

## **ADMINISTRATIVE COMMITTEE**

**August 6, 2020**

The Administrative Committee met on Thursday, August 6, 2020 at 11:00 a.m. at the Youth and Ag Building, South Room, 916 East Elm Street, Lancaster, WI. The meeting was also available via ZOOM MEETING, 1-312-626-6799 Meeting ID # 842 5043 6475, pursuant to the last meeting of May 19, 2020.

Members present: Robert Keeney, Mark Stead, John Patcle, Robert Scallon, Porter Wagner, Patrick Schroeder, and John Beinborn. Others in attendance via ZOOM were Jack Johnson, Deputy Sheriff, Nate Dreckman, Sheriff, Randy Peterson, TRICOR, Carol Schwartz, Orchard Manor, and Angie Mitchell. Others present at the meeting were Linda Gebhard, County Clerk, Shane Drinkwater, IT, and Garry Pluemer, Maintenance Manager.

The meeting was called to order by Robert Keeney, County Board Chair. County Clerk verified that the meeting was in compliance with the open meeting law, posted in two places and on the county website.

Agenda: Patrick Schroeder, seconded by John Patcle, made a motion to approve the agenda as presented. Motion carried.

Minutes: Mark Stead, seconded by John Beinborn, made a motion to approve the minutes of the May 19, 2020 with one small typo correction. Motion carried.

Correspondence: Robert Keeney reported the Lancaster EMTs had asked to use the Courthouse Lawn for a fund raising event. The Lancaster Chamber of Commerce would also like to hold an event later in the summer and use the Courthouse Lawn but have not decided on what they will be doing.

Insurance-Randy Peterson, TRICOR updated the committee on the insurances for the County. In reviewing the auto and liability claim history, the County has only two auto claims open at this point and have paid out \$42,000.00 so far this year which is very good. Randy stated a good rule of thumb for budgeting is to add a 5% increase to all the auto/liability/property insurances.

They are still working on the Work Comp to clean up some of the open claims in hopes to reduce the modification rate so the increase will not be so high. At this point he thinks the increase could be a 25% increase for 2021.

There was some discussion on the property the County sold to Kwik Trip. There will have to be an adjustment made when those parcels are taken off the insurance. There is some question on the contents in the building which houses dispatch, the 911 communication system and an evidence storage facility the County still owns. Chair Robert Keeney will discuss this further with Sheriff Nate Dreckman and Chief Deputy Jack Johnson.

Discussion on Grant County Courthouse Security – Shane Drinkwater, IT Director updated the Committee on the four new Cameras that have been installed in the Courthouse for security. All but one is up and running. The camera in the third floor Courthouse needs to be refocused by IT.

Discussion on Grant County Communications System – Tower Infrastructure: Jack Johnson, Chief Deputy Sheriff stated progress was going forward slow. Robert Keeney stated they are working through much of the licensing; COVID has slowed the process down because of site inspections. They had FAA tentative approval but needed an exact site defined so a civil engineer had to get the coordinates where

the tower will be placed. The application period then had to be extended and now they are under review; this could take up to 45 days to hear back from them. The borings are done to determine what kind of sub-base will be needed. The timeline has been backed off for a completion date next spring. They are working through all the approvals, the Historical Society has signed off; they are waiting on the Indian Nation to sign off. RACOM is working on tower design, base design, guidewire placement and the fall letter that says if the tower should fall it will land within half of its height. Boring has been done 100 feet in to the corn field on the northeast corner, 30 to 40 feet into the corn field on the south end. The west side is in weeds at this point, Majestic View did not plant that section; that will be determined next year. Surveying has been done for the property line; driveway and underground concrete will be done before it freezes.

Nate Dreckman followed up on a complaint from a property owner who claimed the machinery being used to do the soil borings crossed on to their crop land, most of the tracks were on county owned property, but there were some tracks that crossed the line. Nate called the property owner to let them know they would be very careful not to let this happen again.

Updates on Demolition of '52 Building and Orchard Manor Treatment Plant: Robert Keeney reported there is equipment on the property but no activity at this time. There has been some contaminated material found in the pile. All contents will have to be screened, disposing of the contaminated materials properly; the rest can be buried on site. This will take about week to 10 days. Diggers have been called. They feel the cost should stay at the quoted amount of \$125,000.00 unless they find something unexpected. That should take care of clean up and landscaping.

The sewer plant will also be taken care of by Tim Wiederholt, he was going to buy the building but due to safety reasons because the building sits over a 16 foot pit he may try to salvage what they can instead. The sewer plant then will be destroyed and covered with at least 4 foot of soil. But before it gets destroyed they have to determine if there were any leaks, so the tank will have to be pulled. Conservation, Sanitation, Zoning staff will help on this process. There may be some cost, but they feel it will be minimal, time and materials.

