

ADMINISTRATIVE COMMITTEE

March 7, 2023

The Administrative Committee met on Tuesday, March 7, 2023 at 1:00 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, County Clerk; Shane Drinkwater, IT Director; Garry Pluemer, Facilities and Maintenance Manager; Randy Peterson, Alesha Erdenberger, Orchard Manor Administrator and Jeff Kindrai, Health Department Director.

The meeting was called to order at 1:00 p.m. by Chairman Patrick Schroeder. County Clerk, Tonya White 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 Kathy Kopp made a motion to approve the 2nd amended agenda. Motion carried by voice vote.

Minutes: Robert Keeney, second by Adam Day made a motion to approve the minutes from the December 1, 2022 meeting. Motion carried by voice vote.

Correspondence: There were no correspondence.

Insurance: Randy Peterson gave an update on the insurance.

Discussion and possible action to recommend appointment to fill current committee vacancies:

Chairman Schroeder opened the discussion by stating which board members were interested in the current vacancies.

Board of Health – Adam Day, second by Robert Scallon made a motion to recommend Kathy Kopp for appointment to the Board of Health Committee. Motion carried by voice vote.

Unified Community Services – Robert Keeney, second by Adam Day made a motion to recommend Elias Cox for appointment to Unified Community Services. Motion carried by voice vote.

Law Enforcement/Emergency Management – Robert Scallon, second by Robert Keeney made a motion to recommend Gary Ranum for appointment to Law Enforcement/Emergency Management Committee.

Adam Day, second by Elias Cox made a motion to recommend Joseph Mumm to the Law Enforcement/Emergency Management Committee. A vote was taken with 1 in favor of Gary Ranum and 5 in favor of Joseph Mumm.

Southwestern Wisconsin Community Action Program – Adam Day, second by Joseph Mumm made a motion to recommend John Beinborn for appointment to Southwestern Wisconsin Community Action Program. Motion carried by voice vote.

Facilities and Maintenance Report: Garry Pluemer updated the committee on issues at the Courthouse. The elevator was not working properly. When Schumacher came to fix the elevator it only took 2 ½ days instead of the full week they were anticipating. There were no major costs associated with the repair because of the service agreement that is in place.

Orchard Manor – The A/C unit ordered last fall will be delivered in the next few months. The sprinkler pipes have been leaking more at the joints. Garry is looking at doing some of the repairs inhouse. The

floor damage that was done from the heating pipe will be fixed over the next few weeks. The Maintenance Department will slowly begin to update Orchard Manor. Painting will be the first project. The nurse call switches have been going bad. The system is only five years old but they installed refurbished switches. In a four-month span maintenance had replaced 26 call switches. In total Maintenance has replaced 32 switches so far.

Community Services Building – The last water heater is being replaced. All three of the water heaters leaked while under warranty. The cost of the labor will not be covered with the warranty.

Administration Building – The County Board Room remodel project has been completed and came in under budget. A line item has been added to the Maintenance budget to reflect the electricity payments for the communication towers.

Garry has purchased 20 tons of salt from the Highway Department. Purchasing from the Highway Department has saved on money. The spreader system that is used has been well received. The spreader has saved quite a bit of time.

Discussion and possible action on new Maintenance Building: Garry Pluemer presented and explained the floor plans. There is an area for cold storage, vehicle storage, office spaces and restroom included on the plans. Rachel Zimmer charges \$150 per hour to draw up state approved plans. It was determined that the remaining of the \$5,000 that was approved previously should be used to get bigger plans for Garry to get estimates from contractors.

Discussion and possible action on Orchard Manor drainage and black top: Garry Pluemer presented the two proposals that he received. There has been water coming into the building for quite some time. Maintenance has temporarily drilled holes in the wall to get the water to run away from the electrical. All the water coming in is ground water that is coming in from the outside. It was determined that the Orchard Manor Committee should discuss and possibly act on the drainage issue.

Discussion and possible action on Courthouse chiller: Garry Pluemer discussed the quote that he received regarding the chiller and piping. The \$65,000 was only for the piping. The cost with the chiller will be \$83,000. Garry was instructed to do some more investigating and report back to the committee.

Discussion and possible action on Orchard Manor Heating System: There is debris in the heating system that is causing the seals to go out and break the pump. This spring the heating system will be flushed to try and remove the debris. Robert Keeney, second by Adam Day made a motion to table the discussion for the next meeting.

Adjournment: Robert Keeney, second by Adam Day made a motion to adjourn. Motion carried by voice vote.