

ADMINISTRATIVE COMMITTEE
MARCH 5, 2021

The Administrative Committee met on Friday, March 5, 2021, at 12:00 p.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 89227245906, pursuant to the last meeting of January 12, 2021.

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; Shane Drinkwater, IT; Ken McAndrew, Veterans. Those in attendance via Zoom were Joyce Roling, Personnel and Lori Reid, ADRC.

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 Administration Building, Courthouse and on the county website.

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

Minutes: Porter Wagner, second by Bob Scallon made a motion to approve the minutes of January 12, 2021 meeting. Motion carried by voice vote.

Correspondence: None

Insurance: Randy Peterson was not unable to join the meeting. He did advise that he had nothing to report.

Facilities and Maintenance Report:

- a. Courthouse: There have been no major breakdowns.
- b. Administration Building: There have been no major breakdowns.
- c. Community Service Building: Johnson Controls will be doing a walk through in all of the buildings and will be starting to install fire panels at the Community Services Building once they have all the equipment.
- d. Former Law Enforcement: The generator control panel was damage. The Sheriff's Office had the repair made. Relocation of the generator to the courthouse would cost \$32,000. To wire the courthouse and administration building off the one generator would cost \$39,300. In 2013 the generator cost \$115,400 to install.

Discussion and Possible Action on Administration Third Floor Project: The only bid received for the Roof Project was from Giese. They will be starting the project in May dependent on the weather. This is a full tear off option with a 30 year warranty. The rock and insulation will be repurposed for future projects.

Garry received a carpet quote of \$9,725 for all the offices on the third floor. There is money left over to finish the third floor. Pat Schroeder, second by Mark Stead made a motion to ask for a budget amendment to utilize the extra dollars saved on the fire panels and the roof, for the Administration Building, towards the third floor improvements. Motion carried by voice vote and will move on to the full County Board for request.

Discussion and Possible Action on Shop/Storage Facility: Garry has worked with Rachel and Bob on a preliminary drawing. ADRC's side of the building was designed with two different parking styles. The bathroom is designed so those working outside will have access to use the restroom in the facility. Garry was asked to present options that may include a facility for dogs. The current invoice for the engineer was \$28,075 and has been forwarded to Lori Reid to pay from the funds that she appropriated. Porter Wagner, second by John Beinborn made a motion to move forward with enhancement to the plans to create estimates of the project. Motion carried by voice vote.

Discussion and Possible Action on Dogs/Service Animals in County Facilities: There is nothing new to discuss on this matter.

Adjournment: Mark Stead, second by Bob Scallon made a motion to adjourn the meeting to the call of the chair. Motion carried by voice vote.