

## ADMINISTRATIVE COMMITTEE

August 20, 2019

The Administrative Committee met on Tuesday, August 20, 2019 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 April 20, 2019.

Members present: Administrative Committee Members present Robert Keeney, Mark Stead, Roger Guthrie, Patrick Schroeder, Robert Scallon and John Patcle. Also present Shane Drinkwater, Carrie Eastlick, Jack Johnson, Lori Reid. John Beinborn had asked to be excused.

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

Minutes: Mark Stead, made a motion, seconded by Robert Scallon to approve the minutes of April 12, 2019 and June 18, 2019 as presented. Motion carried.

Correspondence: The Cancer Coalition has asked for permission to place their banner for their event on the Courthouse Lawn starting next week.

Insurance-Randy Peterson, TRICOR: Randy was unable to attend the meeting.

Courthouse Maintenance: - John Hauth, City of Lancaster Water works presented the exterior electrical proposal for discussion. He submitted two quotes for the committee to review.

Edge Electrical Service LLC	\$5,284.42
JJ Vondrum & Sones LLC	\$2,804.00

The City would like to partner with the Chamber of Commerce and County to share the cost for the new electrical boxes.

Patrick Schroeder made a motion, seconded by Mark Stead, to agree to a three way split for the cost to install electrical boxes on the Courthouse Lawn, County would donate from the Maintenance Budget up to \$3,000.00 not to exceed this amount. Motion carried.

John Hauth went on to say the County will be responsible to pay for three of the new lighting poles. The old ones can be sold for scrap, which can be used to help pay for those. The committee decided to have \$3,000.00 placed in the budget for the landscaping.

Administration Building Maintenance: - The Administration roof was discussed. There was a quote received from Giese Commercial Roofing Inc. for \$146,850.00 to replace the roof. There will need to be funds in the 2020 budget for the purpose to replace the roof, there have been leaks when it rains. There was some discussion to look into solar panels in the future.

The committee directed the County Clerk to place \$160,000.00 in the 2020 budget for the replacement of a new roof for the Administration Building.

Update on Roll Call Voting System Implementation: Shane Drinkwater, IT Director stated they have started to implement access points in the Board room for the voting system. He hopes full implementation will be by the end of November. IT is in the process of purchasing the 18 tablets each Board member will receive.

Pat Schroeder asked why the County is looking into the tablets. Chair Keeney stated initially the purpose was so the voting could be done more confidentially.

Shane stated we will first deal with the voting system and as we go forward the system will be able to be used in more ways as the Board Members are comfortable.

Discussion on Facilities Manager Position: Robert Keeney stated this subject came up because there has been a retirement in the Courthouse, and Law Enforcement system has become more complicated with all the security systems. The discussion was on the need for a Facility Manager to supervise the Courthouse, Administration Building and Law Enforcement facility; was this feasible for one person to handle. (Highway and Extension/Fair would not be included in this). Some of the concerns were as follows. What would be the correct title of this position? How can all the facilities utilize the same vendors to standardize all their systems to save money on labor and time management? What skills or licensing would be needed by this person to have in order to do all the tasks and also supervise all the facilities. Would sharing of all the maintenance workers and tasks be a possibility among all the facilities? How the costs would be allocated between all the facilities for the work needed in each facility. With some of the facilities being 24 hour services how does this work for inspections, on call time, etc., duties that need to be per hour in these facilities. How many forms have to be filled out and submitted to State on a daily, year's basis? Budgetary questions came up, would there be a Maintenance Department created. The hope is to finalize this by January 1, 2020 because Law Enforcement is going to have a maintenance agreement in place. A draft job description and fiscal impact was reviewed on what the committee felt was required and essential to have in the description.

The Courthouse needs direction in hiring a position because of the retirement. County Clerk needs to have some direction in the qualification needs the County wants for that position, be it simply janitorial or maintenance with computer capability.

The committee directed the current Supervisors of Law Enforcement, Orchard Manor, Administration Building and the Courthouse, including Shane Drinkwater, IT to meet and discuss the needs of each facility and what title and job description would be best and the requirements that would be needed. A date was set to bring back the information to the Administrative Committee which would meet again on September 17, 2019 at 4:00 p.m.

Computerize maintenance software: Robert Keeney stated he had a company from Madison, Akitabox who is interested in working with the County. Also a company called FMX would like to do a demo for

the County on their maintenance software. Robert Keeney would like to have the same group of people involved in listening to the demo. The biggest cost to implement our history into the system has already been done by Facility Dude. These companies can transfer that data into their systems. The current software has not worked out well for the County. Robert Keeney feels the County does need a uniform program to track maintenance needs, work orders, and to keep historical records for future maintenance needs. Robert Keeney will reach out to these companies to schedule a time when it would work to get together with them. Robert likes the Akitabox because it works on a mapping system for the facility so you know where the problem area is.

Update on City sewer connection: This update was given at the previous County Board meeting, so this item was skipped.

Adjournment to the Call of the Chair: John Patcle, made a motion, seconded by Robert Scallon to adjourn the meeting pursuant to the next meeting which was scheduled for Tuesday, September 17, 2019 at 4:00 p.m.