

ADMINISTRATIVE COMMITTEE
May 25, 2023

The Administrative Committee met on Thursday, May 25, 2023 at 9:00 a.m. at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 in Room 264, Second Floor.

Members present: 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, Tricor Insurance; Sheriff Dreckman and Joyce Roling, Personnel. Others present by Zoom were Amanda Degenhardt, Finance Director; Carrie Eastlick, County Treasurer and Carol Beals joined at 10:15 a.m.

The meeting was called to order at 9:04 a.m. by Chairman Patrick Schroeder. County Clerk, Tonya White verified the meeting was in compliance with the open meeting law, posted in the Administration Building, Courthouse and on the county website.

Agenda: Kathy Kopp, second by Joseph Mumm made a motion to approve the amended agenda. Motion carried by voice vote.

Minutes: Robert Scallon, second by Adam Day made a motion to approve the minutes from the March 7, 2023 meeting.

Correspondence: There were no correspondence.

Insurance: Randy Peterson gave an update on the property insurance. The four tower sites were discussed and will need to be added to the insurance.

Facilities and Maintenance Report: Garry Pluemer, Facilities and Maintenance Manager advised that the heating issues at Orchard Manor have been slow. The Orchard Manor Committee would like to have a meter placed at the farm to have electric bills separated. The monthly bills have not been that expensive. The Orchard Manor Committee thought it would be fair for everyone to pay the corresponding amount. Grant County Maintenance has been paying the bills.

The State was at Orchard Manor last week to do the mandated survey. There were no major issues that needed to be addressed. The one issue that Pluemer felt was the worst was the fire drills. Twelve drills are needed in a year and they all need to be done at different times. There was one drill that didn't meet that criteria.

Discussion on Grant County Building Policy – after hours: There was a department who was asked to do a tour after hours and there is no policy for this. Robert Keeney presented the updated policy. Adam Day, second by Kathy Kopp made a motion to approve the updated policy. Motion carried by voice vote.

Discussion and possible action on City of Lancaster Utility Costs: Garry Pluemer advised that the City of Lancaster did an audit on all commercial buildings checking water main and meter size. They can go back two years and request the utility costs because the bills were being charged for the wrong size. Grant County's invoice was for \$4,174.28 in past water bills. The Administrative Committee instructed Garry to pay the invoice out of the utility budget.

Discussion and possible action on Cassville Tower site: Robert Keeney gave an update on the Cassville Tower site. There is a site that currently has other towers on but it will be costly to run fiber up the hill because of the rock. Having the tower in the village will give better coverage for fire, ems and police. The two parcels in the Village of Cassville that are for sale would fit the project. Joseph Mumm, second by Adam Day made a motion to approve the offer to purchase of two parcels in the Village of Cassville and forward to the County Board. Motion carried by voice vote.

Discussion and possible action on Grant County Historical Marker: The Grant County Historical Society would like a historical marker placed in the Courthouse lawn. The cost would be around \$6,000 and there is a grant that can be applied for to help offset some of the cost. The committee feels that the cost should come out of the Maintenance or County Clerk's budget. Adam Day, second by Robert Keeney made a motion to approve moving forward with a historical marker at the courthouse. Motion carried by voice vote.

Discussion and possible action on Water Line Extension to County Farm: Robert Keeney gave an update on the water line extension project. There has been a roadblock with a landowner. The City of Lancaster would like to go across Highway 129 farther north than what was anticipated. There will be additional costs associated with going across Highway 129 farther north. The additional cost could be from \$20,000 to \$60,000. Robert Keeney, second by Robert Scallon made a motion to put the project on hold until the City of Lancaster is willing to force a direct line over that property. Motion carried by voice vote.

Discussion and possible action on Orchard Manor drainage plan: Garry Pluemer presented the plans from Team Engineering. The plan presented will address the water issue in the building. The only issue that may need to be addressed is the field access road being sufficient for farm machinery. Garry will present the plan at the next Orchard Manor Committee meeting.

Discussion and possible action on Policy for Electronic Meeting Participation: There is a need to address issues with using Zoom. Many department heads use Zoom for committee meetings. The goal is to tighten up the policy but not get rid of Zoom. Adam Day, second by Joseph Mumm made a motion that committees and the County Board must vote on participation of all other county board members Zoom involvement; which has to be requested with their camera on. Motion carried by voice vote.

Adjournment: Kathy Kopp, second by Joseph Mumm made a motion to adjourn.