

## ADMINISTRATIVE COMMITTEE

December 11, 2018

The Administrative Committee met on Tuesday, December 11, 2018 at 1:00 p.m. in the Administration Building, 111 S. Jefferson Street, Lancaster, WI in Room 266 on Second Floor pursuant to the last meeting of November 13, 2018.

Members present: Administrative Committee Members present Robert Keeney, Mark Stead, Roger Guthrie, Ronald Coppernoll, John Beinborn, Robert Scallon and John Patcle. Also present Gary Ranum, Mike Lieurance, Shane Drinkwater, Nancy Scott, Randy Peterson, TRICOR, Scott Martin, Steve Mar Pohl, Carry Eastlick and Fred Naatz.

The Administrative Committee Chair Roger Guthrie called the meeting to order at 1:00 p.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: Ron Coppernoll, seconded by John Beinborn made a motion to approve the agenda as presented. Motion carried.

Minutes: John Patcle made a motion, seconded by John Beinborn to approve the minutes of November 13, 2018 as presented. Motion carried.

Correspondence: Robert Keeney informed the committee Lancaster Chamber has extra money this year and will be installing colored lights on the dome; they will be working on that today.

Insurance Randy Peterson, TRICOR: Randy Peterson indicated there was nothing new to report to the committee. At this time the move in date which was originally January now it will be March or April, the liability coverages will be extended. These building construction policies go from month to month as needed. There was an incident with a window being broke out; they are investigating, it may have been shot by a BB gun. The paperwork for installing the boilers is being worked on at this point, they would like to fire up the boilers.

Courthouse Maintenance: Linda Gebhard, County Clerk reported Mark Udelhofen is still on FMLA, an LTE was hired to work from 12:30 p.m. to 4:30 p.m.; this status has not changed.

Administration Building Maintenance: Linda Gebhard, County Clerk reported Terry Clark is also still on FMLA. An LTE has been working three days a week that status has not changed.

Cleaning of the Administration Building Exterior: The committee reviewed the quotes received from Scott Martin, Clear Reflections Window and Pressure Washing and RestoreWorks, submitted by Steve Mar Pohl.

- Scott Martin, Clear Reflections Window and Pressure Washing: 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.

- RestoreWorks based in Indiana, submitted by Steve Mar Pohl: 100% Restorative Cleaning of exterior limestone on Administration Building for \$33,744.00.

A motion was made by Robert Keeney, seconded by John Beinborn to sign an agreement with RestoreWorks to complete the restorative cleaning on the exterior of the Administration Building for a proposed quote of \$33,744.00; this may be taken on to the full County Board for the final approval. Motion carried.

Scott Martin asked the committee if they would consider hiring his company to supply an annual window cleaning service for the County. The committee asked Scott to submit a quote for this service, they would consider this at a future meeting.

Update on Roll Call Voting System: Shane Drinkwater, IT Director stated he will start to order the hardware that will be needed. The new facility will take precedence; the IT Department will work on the voting system in 2019 as time permits.

LEC, SS & ADRC Facility Progress: Robert Keeney gave the update. With some setbacks on the installation of the boilers, the move in date has been moved to March or April. All utilities are in the building, they hope to fire up the boilers this week, temporary heat can then be taken out. The backup generator tank has been approved by the State; fuel can be put in that. Most of the rooms are painted; ceiling tiles will be going up now. They have been working in the pod to install the electrical wiring.

The RFP's have gone out for the demolishing of the 52 Building. The proposals are due on December 13<sup>th</sup>. They need to have DNR approval, Conservation, Sanitation and Zoning will help locate a burial site for the building materials.

Update on City Sewer Connection: Robert Keeney stated this project has made good progress this month. Dave Lambert is working on the negotiations on the acquisition for easements. There is one landowner who is holding out, 12 out of 15 landowners have signed. For the one who is holding out the County will begin eminent domain action so that easement can be done by April 1. Bid opening is set for January 15<sup>th</sup> for the project. Because of the endangered species there is a five week period April 8<sup>th</sup> to May 20<sup>th</sup> of the creek crossing. Construction contract they are planning April 1 through June for the force main. It will depend on the vendors time line on the equipment, the lead time for the lift station was originally September, now it could be July. There is enough capacity in the existing sewer system that will carry the facility through until the new sewer system has been completed.

County Board Compensation: Roger Guthrie asked for discussion. Robert Keeney stated some of the Department Heads have not budgeted to pay for conventions. It will probably have to go back to the full county board to try and find a conclusion for this issue. There is some County Board members who feel the conventions should be paid for and others do not. John Beinborn stated the convention in question is mostly the WCA convention. Robert Keeney stated the Board would be up against the question can changes be made midterm. Other concerns were how far back would the payments go or if this is

decided to pay would it be from the present time going forward. Then should all conventions be paid for or was this only going to be WCA Convention.

John Beinborn, seconded by Robert Scallon, made a motion to bring this issue back to the full County Board for a full discussion on all aspects and concerns of this issue to make a final decision on this matter, with no recommendations being made by the Administrative Committee. Motion carried.

Discussion on Grant County Administration: Ron Coppernoll asked to have this item on the agenda because the matter has been discussed many times but there has never been any decisions made. He would like closure to the issue.

Ideas discussed were to bring speakers in to address this issue with the County Board, the two people named were Marty Kreuger, Sauk County or Louie Okey, Barron County. The committee clarified the differences between an Executive being an elected position by the people, an Administrator hired by the Board. Robert Keeney stated there is also the Administrative Coordinator which could be given to a Department Head, Finance Director, Personnel Director, etc.

Ron Coppernoll stated it may take time to get the right person for the job; some counties have had several Administrators before the right one was agreed on.

Roger Guthrie asked Nancy Scott regarding the cost of this process to find an Administrator and the fiscal impact to the County on a position like this. Nancy stated there is nothing in the budget at this time.

Mark Stead asked for clarification on hiring and firing powers between an Administrator and a Administrative Coordinator. Robert Keeney stated an Administrator could hire and fire a Department Head, a Administrative Coordinator would not have that authority.

The time line of action like this would be about two years by the time it would be implemented in the 2019 budget and the process to complete this.

Fred Naatz, Social Services stated the Lean Project that had taken place previously that their recommendation was to give the title of Administrative Coordinator to the County Board. Ron Coppernoll stated in all due respect to the Lean Project, he felt this matter should require a more professional opinion with someone who has been through the process and has no connection to the County.

A motion was made by Ron Coppernoll, seconded by Mark Stead, to invite Marty Kreuger, Sauk County to come to a County Board Meeting in February, March or April to speak to the County Board on the options of County Government Administration; Administrators, Executives or Administrative Coordinators.

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