

ADMINISTRATIVE COMMITTEE
December 13, 2023

The Administrative Committee met on Wednesday, December 13, 2023 at 11:00 a.m. at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 in Room 264, Second Floor.

Members present: Rick Sanson, Adam Day, Robert Keeney, Kathy Kopp, Joseph Mumm, Robert Scallon, and Pat Schroeder. Others present in the room were Garry Pluemer, Tonya White, Shane Drinkwater and Jeff Kindrai. Those present by Zoom were Erik Heagle and Paul Kruckow.

The meeting was called to order at 11:00 a.m. by Chairman Pat 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: Adam Day, second by Joseph Mumm made a motion to approve the agenda. Motion carried by voice vote.

Minutes: Kathy Kopp, second by Adam Day made a motion to approve the minutes from the October 24, 2023 meeting. Motion carried by voice vote.

Correspondence: There were no correspondence.

Insurance: There were no insurance issues to discuss.

Facilities and Maintenance Report: Garry Pluemer explained that the old Veteran's Office has been carpeted and painted. The Finance Department has moved into that room so Maintenance can carpet and paint the other two offices.

The door controls project has been pushed back to the end of December or first part of January.

There was a power outage at CSB that affected a panel. While doing some investigation a UPS was found that was not labeled and set off alarms in the jail.

Three ventilators are not working at Orchard Manor. Pluemer is in the process of getting quotes for replacement.

Discussion and possible action on Chiller: There were three quotes submitted; Helm Services, Winona Heating and Ventilating and Reilly Plumbing and Heating. Pluemer would prefer to have a second pump on the system. Joseph Mumm, second by Rick Sanson made a motion to approve Winona Heating and Ventilating quote, with a change order to come later. Motion carried by voice vote with one abstention (Day).

Fill Maintenance Technician position: Pluemer explained that he will have a vacant Maintenance Technician position at the end of the year due to a retirement. Pluemer would like permission to post the vacancy. Robert Keeney, second by Adam made a motion to approve the fill the vacant position. Motion carried by voice vote.

Convene to closed session pursuant to Wis. Stat. sec 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conduction other specified public business, whenever competitive or bargaining reasons require a closed session regarding the purchase of property: Adam Day, second by Robert Scallon made a motion to go into closed session. A roll call vote was taken with seven (7) Yes, therefore motion carried.

Return to open session: Adam Day, second by Joseph Mumm made a motion to reconvene to open session. Motion carried by voice vote.

Discussion and possible action on closed session item: Adam Day, second by Kathy Kopp made a motion to allow the County Board Chair, County Clerk and Corporation Counsel to initiate an offer to purchase on a property. Motion carried by voice vote.

Possible revision of Board Rules: Keeney explained that the Board Rules should be looked at and may need some revisions such as, number of committees, change in per diem structure, along with committee structure. Most Counties have 5-8 committees.

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