

ADMINISTRATIVE COMMITTEE
January 6, 2022

The Administrative Committee met on Thursday, January 6, 2022, 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, 1-312-626-6799 Meeting ID 83942686186, pursuant to the last meeting of November 22, 2021.

Members present: Robert Keeney, John Beinborn, John Patcle, Robert Scallon, Pat Schroeder, Mark Stead and Porter Wagner. Others present at the meeting were Garry Pluemer, Tonya White, Shane Drinkwater, Nate Dreckman and Joyce Roling. Those in attendance via Zoom were Gary Ranum and Jeff Kindrai.

The meeting was called to order at 11:00 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: John Beinborn, second by Mark Stead 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 from the November 22, 2021 meeting. Motion carried by voice vote.

Correspondence: Chairman Keeney advised that multi-factor has been installed before the insurance deadline. The communications tower contract with Asbuilt was signed and the communications tower was removed in one day.

Insurance: Randy Peterson was unable to attend the meeting.

Facilities and Maintenance Report: Chairman Keeney turned the meeting over to Garry Pluemer. Pluemer reported that as of January 1, 2022 the maintenance staff at Orchard Manor has joined his staff. The flag and rope at the top of the Courthouse blew away during that windy day. Randy Oyen has given Pluemer a few tips on how to replace the rope.

Pluemer has not heard anything about the issues that have been taking place with the brass valves.

Worx Hub started in September and there have been 307 work orders submitted, 89 of them were PM's. Starting in January, PM's will come out of Worx Hub and be done on a regular basis. Pluemer is working with Facility Dude to combine the two programs.

Discussion and Possible Action on quote for air conditioning unit and controls at CSB: The south mezzanine control room quote, that was received in December was around \$12,000. Pluemer asked for an updated quote but did not receive one before the meeting. There is a chance the quote could be 15% higher. The south mezzanine control room does take care of all the cameras and the door operations for the jail. If the computer does malfunction everything will have to be opened manually with a key. Porter Wagner, second by Robert Scallon made a motion to proceed with the air conditioning unit for the south mezzanine in CSB at the previous quote. Motion carried by voice vote.

Discussion on personal property at Law Enforcement Center: There are a few items in the building that may be of value. According to the offer to purchase we have the ability to take any items until the date of closing. Pat Schroeder, second by John Beinborn made a motion to allow departments, county staff or employees the opportunity to view items in the building and make an offer. Motion carried by voice vote.

A member of the County Board expressed interest in the 1957 marble that was located on the front of the old Law Enforcement Center. When maintenance removed the slab a time capsule was located. Items located in the time capsule were an old padlock, black and white photos with writing on the back, bylaws for the sheriff's deputies, dedication program, articles from the newspaper on the new jail and several contracts and rosters. It was determined that the cornerstone, box and some of the items should be displayed in the case at CSB and digitally recorded.

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: John Beinborn, second by Porter Wagner made a motion to move into closed session. A roll call vote was taken: Mark Stead, yes; Pat Schroeder, yes; John Beinborn, yes; Porter Wagner, yes, John Patcle, yes; Robert Scallon, yes; Robert Keeney, yes, therefore motion carried.

Return to Open Session: Porter Wagner, second by Pat Schroder made a motion to return to open session. Motion carried by voice vote.

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