

ADMINISTRATIVE COMMITTEE

April 12, 2019

The Administrative Committee met on Friday, April 12, 2019 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 December 11, 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, Lester Jantzen, Shane Drinkwater, Randy Peterson, TRICOR, Carrie Eastlick, Jack Johnson, Carol Schwartz and Fred Naatz.

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 Mark Stead to approve the minutes of December 11, 2018 with one correction, the Marty Krueger; Sauk County Supervisor's name was spelled wrong. Motion carried.

Correspondence: None.

Courthouse Maintenance: Linda Gebhard, County Clerk reported during the cold weather the Courthouse had some pipes freeze. The damage was reported to the insurance. We did not contract with a contractor for mowing for the 2019 because of the construction on the square. We will call the current mowing contractor on a weekly basis as needed.

Administration Building Maintenance: Linda Gebhard, County Clerk reported there was some roof leakage in the Administration Building during the high wind and cold this winter. The Health Department sustained some water damage. This has been reported to the insurance also. We will need to have a roof inspection when the weather is better.

Chair Keeney reported the Administration Building will be washed to remove the mold, hoping to start that project before Memorial Day.

Insurance Randy Peterson, TRICOR: Randy Peterson indicated there was nothing new to report to the committee. Most of the claims have been auto, all very typical going through the winter months.

Randy stated content Insurance has been implemented for the new facility since things are starting to be moved in. EPIC has this coverage for now, once EPIC has completed their part that insurance will be moved over to the County, the contractor policy will be discontinued at that point. Once the 52 Building has been vacated only liability insurance will be needed until it is demolished.

There was some discussion on the Law Enforcement current facility on what type of coverage will be needed once the Department has been moved out. Randy stated the County needs to be careful if they leave the building vacant, the terms of insurance coverage can cause a much higher cost if that happens. Further discussion will take place later in the meeting. Randy was asked to check into the wording for vacancy and what that would mean for the insurance coverage, is equipment left in the building enough or does the terms say people must be present also.

Update on Roll Call Voting System: Shane Drinkwater, IT Director stated they are still very busy with the new facility which takes precedence. IT Department will work on the voting system in 2019 as time permits; they have installed a new switch in the Board Room closet getting ready for the full implementation.

Discussion regarding purchase of new voting equipment for Grant County Municipalities: County Clerk, Linda K. Gebhard updated the Committee that the voting equipment for Grant County is becoming outdated. Within the next couple years all new equipment will need to be implemented. Command Central would like to come to the May County Board of Supervisors meeting to do a presentation and show them the new voting machines. The Municipal Clerks and election workers will also be invited to attend this meeting.

A motion was made by Ron Coppernoll, seconded by John Beinborn, to invite Command Central to attend the May 21, 2019 to give the Board of Supervisors a preview and investment plan to purchase new voting equipment for Grant County. Motion carried.

Grant County Community Service Facility Progress: Brad Bierman, EPIC gave the board an update on the new facility. They are in the finishing stretches; contractors are finishing up on their contracts. The goal is to be out by May 3rd. Electronic people will continue working on the jail pod and those electronics. Minimal floor areas need some final decisions. Asphalt will go on the last week of April; landscaping will be worked on. The tower is up, working on tying in the satellite TV system. The glass is going in the jail pod this week. The kitchen equipment is coming in the next couple days. Dispatch equipment is in and the furniture is being finished up in the jail area.

Shane Drinkwater, IT stated they will be activating one side of the building, with phones, etc. Lighting control people will be there next week to help them work on the controlled lighting system. There is a lot of electronics in the jail pod to get working and also the dispatch system has a lot of components.

The open house is being planned for May 18th. Advertising will start being worked on.

a). RFP for marketing of Law Enforcement site: Law Enforcement has stated the old jail building will be needed for the next few months up to a year until the radio system has successfully been moved into the new facility. There was an appraisal done on the eight lots owned by the county on this site. The appraisal came in at \$43,700.00 minus the demolition of the buildings. The demolishing could run half of million.

