

ADMINISTRATIVE COMMITTEE
January 12, 2021

The Administrative Committee met on Tuesday, January 12, 2021, 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 #85004478382, pursuant to the last meeting of December 8, 2020.

Members present: Robert Keeney, Mark Stead, John Patcle, Robert Scallon, Porter Wagner, Patrick Schroeder and John Beinborn (Zoom). Others present at the meeting were Tonya White, County Clerk, Garry Pluemer, Maintenance Manager and Shane Drinkwater, IT. Those in attendance via Zoom were Amanda Degenhardt, Finance, Chief Deputy Jack Johnson, Sheriff's Office, Randy Peterson, TRICOR, Carol Schwartz, Orchard Manor, Joyce Roling, Personnel, Lori Reid, ADRC, Fred Naatz, Social Services, Amy Olson, Fairgrounds, Carrie Eastlick, Treasurer, James Schneider, Community Development Coordinator and David Timmerman, Herald Independent.

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

Agenda: John Patcle, second by Robert Scallon made a motion to approve the agenda. Motion carried by voice vote.

Minutes: Pat Schroeder, second by Porter Wagner made a motion to approve the minutes of December 8, 2020 meeting. Motion carried by voice vote.

Correspondence: None

Insurance: Randy Peterson, TRICOR updated the committee on the insurances for the County. TRICOR also donated to the Sheriff's Office Lexipol subscription.

Updates on COVID-19 Related Projects: Garry Pluemer gave an update on the third floor project. The framing has been completed except for the bathrooms and the ceilings have been painted.

Shane Drinkwater advised the fiber project was almost complete.

Facilities and Maintenance Report:

- a. Courthouse: There have been some heating issues. He is starting to receive some parts that he ordered several months ago. The ionization has been started.
- b. Administration Building: The building custodian has retired due to health issues. Garry currently has the custodian from the Courthouse working in both buildings.
- c. Community Services Building: The crack near the bathrooms has widened. Garry would like to monitor the crack to see if it will widen even more before fixing it. In dispatch there are cracks in the windows and air coming in through the trim work and seal. Brad Bierman

brought Stronghold in to look at it. Stronghold will be replacing the glass. There are also plumbing issues. There are brass fittings that are cracking.

- d. Former Law Enforcement Center: Garry talked with Schmitt electric about relocating the generator. The wiring would cost thousands of dollars. The committee members instructed Garry to bring forth the value of the generator and the purchase price of a new generator for the Administration Building and Courthouse.

Discussion and Possible action on 2021 Budgeted Projects:

- a. Fire Panels: IT has spent several hours to find a way for dispatch to monitor the panels like they did in the Law Enforcement Center. Johnson Control was the lowest quote at \$57,617.04. That does not include electrical work. Garry estimated the electrical work to be around \$6000.

Administration Building	\$24,431.12
Courthouse	\$18,226.57
Community Services Building	\$14,959.35

- b. Plow Truck: Garry purchased a 2015 Chevy Z71 with 33,650 miles for \$36,500. Garry will be sending two vehicles to the auction service.
- c. Administration Roof: Garry had the roof quoted four ways.
 - 1. 20 year membrane swap out \$68,790
 - 2. 25 year membrane swap out \$92,490
 - 3. 20 year complete replacement \$98,790
 - 4. 30 year complete replacement \$150,790

Garry would recommend the 30 year complete replacement. The rock will be repurposed as landscaping at the Community Services Building and the insulation will also be repurposed.

Discussion on Strategic Plan for Grant County: In 2014 the plan was started. Before Todd Johnson left some of the items were taken care of. James Schneider would like to send a survey inviting feedback on the strategic plan from committee members, department heads and county board members. James will compose the survey with committee input. The committee would prefer to have the plan for the next budget year.

Discussion and Possible action on Engineering Services for a Shop/Storage Facility: Garry received a rough estimate of \$400,000 for an 80X200 building depending on design. The plans do show as an expandable building with the majority of the building for storage for vehicles. Lori Reid is able to use her funding for engineering and drafting fees. Porter Wagner made a motion second by Pat Schroeder to enter into an agreement with Zimmer Design to initiate the drafting of the total project. ADRC will fund this portion of the project. Motion carried.

Discussion and Possible action on Dogs/Service animals in County Facilities: There have been animals in various buildings and grounds that the county owns. The Community Services Building and Courthouse have a policy that does not allow dogs and service animals in the building. Some department heads do have concerns about recreation areas for the animals and people do not pick up after them. There is a

challenge in making a standard countywide policy. Bob suggested working on various iterations of the Community Services Building policy for other locations and bring them back for future consideration.

Closed session per state statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility as it relates to the performance evaluation of the Facilities and Maintenance

Manager: Mark Stead made a motion second by John Patcle to move into closed session.

Roll call vote:

Pat Schroeder - AYE

Bob Scallon - AYE

John Patcle - AYE

Mark Stead - AYE

Porter Wagner - AYE

John Beinborn - AYE

Robert Keeney - AYE

The motion passed with seven votes in favor.

Bob Scallon made a motion second by Porter Wagner to return to open session. Motion carried.

Adjournment: Mark Stead made a motion, second by John Patcle to adjourn the meeting to the call of the chair. Motion carried by voice vote. Meeting adjourned at 1:08 p.m.