Facilities and Maintenance Report: Garry Pluemer, Maintenance Manager gave the maintenance update on all the buildings.

Courthouse:

- The Custodian position was filled by Christine Breuer
- Giese spent 3 hours caulking the dome because of leaks. Since they had been here it rained 3 more times and Garry had to caulk it in three different places.
- A compressor went out on the condensing unit; WHV quoted the lowest cost at \$11,560.00, over H & N and Meyers. WHV replaced the unit which ended up being bad also; they finally got another one in and replaced it. In the process of replacing the compressor it was discovered that a valve was also bad. This was not related to the compressor problem but was repaired also. They also found a pinhole leak in the Freon line, it had gone dry and the shut off switch did not work to shut the system down. The added cost to replace the line was \$2,000.00 to get the air handlers up and running.
- The air handler system is a 20 years old; it is an R22 system which is going to be obsolete in the near future. Now they are going with an R410 which has much higher pressure. This means that in the future the whole system will have to be changed because of the added pressure.

- Garry assisted IT in installing the new phone system. Shane Drinkwater thanked him for his help in the project; it made it go much faster. All the phones have now been installed and are on line.
- Garry got the Blue Boy Fountain up and running. But in the process found a leak in the tubing on the top. Not knowing what can be done because of the historical value Stephen MarPohl was contacted to set up an appointment to see what the County can do to fix the leak historically.
- The paint in the Courthouse is starting to age and deteriorate. There are many murals and sculptured type painting which is in need of repair. There is some plaster issues also. Garry has no idea the cost to update the paint; he just wanted the Committee members aware of the issues.

In moving the communication part of the fire panels of the Courthouse and Administration Building from the current dispatch to the new location, one got lost. Garry worked with Shane, they do have it somewhat protected so when the system is moved out to the new facility this will not happen again. In the process they found the panels were obsolete and replacement parts are hard to find. They are getting quotes and looking for other options.

#### Administration Building:

- Garry found some leaks in the roof and he fixed them; the rubber is shrinking, pulling away from the sides. He thinks in the near future the roof will have to be replaced. The roof is 22 years old, there was \$160,000.00 placed aside for repairs in the 2020 budget. It was suggested to research if there is still a warranty on the Administration Roof from the company who installed it.
- Garry installed a drive up window in the Treasurers Department on the west side of the building. This has been a big hit with the public and other department employees when coming to the building to pick up inner departmental correspondence and other work related materials.
- It was brought to his attention the Register of Deeds may also want to install a walk up window. He looked into placing it in the entry way of the building, giving cover to customers. Also the doorbell could then be moved into the entry way giving them more protection.

#### Community Serves Building:

- Way finding signage is starting to be put up. A \$300.00 sign was placed on the back side at the inmate entrance. Garry had a fabricator design the signs and saved a lot of money by making his own.
- A Monument sign was made to place in front of the building, the cost was \$16,000.00.
- The only way to get mowers to the south side of Social Services and ADRC is to drive in front of the front doors. Garry would like to remove 10 feet of the curb on the far south side and install a drive way curb. He had a quote from DuCharme of \$900.00 to remove the curb and put new in. Being the existing curb is so new, Garry wanted the approval from the committee to go forward with this project. The committee was in agreement.
- There seems to be a water problem in front of the CSB Building, it is coming from under the curb in the parking lot. And also there are water marks on the base of the building in that same area. Garry will be addressing this issue with EPIC. Garry is concerned about the water freezing and heaving the sidewalks. He is also concerned with what is making the water marks on the base of the building.

- Brad Bierman, EPIC and Garry have been working the last week to get the warrantee items cleared up. They have set a date of September 1 for all interior building issues to be completed. Gary Haas from EPIC will be on site starting next week until all issues have been resolved.

Former Law Enforcement Center: Garry asked the committee for their opinion on the old Law Enforcement Center. They are hoping to move dispatch out at the end of this month. He is questioning the need for water and heat. Shane Drinkwater, ID Director stated the only room which needs to be kept at a steady temperature is the radio room. If the water is shut off there would be no sprinkler system in place. Jack Johnson stated he would like to keep the heat on because there are still items in the evidence room and in the basement. At this time, he has no time line how long it will take to vacate these items from the building. He has only been able to devote one day a week to this project; he thought at least 3 to 4 months more. The building still needs to be maintained until the new communication tower is done and that has not been established. There were no questions about the electricity, which would be left on. It was decided to wait on turning anything off until later in the year to see how far things have progressed. Robert Keeney reiterated that Kwik Trip is still interested in purchasing the remaining property once it is vacated.

2021 Maintenance Budget: Garry Pluemer, Maintenance Manager discussed his 2021 Budget with the Committee for their input. He submitted the following items and costs for maintenance concerns in the Administration Building, Courthouse and Law Enforcement facilities.

