

ADMINISTRATIVE COMMITTEE

December 8, 2020

The Administrative Committee met on Tuesday, December 8, 2020 at 11:00 a.m. at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 Room 264, Second Floor. The meeting was also available via ZOOM MEETING, 1-312-626-6799 Meeting ID # 81729200035, pursuant to the last meeting of September 2, 2020.

Members present: Robert Keeney (ZOOM), Mark Stead, John Patcle, Robert Scallon, Porter Wagner, Patrick Schroeder (ZOOM), and John Beinborn (ZOOM). Others in attendance via ZOOM were Amanda Degenhardt, Finance, Jack Johnson, Deputy Sheriff, Randy Peterson, TRICOR, Carol Schwartz, Orchard Manor, Matt Thill, Joyce Roling, Personnel, Dave Timmerman, Media, Greg Fry, Lori Reid, ADRC, Steve Braun, Emergency Management, Tonya White, 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 the Administration Building and on the county website.

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

Minutes: John Beinborn, seconded by Patrick Schroeder, made a motion to approve the minutes of the September 2, 2020 meeting as presented. Motion carried.

Correspondence: Chair Keeney reported the Lancaster Chamber of Commerce had completed hanging up the lights on the Courthouse Square. They added a Santa's mailbox this year for children to put their Christmas Lists in.

Insurance-Randy Peterson, TRICOR updated the committee on the insurances for the County. He stated there was nothing new at this time. They are working on the renewals for all the County insurances. Randy stated they got through the Work Comp issues, Orchard Manor liability coverage, last piece will be Travelers.

Update on Grant County Communications System – Tower Infrastructure: Jack Johnson reported the electric truck was out yesterday running wires. All seems to be moving forward. Robert Keeney and Chris Johll met with the City of Lancaster Board of Appeals to apply for a variance because the site is 350 feet within a 3 mile circle of the airport so the city had to grant the County this variance. Tower is supposed to be delivered the first week in January, concrete is in the ground, the power has been installed, the fiber tubes are in the ground, Robert stated he was not sure the fiber was in the tubes yet.

Updates on Demolition of the 52 Building and Orchard Manor Treatment Plant: Carol Schwartz, Orchard Manor Director stated the treatment plant has been totally buried now. On the 52

Building, they are still waiting for the approval from DNR to bury the debris. The DNR has 90 days to determine if this can be done.

Facilities and Maintenance Report: Garry Pluemer, Facility Maintenance Manager reported.

- a. Courthouse: There are some electrical issues in the holding cells, the electrical part of the plumbing has gone bad, the panels have been discontinued. Garry is in the process of trying to find different panels that will work; when he finds them he will replace all three of the panels.
- b. Administration Building: No maintenance issues.
- c. Community Services Building: There is a crack across the floor near the bathrooms, it is small at the current time, but Garry stated he thinks that will widen in time. EPIC has been called to look into this issue. All the previous warranty issues have been taken care of. There is still some training through the Company "As Built" that Garry would like to have done. In the dispatch room there are some issues around the windows, Brad Bierman, EPIC has been contacted.
- d. Former Law Enforcement Center: The County is trying to decide what to do with the old generator located at the site. There has been some interest in purchasing it. Garry Pluemer wants to look into the possibility of using it for a backup for the Administration Building and Courthouse. The current generator at the Administration Building could then be sold. The Committee gave Garry permission to contact Schmidt Electric in Platteville to help give the county direction on the possibilities for the generator. If necessary the generator could be sent out for bids.

Porter Wagner asked Garry if all the warranty work had been completed in the CSB Building. All the physical work is done. There are some window issues in the dispatch room; Garry stated you can feel a breeze coming in those windows. Garry has reached out to EPIC to look at the situation.

Update on COVID19 Related Projects: Garry Pluemer reported the service window still needs to be installed in the Register of Deeds. He is waiting for a special tool that he needs to assist in this installation.

Garry needs to relocate some hot water lines for the heater in the basement.

Rachel Zimmer, ZD Design has been contracted to design third floor and get State approved plans for an office for IT, an office for Maintenance and two bathrooms. Apogee, Neil Holmb from South Wayne is working on the HVAC plans; he will be sending the plan in today; in a couple weeks we should have the go ahead on that. Most of the framing has been completed; IT needs to move in a couple tall network racks before the dry wall is installed. Ceilings will be painted black that needs to be done before the sheet rocking is done. The lights will be LEDs; it will be more of a commercial industrial environment. Electricians will be coming this week to put the wiring in the walls.

John Beinborn stated that recently him and Robert Keeney attending a meeting with Economic Development, they showed some interest in possibly renting a space in the County to relocate

their offices. Robert's understanding was not specifically the third floor; it could be any county owned facility.

Garry stated the third floor will be designed very simple; offices could be added later without having to add more or disrupt what is there.

Shane stated all the fiber optic conduits have been installed. Shane stated the IT department has all the needed equipment in place for all the buildings so when the current vendor for the fiber optic is terminated, they will be able to fire it up.

They have been working at Orchard Manor to bring the fiber optics into service and also been working on their phone system to bring that up to date.

The Xen Desktop project PC virtualization software that allows remote users to access virtual computers has been completed, they plan to implement more access points as they move forward.

In the Health Department they have been working on Smart Boards so they can share information between rooms.