The contingency may have to be in place from 1 to 5 years because of the unknown time line in moving the current radio equipment. Until an adequate tower and space is ready at the new facility it would not be recommended to start moving the current equipment without a system in place and working. Shane Drinkwater stated chances are in moving the old system once reassembled it may not work and then the county has no radio system in place for backup. Shane stated he thought the plan going forward would be to move the counsels in such a way that there is still radio communication so dispatch can be moved into the new building and then to look for a good, well thought out plan that will stand up to the current radio system. Then going forward decide what radio gear is needed that will work best with the new radio towers. Brad Bierman stated there are so many dead zones throughout the county that may need to be considered so these areas can be equipped with better coverage by better placement of towers. Even weather can affect the current radio system, technology have come a long way since the current one was set in place. Jack Johnson stated they are going to have a study done on these issues that may help in a time line and setting the best plan into place. Robert Keeney stated because of the recent fiber optic installation in this area, this new connection in today's technology could be a very large part in connecting the old system with the new.

The decision remains how the county should list these parcels, RFPs to sell all the parcels or sell separately.

John Beinborn, seconded by Ron Coppernoll made a motion to recommend to the full County Board to list all the separate parcels at one time, selling all or some at the same time. The Treasurer will supply the County Board with the parcel information; this item is to be placed on the May County Board agenda. Contingencies will be placed on the parcels that will need to be kept by the County to house the current radio equipment. Motion carried.

b). Maintenance policy and equipment: Law Enforcement will be responsible for the maintenance of the new facility. Quarterly Finance will back charge a cost allotment to Social Services and ADRC to represent their part of the costs. Jack Johnson will be responsible for making the decisions on structural issues such as in hanging things, key requests, cleaning, etc. in the new building so they can keep the building looking new. Ground maintenance will still have to be discussed; new equipment may be needed or does the county contract services like snow removal. Because of the new seeding of prairie grass the only mowing that will be needed is out by the highway. Orchard Manor will be responsible for the south of the cross over, Law Enforcement will take care of the north end. Snow removal and plowing will need to have further discussion, Highway may be able to help but that is only after they have their roads done. This past winter was a particularly hard one with all the snow to remove.

Maintenance on the current Law Enforcement was discussed. Some committee members felt some signage and possible barriers should be set in place so the vacant land is not going to be used by citizens. Brad Bierman stated some of the inside furnishings in the old jail could possibly be marketed separately.

c). Disposition of furniture and equipment: Current policy states if one department has no use for the furnishings, they can be offered to other departments. Wisconsin Surplus has been used in the past, this is an on line site that pictures can be posted and items could be sold. Fred Naatz asked if

employees could take some of the items that remain in the 52 Building. Robert Keeney stated this issue will have to be looked at closer. Prices should be established on the items which would help to disperse items to individuals. Brad Bierman reiterated that only the furnishings that are not connected to the structure can be sold separate. This was stated in the RFP for the demolishing of the 52 Building. IT can take switches that may be of value for use in the new building. Brad Bierman would like all the 52 Building items removed as soon as possible so the demolishing of the building can get underway.

Robert Keeney brought up the physical move, do they need professional movers or do the employees move their own things. Confidential files are also in question, who can move them. Ron Coppernoll stated the prison in Prairie du Chien could come with a supervisor to help in the process.

Shane Drinkwater thinks it will take 3 weeks to move ADRC and Social Services totally into the new facility. There is a little time to think about this issue until the 52 Building is vacated before the demolishing would occur.

d). Computerize maintenance software: Facility Dude has not worked completely for the county since it has been implemented. Orchard Manor has changed to a system called Work Sub because it deals more with Health facility needs and has worked well for them. Robert Keeney has contacted Facility Dude a number of times to see if they could implement a more user friendly program but has heard nothing back. Robert Keeney has been in contact with a Madison based business, Akitabox who could possible supply the county with a better maintenance software system. Their implementation cost would be \$12,500.00 with an annual fee of \$5,000.00. Robert is trying to negotiate with them because the county has already done the set up when Facility Dude first was implemented in the County, all the buildings were inventoried at that time; he feels there is no need to do that process again and be charged for that service. Law Enforcement would like a more electronic system for the work orders, going into a new facility it may be better to start from scratch and learn a new system. Jack Johnson, Chief Deputy Sheriff wants a system that will let maintenance know what services are needed on all the equipment like when do filters need to be changes, etc. Because the facility is new it would be beneficial to start tracking the life of the equipment now and set up PMs when needed. Brad Bierman also stated that for one year there is a warranty in place with them, so if anything would go wrong in the building that was not damaged by human error, they contact the contractor and it can be fixed.

