

ADMINISTRATIVE COMMITTEE

September 17, 2019

The Administrative Committee met on Tuesday, September 17, 2019 at 4:00 p.m. in the Administration Building, 111 S. Jefferson Street, Lancaster, WI in Room 266 on Second Floor pursuant to the last meeting of August 20, 2019.

Members present: Administrative Committee Members present Robert Keeney, Mark Stead, Roger Guthrie, Patrick Schroeder, Robert Scallon, John Beinborn, and John Patcle. Also present Shane Drinkwater, Tina McDonald, Carol Schwartz, Matt Thill, Orchard Manors Maintenance person, Jack Johnson, Nate Dreckman and Lori Reid.

The Administrative Committee Chair Roger Guthrie called the meeting to order at 4:00 p.m.

Roger Guthrie verified with the County Clerk that the meeting was in compliance with the open meeting law, posted in two locations and on the Grant County web site.

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

Minutes: Patrick Schroeder, made a motion, seconded by Robert Keeney to approve the minutes of August 20, 2019 with one correction; add John Beinborn had asked to be excused from the August meeting. Motion carried.

Correspondence: None.

Insurance-Randy Peterson, TRICOR: Randy was present but there were no questions for him by the committee. The most current claim was a lightning strike at the current Law Enforcement. Randy updated the committee on Work Comp claims; they were working with Travelers to close as many claims as they could to help bring the 2020 rate down, otherwise the rates have been pretty flat.

Courthouse Maintenance: Robert Keeney reported the Clerk of Court has had some electrical issues with their roll up door. Terry Clark seems to be getting along covering the Courthouse; he has had the help of some inmates from the jail.

Administration Building Maintenance: Robert Keeney reported there has been some leakage in the front of the building in the elevator shaft. From the new sidewalk the water is coming in between the sidewalk and the building. Highway may need to fill the crack with the rubber filler. Nancy Scott Finance office still has some leakage.

Discussion on Facilities Manager Position: Robert Keeney stated an updated description was handed out. The pay range has now been added which would be Pay Range M. The departments included would be Orchard Manor, ADRC, Social Services, Courthouse and Administration Building.

Fiscal Impact:

	Employee only coverage	Family coverage
2020	\$82,271	\$90,055
2021	\$84,059	\$91,844

	Employee only coverage	Family coverage
2022	\$85,824	\$93,609
2023	\$87,589	\$95,374
2024	\$89,354	\$97,139
2025	\$94,119	\$98,903
2026	\$92,884	\$100,668
2027	\$94,648	\$102,433

A motion was made by Patrick Schroeder, seconded by Robert Scallon to forward the Facility Manager Position request to the Executive Committee for funding and any needed modification to job description. Motion carried.

Computerize maintenance software: Robert Keeney stated he still had the following companies requesting time to present their maintenance software: Akitabox from Madison, FMX from Ohio and Worx Hub which Orchard Manor has. Robert Keeney stated he would like to see what was available at the vendor show at the WCA Convention coming up on September 23. No further discussion took place at this time. If a Facility Manager Position is created this should possible be decided by them if it would work for the County.

Update on City sewer connection: Robert Keeney stated the start time should be in two weeks. The building materials are on site, electrical should be worked on Thursday of this week. There have been some delays in the Pumping station; the City of Lancaster is working through this. A majority of the line has been installed just need the building and power. Rain has caused some delays.

Adjournment to the Call of the Chair: Mark Stead, made a motion, seconded by Robert Scallon to adjourn the meeting pursuant to the next meeting which will be at the call of the Chari. Motion carried.