Administration Building

Roof	\$175,000	(\$160,000 already set aside)
Pressure wash building	\$3,200	
New fire panel JCI	\$50,000	
Replace boilers	\$22,000	
Replace Elevator Reservoir	\$13,000	
3 <sup>rd</sup> floor electrical service	\$16,000	
3 <sup>rd</sup> floor framing, sheet rock	\$7,000	

Community Services Building

Sidewalk 2 locations	\$4,000
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Courthouse

Washer & Dryer	\$2,500
New fire panel	\$50,000
Roof repair	\$75,000
Paint repair	\$50,000
Blue Boy Restoration	\$80,000

Equipment

Plow truck with blade	\$35,000
Zero turn	\$15,000
Maintenance tablets	\$2,500

## Tools

Propress	\$3,500
Pressure washer	\$1,500
Shampooer	\$4,200
Hilti	\$2,800
Boiler test kits	\$1,300
Chilled water kits	\$350

Garry explained that each facility has its own budget which he will be submitting to Finance. Garry does have money in the budget to purchase a truck/plow for snow removal. Law Enforcement has two older trucks they were going to get rid of, a 2010 Salt Truck which if pretty well rusted out and a 2012 ¾ ton truck with a plow. They are willing to donate both trucks to the Maintenance so Garry can sell them and use the revenue toward purchasing a truck and equipment for snow removal.

Mark Stead questioned the \$80,000.00 for the Blue Boy Statue. This was an estimate received from Stephen MarPohl regarding the statue. Thinking the base was part of the historical value this is what he quoted. The water conduit runs up through the base of the statue which is leaking. In examining the base further it was found the bottom has no historical value so they can do anything to the base to fix the water line without losing any historical value. The \$80,000.00 was a budget number; Garry thinks he can find local people to upgrade the base much cheaper.

Garry wanted to touch on the \$75,000.00 for the Courthouse roof and paint repair. This amount includes both repair by Giese on the Courthouse dome and paint for the Courthouse. Giese stated this would only be a start in cleaning and re-leading some of the copper, the bad spots only. It would not complete the whole dome. And the paint cost is not confirmed. Garry has not found a good source to find an actual cost because of the detail painting. He will keep researching the actual cost but he just wanted the Committee to be aware of the future needs.

Garry also informed the committee that eventually there will have to be two employees mowing with all that has to be mowed out at the CSB facility. He would like to get a zero turn, grasshopper; he has a quote from Ritchie for \$12,000.00 to \$15,000.00. Mark Stead suggested Scott Implement to get a quote for Simplicity, Porter Wagner suggested Sloan for a commercial zero turn.

Garry explained the tools listed. He feels these items would be very helpful so they can do their own repairs instead of contracting all the labor out.

The next discussion was on a shed to store all the added equipment. Garry would like to have a 60 X 60 storage shed built on the 52 Building site, a heated structure so they can use it to work in, with the capability of adding a 60 X 200 section later. The 60 X 60 would be used to store supplies which could be purchased by the pallet to help save money. More discussion was regarding additional shed purposes. They would need cold storage along with garage stalls for storage with garage door access. They discussed Lafayette's storage structure they build by themselves. Most of the labor can be done in house except the Electrical. Jack Johnson stated they will need space to store their 2 boats, M raft, two squads, etc. They need space to store vehicles for evidence sometimes that need to be kept a long time.

Lori Reid, ADRC Director stated she thinks she could donate around \$100,000.00 from a trust fund they have. If they don't use these funds within the next two years they could lose it. The committee gave Garry permission to look into what the cost would be for the size of shed is needed. Mark Stead stated as long as we would have some funds available, the County should start with a larger structure now. Lori stated because of COVID the State may stipulate trust money cannot be used, she strongly

suggested that the County move forward on the storage shed so they have something in place in the near future. Therefore, the committee instructed Garry to include that trust money from ADRC in his budget and go forward in planning for the size of shed that would best meet the County's needs.

Garry also touched on some plans for the Administration Building to move the IT Department and Maintenance office up on third floor. They plan to install 4 panels to separate each office. He felt the labor could be done all in house; he has included the cost of materials in his 2021 budget. The only contracted service would be the Electrical. Robert Keeney also stated with IT moving up to third floor this opens up more office space on the first floor.

The Committee commended Garry for defining all the maintenance needs and bringing these issues before the Committee so decisions can be made for the future.

Robert Keeney informed the committee that the WCA Convention has been cancelled. He stated usually in September the County Board does not meet but because of all the challenges with COVID19 he feels the Board should meet. Therefore, he would like to have an Administrative Committee meeting scheduled to meet a week before the Board Meeting to discuss where we are on the issues that were discussed at this meeting and possibly present that information to the full County Board.

Adjournment: Mark Stead, seconded by John Beinborn, made a motion to adjourn the meeting pursuant to the next meeting tentatively set for the second week in September. Motion carried.