Update on City Sewer Connection: Robert Keeney stated because of the good weather the installation of the sewer line has proceeding very well; they are scheduled to do the boring under the highway on April 22nd. Biologist contact has been made to be on site when they start working on the pipe through the creek to take care of the endangered cricket frog and minnow issue. The city is on track with their part. The lift station will be worked on the 1st of July possibly taking two months to install. The finish date is targeted for September.

Roger Guthrie extended a thank you to Brad Bierman and EPIC for the hard work he put into this project, the county has a nice facility for the future.

Internal County Communications: Roger Guthrie asked for this item to be on the agenda. He began by saying he felt the Departments in the County do not work together. Roger stated the County is a whole but too many departments feel each one is its own entity; in his opinion this is not right.

Other issues Roger cited as being wrong was too much face book use on county time, and employee spouses coming into the work place and spending hours in the offices. He stated this is his opinion, he was opening these issues up to discuss at the meeting. He reiterated he did not feel it was right to have a spouse in the workplace seeing confidential information and sharing that information before it was made public. He was not sure how the county wanted to address this issue, whether there needed to be some policy made to address this, he did not know. Roger asked the questions is this where the County Board is not doing their job by not giving someone the authority to handle situations like this? We have an Administrator Coordinator but we have not given them any power, do these issues need to be addressed by the County Board and they are not doing their job. He opened the discussion up to the committee and people in the room.

Some of the Department Heads addressed the issue, they stated each of them address these issues inwardly. Facebooking is not supposed to be happening on county time, but employees do have their brakes and lunch time. Carol Schwartz stated a Health Care facility, along with Law Enforcement, is not allowed to have devices that can take pictures or videos in the workplace. However, Jack Johnson, Chief Deputy Sheriff stated for their jobs, Law Enforcement actually supply the deputies with their cell phones. They have discipline measures in place; they may get one warning, and then the process will start; dismissal of an employee can happen if they proceed with this practice in some cases. Carol Schwartz, Orchard Manor was not aware of any incident that was happening at this time in her facility. Fred Naatz, Social Services relayed to the committee that if there is an employee incident brought to their attention, as a Department Head he would appreciate it if that incident be brought to him first before it comes into an open committee meeting setting.

Roger stated this is not a closed session, so he would not name any names. He believed this is going on, he stated some incidents have been brought to his attention; he believed this is happening but it is not right.

John Beinborn stated the county does have an electronic use policy that all the employees have to sign.

Lori Reid, ARDC stated the world we live in is continually changing. The generation who we are hiring is very different from past generations in the work place. This generation is very connected to technology, this is their world, this is how they grew up. Her employees do use their phones but they need them to some extent in the workplace, Jack Johnson, Chief Deputy Sheriff agreed with this. Facebook is hard to control, they should only be using that on their own time, but how to you determine whose time they are on at the time of use, which could be a very big gray area.

Robert Keeney stated the use of Facebook should not happen on county time or on county equipment, but if they are using their own phone how do you control that. Lori Reid stated that could be a very grey area also. She said she herself has used the scanner page on Facebook if she knows there is a major event happening in the county.

Roger Guthrie again reiterates that he did not like it, he stated he just threw out this issue, he has broad shoulders, and the County can do something with this or not.

Discussion on Grant County Administration: Roger Guthrie stated he felt the current system was not working; currently the County Board Chair at the top, The County Clerk got the title of Coordinator Administrator with no power in 2012. Mark Stead asked Fred Naatz about a Lean Project that had been done in the past by Joyce Rolling, Personnel Director. Mark wanted to confirm with Fred Naatz and Carol Schwartz who were participants in the project that their determination was that the County Board Chair should be given the title of Coordinator Administrator. They stated that was correct, and went on to say they viewed the County Clerk on the same level as they are in the work place and it would be hard expect any administrative actions implemented by the County Clerk against their departments. Roger Guthrie stated he didn't feel the Coordinator Administrator position was wrong, he just felt the county was not giving that position the power it needs. He went on to say not letting the County Board Chair hold the position is only an opinion. Mark Stead stated in Clark County, Wood County, and Lafayette County has given the County Board Chair the title.