At Emergency Management they have been working on a DTRA Network, this allows the collection of demographic data at the COVID testing sites. This involved some tablets and a cradle point which allows the tablets to get on the internet.

Discussion and Possible action on 2021 Budgeted Projects: Garry Pluemer, Maintenance Facility Manager presented the information to the Committee.

- a. Fire Panels: Johnson Controls is scheduled to meet with Garry on Wednesday to make sure there have been no changes made in the project. All should be in place now that the fiber optic has been installed.
- b. Plow Truck: Garry would like to purchase a used ¾ ton truck to use. Garry asked for suggestions from the Committee on possible contacts. Steve Braun stated he would send the information on Ewold Automotive to Garry to contact the vendor he uses to receive the government pricing.
- c. Administration Roof: Garry stated there had been \$160,000.00 set aside in the 2021 budget to replace the roof on the Administration Building. He stated he has requested information from two companies who deal in rubber and commercial grade roofing, Giese from Dubuque and Garland Roof Assessment Management Company from Verona. Giese has serviced our roof needs in the past; Giese works with rubber roofs. Garland is a modified roofing company. They make a tar based product and contract other vendors to install it. Garland makes the product and sells the product. The warranty for each company could be up to a 50 year warranty, whatever would meet the needs for the County.

During discussion of the Administration roof, Garry stated if the County went out for bid for the roof, the Garland Company handles all the bidding process, they draw up the specs and the warranty duration and they act as the general contractor hiring other contracted services to install.

Patrick Schroeder stated the rule has always been previously in the County, if the project will cost over \$25,000.00 in public works the County must go out for bids.

Discussion and possible action on Engineering Services for a Shop/Storage Facility: Garry Pluemer updated the Committee on the storage shed that has been discussed out by the CSB Building to be located where the 52 Building used to set. His hope was to get permission from the Committee to start with the Engineering on the building. They would like to use the same person who engineered the Lafayette Multiuse, Rachel Zimmer, ZD Design, but modify it to fit the needs of Grant County. It would supply shop/storage for ADRC, Orchard Manor, Emergency Government and Law Enforcement. Garry would like to see a 200'X 80' structure with a cold storage bay and also heated area for storage and a shop. When asked how big of a shed does the County need, Garry stated there are two departments who could fill that size up on their own. The size is something the County will have to decide what is needed. Garry stated at this time maybe the only thing that can be built is a smaller building with a cold storage bay and one heated for supplies for ADRC. The County could build on as they needed going forward.

Pat Schroeder stated he felt that a lot of money is being spent with the new facility the last couple years, does the County have an endless check book. How does all this fit into a five year plan the county once had. Robert Keeney stated the driving force right now is some Trust Money in the ADRC budget that may have to be used by a certain date; the project of a storage shed for ADRC would qualify. They are just talking about the engineering part today; they were in agreement the spending will have to stop at some point.

Lori Reid, ADRC stated right now she has \$140,000.00 in their vehicle trust fund, there is only supposed to be \$80,000.00 in there. She is not sure when the extra funds would have to be spent; during COVID they have not made that decision on when the money would have to be used. Lori did include \$100,000.00 in the 2021 budget to donate towards the shed.

Porter Wagner asked if we had any comparisons on the cost for Lafayette's Building and what size was it. Robert Keeney stated their building was 247 x 80 costing \$700,000.00 but they did most of the labor themselves. And also their building contains their county board meeting room; if you are talking vehicle storage that may add to the cost for ventilation. The part that is being discussed today is only for the engineering; Rachel's bid to design the structure would be \$8,000.00 to \$10,000.00. Robert Keeney stated he thinks the amount that would be needed to finalize the design would be \$27,950.00. Lori Reid's trust money could be used for this purpose. Porter Wagner didn't think the County could go forward now at this time; it may have to be put off until the middle of 2021. It was unclear how long the trust money would be available; Lori had no time lines that the money had to be used but thought it had to be spent out in 2020. Porter asked if the County could start purchasing the supplies needed for the structure to plan on building in 2021 or 2022. Lori did not know if that would qualify for the use of the money if a structure was not in the process of being built in the near future.

Robert Keeney asked what the wishes of the committee were; should they let Garry contact Rachel to get the engineering project started. John asked if there was an alternative plan, Garry stated no.

Robert Keeney stated maybe the departments who would be involved should meet to see what the needs are for all of them and what kind of storage space is needed. Porter Wagner said there are just too many unanswered questions. We need to know if the money from ADRC would be available in 2021. Porter Wagner said maybe there needs to be a five year plan established as Pat Schroeder had suggested; then they could start making the plans that would best fit the County's needs.

The committee decided they should research this with the departments involved and set a date for a Strategic Planning Meeting to discuss this further. There is also the communication system that is still lingering out there, that will probably cost another \$6 million to \$8 million to complete that project.

They decided to call an Administrative Committee meeting in February or March 2021, by then they would have more input and understand what the needs of the county are and what the County can afford. Mark Stead stated they shouldn't extend this out too far that Lori Reid may lose the trust money.

Robert would bring this up in Communications at the next County Board Meeting so everyone can start think about this. Pat Schroeder suggested bringing it up in the Department Head Meetings so all the Departments could have input in this storage shed.

Adjournment: Mark Stead made a motion, seconded by Porter Wagner, to adjourn the meeting to the call of the chair. Motion carried.