

ADMINISTRATIVE COMMITTEE

April 29, 2020

The Administrative Committee met on Wednesday, April 29, 2020 at 9:30 a.m. in the Ag and Extension Building, 906 East Elm Street, the South Room, Lancaster, WI 53813 pursuant to the last meeting of February 10, 2020.

Participants via ZOOM were as follows: Shane Drinkwater, IT, Joyce Roling, Personnel, Greg Fry, Supervisor, Gary Ranum, Supervisor, Mike Lieurance, Supervisor, Carol Beals, Supervisor, and Garry Pluemer, Maintenance Facility Manager.

Members present: Robert Keeney, Mark Stead, Roger Guthrie, Patrick Schroeder, Robert Scallon, John Beinborn, and John Patcle.

The Administrative Committee Chair Roger Guthrie called the meeting to order at 9:30 a.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: Mark Stead, seconded by Beinborn, made a motion to approve the agenda as presented. Motion carried.

Minutes: Patrick Schroeder, made a motion, seconded by John Patcle to approve the minutes of February 10, 2020 as presented. Motion carried.

Discussion and possible action on Committee Structure and/or Restructure: Chair Guthrie opened up the discussion. He feels the committees should go back to the original number of member on all committees. With the lower number of members on these committees it has been a challenge to meet quorums and there may be better representation. He also feels these committees should be able to meet as needed. If they want to meet once a month, or every other month, or call of the chair. This should be a decision of the Department Head and the Committee Chair on when they need to meet.

Patrick Schroeder wondered if now was the time to set term limits so these committees to have more of a rotation through the years. The job of the County Board is to work as a unit, but Pat feels that has been lost.

Robert Keeney stated the cut in the committees originally were done to help save money in the budget. If this would go through it would add about \$9,000.00 back into the 2020 budget. This is assuming some of the committees would remain to meet every other month. At that time to save money, the per diems were cut back on attending conferences.

Robert Scallon stated he was not in favor of adding the members back.

A motion was made by Patrick Schroeder, seconded by John Beinborn, to recommend to the full County Board that the number of County Board Supervisors on each committee should go back to the previous numbers that were in place in in the 2016-2018 term and it was to be determined by the Department

Head and the Committee Chair if a meeting would be called, one a month, every other month or by call of the chair when needed. The changes in the committees were read off by Chair Guthrie as follows:

- Ag and Extension was cut one member
- ADRC was cut one position
- Administrative no changes
- Conservation, Sanitation, Zoning was cut 2 positions
- Economic Development no changes
- Executive no changes
- Health one position was cut
- Hidden Valley no changes
- Highway no changes
- Law Enforcement 2 positions were cut
- Orchard Manor no changes
- Social Services 2 positions were cut
- Unified no changes
- Veterans no changes

A voice vote was taken, the motion passed.

Discussion and possible action on County Board rules including possible changes: Carol Beals asked that it be changed in the By Laws that meetings can be held by telephone or video going forward to help the professional citizen members who serve on committees.

Patrick Schroder and Roger Guthrie didn't want this method to be used as an excuse because the member did not want to come in person to participate in the meetings. They felt there was something to be said about meeting face to face and it is a commitment taken on by a Board Member to attend these meetings. Carol Beals stated there are other extenuating circumstances that may be in play here to allow for phone access to join a meeting, such as health, surgery, professional citizen members who can access the meeting via their offices, etc. She didn't feel it would be utilized just because a member did not want to physically attend a meeting.

Robert Keeney will work with Ben Wood, Corporation Counsel on language pertaining to ZOOM Meetings or video or phone use for County meetings and any other changes that may be warranted. Currently, the Bylaws state you must be present to vote. Because of the COVID19 Robert Keeney stated we are operating with exceptions. The rules will need to be reviewed, should any changes be made or because of the COVID19 Pandemic should thing remain the same to be ready if needed in the future. Once the draft has been completed, it will be made available to all the County Board Members for their input and then be brought to the full County Board for discussion.

John Beinborn wondered if new Committee assignment sheets should be sent to all the Board Member now that changes may be made. Robert Keeney stated once the draft rules have been reviewed and changes made it would probably be helpful to have new assignment sheets sent to each Board Member to reflect any new changes if approved.