Robert Keeney stated from the past presentation that was just held for the County Board he got the message that someone need to hold the authority to hold people accountable and that has been the challenge. Currently that has spread so many ways we don't know where we are at. He stated the majority of the people who have talked to him after the presentation telling him they are happy with the way things are going; they don't want to see a change. Some of the issues that come up go through so many levels; they get blown up out of proportion. Maybe things need to be tweaked, having one point person to deal with the issues would be better.

Linda K. Gebhard, County Clerk asked to speak. She reiterated to the Committee how the Coordinator Administrator Title was given to her, first being given to the Finance Director by a past County Board Chair Larry Wolf. She after a few months declined the title which in turn was given to the County Clerk's Position against the wishes of the County Clerk, but was given no option to decline. In no fashion does the current County Clerk wish to have the authority or will take no part in any authority of power.

Roger Guthrie stated he felt that is where the problem takes place, who is the correct person to hold this title. He stated does the county go against the opinion of the Attorney General, which he stated again is only an opinion not a ruling and give the power to the County Board Chair to step down on people or do we look into an Administrator. Mark Stead stated he was against an Administrator because of their dictatorial power to hire and fire a Department Head. They are tasked to find ways to pay for their position; Mark stated he would not have a good feeling if one of our higher paid employees was fired to pay for an Administrators salary.

John Beinborn stated there are many questions regarding the financial aspect of an Administrator, but he felt at the meeting which the presentation was held, it was cut short, the Board Members were given no time for discussion to state their opinions. He felt that was what was needed; whether that means put a committee together for more discussion or just a full county board discussion. Mark Stead stated

this was not a decision that should be taken lightly. Roger Guthrie stated this issue keeps coming up and it is time to finalize this.

Carol Schwartz again reiterated she felt the title should go to the County Board Chair; the Board could stipulate what kind of power of authority is needed and give those duties to the County Board Chair.

Mike Lieurance stated maybe an Ad Hoc committee is needed. Robert Keeney stated Richland County is taking that approach with a 13 member committee, in his opinion that is too many. He stated their committee is made up of some County Board Members, some Department Heads, and some citizen members from the community. He said maybe some of the Department Heads who participated in the lean project previously could be on the committee and the Board Members who showed interest. Because the Administrative Committee takes care of long range planning, some members from this committee should be involved. The change should take place in April when the term of the County Board changes and budget time is a big driver. He went on to reiterate the costs that would be associated with an Administrator. At this time the County Board Chair is getting \$50,000.00, that salary would jump to \$120,000.00 to \$150,000.00, they will want another staff person for an added cost of \$30,000.00 to \$50,000.00, start throwing benefits on top of that the county will have quarter of a million in this venture. He stated yes savings can be obtained through attrition but you need the authority to do that and you need someone to make those tough decisions. Robert said one of the biggest things he got out of the presentation is the County Board cannot micro-manage and criticize every decision someone makes, they are in place to make policy. He stated he felt the County Clerk and he work well together and discuss county issues; he meets with Joyce Roling and Nancy Scott every month to make sure personnel and financial issues are running smooth, but there still needs to be a point person.

Mark Stead said Grant County is in a unique position because we have had a full time County Board Chair since 1987 which he feels that makes a difference.

Roger Guthrie stated maybe the Personnel Director needs to have more authority.

John Beinborn stated we need an answer to this issue once and for all, the idea of an Ad Hoc committee maybe should be recommended to the full board to take action on it. Robert Keeney was asked to bring up this idea in Communication in the May County Board Meeting.

Robert Scallon asked if the County Clerk gets compensated for the added title, which the answer was no. The County Clerk stated there have not been many conversations which have included her in county decision in the past; the title is only a title.

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.