

ADMINISTRATIVE COMMITTEE

May 6, 2021

The Administrative Committee met on Thursday, May 5, 2021, at 10:00 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 84929876651, pursuant to the last meeting of March 5, 2021.

Members present: Robert Keeney, Mark Stead, John Patcle, Robert Scallon, Porter Wagner, Patrick Schroeder and John Beinborn. Others present at the meeting were Tonya White, County Clerk; Garry Pluemer, Maintenance; Shane Drinkwater, IT; Ken McAndrew, Veterans and Joyce Roling, Personnel. Those in attendance via Zoom were Amanda Degenhardt, Finance; Carol Schwartz, Orchard Manor; Randy Peterson, TRICOR Insurance; Carrie Eastlick, Treasurer; Jeff Kindrai, Health Department; Lori Reid, ADRC, John Hunt and Malcom Meudth.

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 John Beinborn made a motion to approve the amended agenda. Motion carried by voice vote.

Minutes: Pat Schroeder, second by Porter Wagner made a motion to approve the minutes with one minor correction. Motion carried by voice vote.

Correspondence: There will be a sign on the Courthouse lawn for Foster Care.

Insurance: Randy Peterson had no new updates.

Facilities and Maintenance Report: Garry Pluemer gave an update on the third floor. He and IT have moved to the third floor. In the future there will need to be updated signage in the building with departments now located on the third floor. Garry has been working with WE Energies for several months regarding the gas bill at CSB. There is a rain water leak on the east side dome of the Courthouse that will need to be addressed in the future. The leak on the west side has been repaired.

Discussion and Possible Action on Administration Third Floor Project: The next stage of the third floor project will be to complete bathrooms, corridor and IT's new MDF room. The quotes received totaled \$53,114.00. Pat Schroeder, second by Mark Stead made a motion to approve the out of budget spending contingent on American Rescue Plan abilities for up to \$53,114.00. Motion carried by voice vote.

Discussion and Possible Action on The WorxHub Computerized Maintenance System: Garry Pluemer described the work order system. The system will be beneficial for capital improvement projects. It will allow Maintenance to keep track of all the work orders. Garry does have the program in his budget. The cost is based on the square footage of the three buildings. It will take three to four months for the program to be implemented. The cost for the remainder of this year will be \$7658.00. In 2022 and 2023 the cost will be \$8855.00. John Beinborn, second by Porter Wagner made a motion to move forward with The WorxHub computerized maintenance system. Motion carried by voice vote.

Facilities and Maintenance request to increase vacant Custodian position from part time to full time: The Administration Building has been without a custodian. With the addition of the third floor there is enough work to have a full time custodian. Pat Schroeder, second by John Beinborn made a motion to forward the request to Executive Committee. Motion carried by voice vote.

Discussion and Possible Action on vacated IT Space: There have been a few departments that have showed interest in moving to the vacated space. Veteran's Office needs to stay on the first floor and has expressed interest in the space. The Health Department would also like to use the space for a temporary vaccine and WIC clinic. There was no action taken.

Discussion and Possible Action on ADRC Storage Facility: ADRC has funding available in the DOT Trust Fund that needs to be disposed of. ADRC's portion of the building would be 60X80 for cold storage behind CSB. The design currently has an overhead door, walk in doors, electricity with drain system, ventilation system and expandable to the South. The design is ready to go to bid. Pat Schroeder, second by Mark Stead made a motion to move forward with the bid process with funding to come from the DOT Trust if bids are acceptable. Motion carried by voice vote.

Discussion and Possible Recommendation on COVID Related Opening and Meetings: Board of Health recommended continuance of masking and social distancing for in person meetings. If everyone is vaccinated, masks are not required. If there is a mix of individuals who have not been vaccinated and have been vaccinated, masks would be required. Doctor Martin recommended continuing with the virtual options for committee and board meeting attendance following recommended guidance and to allow limited in person attendance when appropriate. Pat Schroeder, second by Mark Stead made a motion to recommend moving forward with in person meetings with County Board members and allowing Zoom participation by others, if County Board members would want to be counted as quorum and earn per diem they need to be at the meeting. John Beinborn feels County Board Supervisors should be allowed to make their own decision on this as long as they make the effort whether they attend in person or virtually. Bob Scallon is opposed to the idea. He feels like it is discrimination to any individuals who want to be on the County Board. Joyce will check with legal counsel to make sure that Grant County is within the legal rights of making that rule. Motion passed 5-2 by voice vote.

Discussion and Possible Action on Policy Dogs/Service Animals in County Facilities: CSB and the Courthouse have policies pertaining to dogs/service animals. There are individuals that visit the Veteran's Office with service animals. Joyce will look into the policy further and bring it back to the committee in the future.

Discussion on Redistricting Process: The Census data is supposed to be release to the State of Wisconsin in the middle of August. With County Board elections held in April 2022 the redistricting process would need to be completed before December 1, 2021 when papers are taken out. WCA has asked each county to respond so they know how aggressive to be on rewriting the law. Mark Stead, Pat Schroeder and John Patcle would like to see the redistricting process delayed until 2022. John Beinborn would like to see the process move forward. Chairman Keeney will notify WCA that the consensus of the committee would like to delay until 2022.

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