give the updated then.

County Board Compensation: Robert Keeney stated this item will also be discussed by the full County Board, no action taken.

Adjournment to the Call of the Chair: Mark Stead, seconded by John Patcle, made a motion to adjourn the meeting pursuant to the next meeting at the call of the chair. Before adjourning, Ron Coppernoll asked that the conversations regarding a County Administrator be brought back into a discussion for this committee in the future. Motion Carried.