Carol Beals requested the following issue be opened up for discussion. She feels there should be a special Ad Hoc Committee formed to deal with the Communication Towers instead of the Law Enforcement Committee. She felt the towers will not only benefit Law Enforcement but it will be beneficial to Grant County as a whole, Fire Department, Emergency EMS workers, etc. She felt it was important not to lose sight of this fact; all will benefit from the towers. Also if the tower will be opened up to purchase space for Cell phone use or other interested entities, this should not necessarily be handled by Law Enforcement. Law Enforcement needs to work with Executive on this issue, if the County is expected to build towers they will need the input of information to determine where the money will come from. She feels at this point the discussion of the Communication Towers is being isolated only in the Law Enforcement Committee.

During the discussion it was determined that Law Enforcement/Emergency Management should remain as the lead committee; they will be the primary users and understand what will be needed in the towers for the 911 System and Emergency Services. With Chair Robert Keeney and Shane Drinkwater, IT Director involved it will be understood the concerns on revenue stream to pay for and support the project.

No formal motion was needed, it was determined by the committee to leave the Communication Tower project with Law Enforcement/Emergency Management. It was agreed by the committee that any revenues received from the tower by other entities should be handled as General Revenue benefiting the County as a whole and not just Law Enforcement.

Discussion of Committee Assignments for 2020-2021 Term: Chair Guthrie opened up the discussion. Patrick Schroeder questioned if the Administrative Committee should be dissolved. With the diminishing of the county construction, and having a Maintenance Facility Manager who now reports to Executive, the responsibilities of the Administrative Committee have changed. There were questions on which committee should be in charge of insurance issues. Gary Ranum brought up the fact the Administrative Committee oversees the County Board Rules at this point; which committee would have to take on that duty if the Administrative Committee would be dissolved. It was also brought up this committee handles the strategic planning for the County, Legislative and Redistricting. It was suggested that Ad Hoc Committees could be formed to handle some of these issues.

The terms of the committees was discussed. The point came up there may be some members who have the expertise to serve on certain committees. If a rotation was done, this may cause challenges in how the elected committee are handled and how you would keep some consistency regarding issues that current members would have past knowledge on.

Gary Ranum was worried that if Administrative Committee is dissolved this would put more responsibilities on the Executive Committee, he felt there was enough Executive dealt with at the current time and should not have more added to those duties.

Garry Pluemer, Facility Manager was asked if he had any issue with reporting to the Administrative Committee instead of Executive, he had no problem with this, but it put one more step in the process if he would need to have permission to purchase a larger expense item that was not in the budget.

John Patcle stated he felt if the Administrative Committee is going to take Maintenance issues away from the Executive, then it should meet once a month.

Gary Ranum asked the question if the Administration Committee should remain an Elected Committee. If the County goes to term limits, this would cause some issues in the election of the certain committees in the order the elections of the committee are done. There is also the fact that on both Administrative and Executive Committees it is mandated to have the County Board Chair, 1st and 2nd Vice Chair which takes up three of the positions already. And how do you pick the members who may have the same amount of terms in serving on the committee, pick their names out of a hat. The committee members felt it takes at least two years on a committee to really understand the duties. Again it was reiterated that there is some worth in the expertise of each county board member to use that resource in serving on these committees for long periods of time. It may be challenging to have all new members on for example the Executive Committee and then what resource of knowledge would there be to fall back on.

Greg Frey asked, "Should the County go to staggered terms every year". Robert Keeney stated because we are self-organized we could; most counties are self-organized but to date because of the added work in an election each year and reorganization time no county has gone forward with that. Mark Stead stated it has also been discussed to extend a County Board to 4 years, but this has always been turned down.

There had been a motion made prior by Patrick Schroeder and John Beinborn to recommend to the Board to implement term limits, throughout the discussion both rescinded their motion so there will be no changes made.

It was finally decided to leave the Administrative Committee alone, its duties will remain the same to deal with, Public Property which would now include maintenance of the buildings, Legislative, Insurance, Strategic and Redistricting.

Chair Guthrie stated he just wanted this on the record that if an issue is brought up at the Executive Committee, they should only be able to make a recommendation to bring to the full County Board for discussion and the final decision. They should not make the final decision at that level; the full County Board needs to address the issue.

A motion was made by John Beinborn, seconded by Patrick Schroeder that any issue taken to the Executive Committee from any committee either way should be forwarded to the full County Board for the final approval. Motion carried.

Adjournment: A motion was made by Robert Scallon, seconded by Mark Stead to adjourn the meeting pursuant to the next meeting at the Call of the Chair. Motion carried.