

ADMINISTRATIVE COMMITTEE  
September 10, 2021

The Administrative Committee met on Friday, September 10, 2021, at 9:00 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 82661912136, pursuant to the last meeting of July 28, 2021.

Members present: Robert Keeney, John Beinborn, John Patcle, Pat Schroeder, Mark Stead and Porter Wagner. Robert Scallon asked to be excused. Others present at the meeting were Shane Drinkwater, IT; Lori Reid, ADRC; Tonya White, County Clerk; Ken McAndrew, Veteran's; Amanda Degenhardt, Finance; Joyce Roling, Personnel and Garry Pluemer, Maintenance. Those in attendance via Zoom were Randy Peterson, TRICOR; Karla Schwantes, County Clerk; Greg Fry and Matt Thill.

The meeting was called to order at 9:00 a.m. by Chairman 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:** Pat Schroeder, second by Porter Wagner made a motion to approve the amended agenda. Motion carried by voice vote.

**Minutes:** John Beinborn, second by John Patcle made a motion to approve the minutes. Motion carried by voice vote.

**Correspondence:** The Cancer Coalition placed a sign on the Courthouse lawn. Sweets and Treats will be using the Courthouse lawn in October.

**Insurance:** Randy Peterson inquired about the old Sheriff's Office building and equipment. The equipment has been listed on an auction site and an RFP for the sale of the property has been advertised.

**Facilities and Maintenance Report:** Garry Pluemer gave an update on the third floor project. The HVAC and electrical have been completed. Garry is just waiting for the flooring to arrive. The State Inspector has visited several times and has seen no issues.

The lobby tile at CSB has been completed and there is a slight variation in the finish. There was a small crack in one of the windows in the dispatch center so the window was replaced under warranty. Orchard Manor maintenance staff recently assisted the maintenance staff at CSB with a project in the kitchen.

The Administration Building roof project has been completed. The Firestone representative still needs to inspect the project for the start of the 30-year warranty. Garry requested to purchase a slide in spreader for the back of the truck with the savings from the roof project. John Beinborn, second by Porter Wagner made a motion to approve the purchase of a slide in salt spreader. Motion carried by voice vote.

Garry reported on four issues that may need to be addressed in the future. The first item is looping the water line from the City of Lancaster to Orchard Manor and CSB. If there were an emergency water break, both buildings would be without water. The cost is around a million dollars. The second item is the condensing unit at the Courthouse. The unit is over 20 years old. If the unit goes down and needs

Freon it would be better to replace the unit because it is R-22. The cost would be around \$70,000. The third item is the blacktop and drainage at Orchard Manor. The cost could be around \$275,000. The fourth item is the boilers in the Administration Building. One boiler is original to the building and the other was installed in 2009.

**Facilities and Maintenance 2022 Budget:** Garry presented the 2022 budget to the committee. He explained that one item on his budget is a six foot brush hog mower for the Bobcat. After some discussion on the brush hog, it was determined the brush hog would be taken out of the budget. Pat Schroeder, second by Porter Wagner made a motion to forward the budget removing the bobcat mower. Motion carried by voice vote.

**Update on ADRC Storage Facility:** Lori Reid, Garry Pluemer, Rachel Zimmer, Brad Bierman and Chairman Keeney met earlier this week to sign and adopt the award and documents to proceed. The completion date was changed from May 1, 2022 to September 2022. They do plan on doing the excavating and concrete work this fall. The name of the facility was changed to Grant County Storage Facility.

**Veteran Department move in the Administration Building:** There have been some discussions on the vacated IT office. Ken McAndrew spoke about the Veteran Department use of the vacated space. The room would allow for both desks and a conference table. Ken would also add handrails in the hallway. The Veteran's Office has donated funds that can be used to remodel the space. Pat Schroeder, second by Mark Stead made a motion to allow the Veteran's Department to redo the room and move into the vacated space. Motion carried by voice vote.

**Discussion and Possible Action Redistricting Maps and Process:** Four versions were presented to the committee. The census included the prison in Boscobel which made districting a challenge. At this point we have to follow the fast track for having the redistricting completed by the middle of November. Mark Stead, second by Robert Keeney made a motion to move version 3 forward as the tentative 2022 redistricting plan. Motion carried, 4 YES, 2 NO, 1 ABSENT. The public hearing will be held October 5, 2021 at 1 p.m.

**Discussion on Oversight of Fiber/Communication Project:** Shane Drinkwater, Chairman Keeney, Sheriff Dreckman, Racom and the contractor have been working on the communications project. Shane Drinkwater advised that the contractor is working through Platteville. All of the conduit, the fiber optics and half of the handles have arrived. Racom will be looking at the Platteville Highway Shop for a location so that a building may be placed this fall. The final walkthrough on Phase II has been complete. Mark Stead, second by Pat Schroeder made a motion that the IT Director be given oversight of the fiber communication project. Motion carried by voice vote.

**Discussion on Oversight of the Grant County Farm:** There have been questions regarding who the oversight committee should be for the farm. There is a concern that the Administrative Committee does not meet on a monthly basis if an issue came up with the farm. Another concern is selling the farm. Pat Schroeder, second by John Patcle made a motion to recommend oversight of the Grant County Farm to the Administrative Committee with the consideration of the Orchard Manor Committee. Roll Call: John Beinborn, no; John Patcle, yes; Pat Schroeder, yes; Mark Stead, no; Porter Wagner, yes; Robert Keeney, yes; Robert Scallon, absent. Motion carried 4 YES, 2 NO, 1 ABSENT.

Adjournment to the Call of the Chair: Mark Stead, second by Pat Schroeder made a motion to adjourn. Motion carried by voice vote.