

ADMINISTRATIVE COMMITTEE
November 22, 2021

The Administrative Committee met on Monday, November 22, 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, 1-312-626-6799 Meeting ID 84001473716, pursuant to the last meeting of September 10, 2021.

Members present: Robert Keeney, John Beinborn, Pat Schroeder, Mark Stead, Robert Scallon, and Porter Wagner. John Patcle asked to be excused. Others present at the meeting were Shane Drinkwater, IT; Tonya White, County Clerk; Garry Pluemer, Facilities and Maintenance and Randy Peterson, TRICOR. Those in attendance via Zoom were Lori Reid, ADRC and Carol Schwartz, Orchard Manor.

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 Mark Stead made a motion to approve the agenda. Motion carried by voice vote.

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

Correspondence: Chairman Keeney advised the building permit for the Grant County Storage Facility has been submitted.

The County Clerk noted that the City of Boscobel had to rework the ward/aldermanic districts so there will be a slight adjustment near the Boscobel Airport in the County Supervisory Plan. This will not affect any population or the upcoming election. The County Board will need to approve the amended ordinance at the February meeting.

Insurance: Randy Peterson inquired if there were still contents in the old Law Enforcement Center or if the content insurance could be removed from the policy. Chairman Keeney advised the power has been shut off and most of the contents have been removed from the building, so there is no need to keep the contents on the insurance.

Shane Drinkwater advised that Multi Factor Authentication is on schedule, so the deadline for the insurance company should be met.

Facilities and Maintenance Report: Garry Pluemer discussed the brass valves that have been replaced at CSB. In the last thirteen months, eleven actuating valves at a cost of \$411 each, one ball valve at \$250 each, seven ball valves at \$18 each and around eight angle stops at \$8 each have been replaced. These are all different manufacturers. Reilley's is going to send the damaged valves to the manufacturer's engineers and hopefully find out what is causing the pin holes or cracks.

There was a roof leak in the Courthouse on the east side. There was a down spout that had a hole in the rubber that caused damage to the plaster on the first floor. The leak has been fixed temporarily until spring. Because of the historical preservation, Garry contacted Steve Mar-Pohl regarding the plaster.

Next week holes will be drilled and a camera used to check the condition of the inside of the chase way that goes from the roof to the basement to see if it is dried up and able to be sealed. Garry does know that there is bad plaster in other parts of the Courthouse. While doing inspections there were many areas on the outside of the building that needs tuck pointing. In spring, contractors will be contacted to give estimates. The contractors need to be approved in order to do historical work. There are also leaks in the courthouse dome that are coming through the silicone. Steve Mar-Pohl would like to watch Giese Roofing Company while they are doing the work on the joint to see if this will be a temporary fix or permanent fix.

The salt spreader has been purchased and should be here in the next few weeks. The Highway Department staff and Orchard Manor staff assisted with getting everything set up so the salt could be stored inside.

At CSB there was a fan that malfunctioned on the air conditioning unit in the MDF room. Of the five rooms, four have back-ups and one does not. The room that does not have a back-up is the security room in the south mezzanine. This room also does not have environmental sensors and takes care of master control which runs all the door controls, video cameras and intercom. Garry received a quote from Giese and Complete Control, that will be discussed at the next meeting, for an air conditioning unit and controls. Garry will also coordinate with Jack Johnson to speak with Accurate Control regarding the maintenance agreement for this room.

Plumbing plans were approved last week for the Grant County Storage Facility. All the materials are onsite for when concrete work begins.

Discussion and Possible Action on vacant office space: Chairman Keeney advised that the Finance Department is interested in the vacant space. Economic Development would prefer to be at the Youth and Ag Building where there is accessible parking, has the same technology they currently use and with working so closely with James. Pat Schroder, second by Mark Stead made a motion to offer the vacant space that was vacated by the Veteran's Office to Finance for future consideration and expansion. Motion carried by voice vote.

There was discussion on offering Economic Development office space at the Youth and Ag. Currently Economic Development pays \$185 per month, per room at Southwest Technical College. Economic Development is responsible for any phone lines and pays \$0.10 per copy, \$0.50 a page for fax and any additional fees that are agreed upon. There are currently open offices in the Youth and Ag Building. If Economic Development was interested in moving to the Youth and Ag Building, there would be no charge for internet, phone, incoming fax and outgoing fax if they are willing to fax via computer. John Beinborn, second by Porter Wagner made a motion to offer two office spaces at the Youth and Ag building to Grant County Economic Development at a cost of \$175 per room and copying charges to be coded as any other Grant County program with a one-year contract. Motion carried by voice vote.

Discussion and Possible Action on Maintenance request to eliminate a vacant Maintenance Technician position at CSB and replace it with a Maintenance Worker effective December 1, 2021 and to post the position. Fiscal impact: Wage decreases from \$19.72 to \$16.01: Garry Pluemer explained that there was a retirement of a Maintenance Technician at CSB. He would like to remove the second technician and replace that with a maintenance worker. The position would have the same job description as the current maintenance worker. Pat Schroeder, second by Mark Stead made a motion to move forward and fill the position by December 1, 2021. Motion carried by voice vote.

Discussion and Possible Action on Proposals for the Demolition of Communications Tower: The urgency for the RFP was the company that is interested in the former Law Enforcement Center lot has never dealt with taking a tower down. There were four companies that submitted bids. The bids were from, Elite Tower Solutions for \$24,990, Cellsite Solutions for \$28,523, Comelec for \$14,490 and Asbuilt Construction Incorporated who submitted two options, \$12,500 if they leave the tower for the County to dispose of and \$10,000 if they dispose of the tower. Chairman Keeney has checked the references for Asbuilt Construction Incorporated. Mark Stead, second by Porter Wagner made a motion to approve Asbuilt Construction Incorporated for \$10,000 of demolition and disposal of the communications tower. Motion carried by voice vote.

Discussion and Possible Action on Fiber/Communication Project: Chairman Keeney advised the fiber optic project is on track. Conduit is in place from Lancaster to Platteville, Lancaster to Muscoda and Muscoda to near Boscobel. The contractor is hoping to blow in fiber once the construction season ends or if there are a few days of rain. Sheriff Dreckman has sent a letter of intent to the owner of the property on Preston Road and a property owner for the one-acre parcel in the City of Boscobel. The contingencies on the letter of intent are good public access, availability of electricity, proper zoning or fall distances, field inspection data collection and surveying, NEPA compliance documentation with the DNR, tribal and other public entities, archology surveys, geotechnical investigation to see what kind of support needs to be under the towers, FAA determination and FCC registration. One of the concerns is the tribal or historical values that might be found in some sights. The Platteville location will be at the Highway shop and there are no concerns with that site. The Village of Muscoda has agreed to allow a tower in the Industrial Park. Shane Drinkwater explained that along Highway 133 there will be distribution points for Richland Grant Telephone, a handhold for the highway shop and a handhold near the airport. They also need to work with the City of Boscobel for a route through the city. The consensus is to keep all the towers in Grant County but the coverage maps show better coverage if there is a tower in Iowa. If the towers stay in Grant County coverage is given up in Bagley, Cassville and a portion of Potosi. The south tower site may be moving to the current tower site location on Hill Road.

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