

ADMINISTRATIVE COMMITTEE
MAY 13, 2022

The Administrative Committee met on Friday, May 13, 2022 at 2:30 p.m., at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 in Room 264, Second Floor.

Members present: Elias Cox, Adam Day, Robert Keeney, Kathy Kopp, Joseph Mumm, Robert Scallon and Patrick Schroeder. Others present in the meeting were Tonya White, Shane Drinkwater, Garry Pluemer, Randy Peterson, Fred Naatz and John Hauth. Others present via Zoom were Karla Schwantes.

The meeting was called to order at 2:30 p.m. by Chairman Patrick Schroeder. 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: Robert Keeney, second by Adam Day made a motion to approve the agenda. Motion carried by voice vote.

Minutes: Elias Cox, second by Joseph Mumm made a motion to approve the minutes from the April 19, 2022 meeting with one correction. Motion carried by voice vote.

Correspondence: There were no correspondence.

Insurance: Randy Peterson introduced himself to the Committee. He advised the members of the committee that they oversee the property liability, auto insurance and equipment coverage.

Facilities and Maintenance Report: Garry Pluemer, Facilities and Maintenance Manager introduced himself to the Committee. Pluemer advised the Committee that a heating coil has been replaced at Orchard Manor. A water heater was also replaced at CSB. There were trees planted this spring to replace the three ash trees that were removed at the Courthouse. There have been issues with the air conditioning units at the Administration Building and Orchard Manor. In the Administration Building there is a freon issue. Pluemer is looking into future replacement of units at Orchard Manor. Currently the time frame for deliveries is around Thanksgiving. Currently there is no alarm system on any of the air conditioning units and boilers. Pluemer is working with a few companies and IT to have an email sent when there are issues. In March, Pluemer signed a five-year contract with Johnson Controls regarding the fire alarm system at Orchard Manor. Some smoke detector items will need to be relocated to bring the system up to code. The smoke detector project may begin in August or September. Next year Pluemer would like to start the horn strobe project at Orchard Manor. At the courthouse, there is an issue with the roll up door in the Child Support Office. Pluemer has been in contact with the manufacturer and there is no one who will work on the motor in that type of door. The door may need to be replaced. The Maintenance Department has had a few on the job injuries in the last few weeks. One worker broke his arm, another caught his foot on exercise equipment, fell down on his chest and chipped a tooth and another got stung by bees.

Discussion and possible action on County Board Rules to allow citizen member on WI River Transit – Railroad: There was no interest from County Board members to fill the third position on the Railroad Committee. Adam Day, second by Kathy Kopp made a motion to recommend to the full County Board to allow the County Board to appoint citizen members if needed to the WI River Transit – Railroad Committee. Motion carried by voice vote.

Economic Development MOU: Robert Keeney informed the new members of the Committee that Economic Development is looking to provide insurance to their employees. Adam Day, second by Elias Cox made a motion to recommend submission of an MOU to Economic Development. Motion carried by voice vote.

Discussion and possible action on water loop from CSB to Roosevelt Street: Robert Keeney advised the Committee that currently we have one water line that goes from Alona Lane to Orchard Manor and also feeds CSB. If that line would happen to break those 24-hour buildings are without water for an unknown amount of time. Robert Keeney, second by Kathy Kopp made a motion to contact the City of Lancaster and start the development of the water loop project. Motion carried by voice vote.

Discussion and possible action on Remodel of viewing room for DSS: Fred Naatz, Director of Social Services explained the reason for the project. The project would consist of taking out a wall from a conference room to expand the room to 20X16. Adam Day, second by Robert Scallon made a motion to approve the remodel project not to exceed \$6,000. A roll call vote was taken: Elias Cox, no; Adam Day, yes; Robert Keeney, no; Kathy Kopp, yes; Joe Mumm, no; Robert Scallon, yes; Pat Schroeder, no, therefore motion failed.

Adjournment to the Call of the Chair: Adam Day, second by Kathy Kopp made a motion to adjourn. Motion carried by voice vote.