

EXECUTIVE COMMITTEE
November 4, 2024

The Executive Committee met on Monday, November 4, 2024 at 10:00 a.m. at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 in Room 264, Second Floor.

Members present: Gary Ranum, Gary Northouse, Kathy Kopp, Joseph Mumm, Roger Guthrie, Rick Sanson and Robert Keeney.

The meeting was called to order at 10:00 a.m. by Chairman Robert Keeney. 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: Roger Guthrie, second by Joseph Mumm made a motion to approve the agenda. Motion carried by voice vote.

Minutes: Kathy Kopp, second by Gary Ranum made a motion to approve the minutes from the October 15, 2024 meeting. Motion carried by voice vote.

County Board Chair summary of duties: Chairman Keeney explained the changes that WCA suggested. There are two minor items to note; fulltime will be through this term, it will be removed in the future. The second item removes signing payroll, voucher etc. The first of the year the Administrator will approve payroll and vouchers along with the Clerk and Treasurer. Gary Northouse, second by Roger Guthrie made a motion to send the draft of County Board Chair summary of duties to the County Board. Motion carried by voice vote.

Finance

Treasurer Report: There was no treasurer's report available.

Revenue and Expense Report/Vouchers: Roger Guthrie, second by Joseph Mumm made a motion to approve the revenue, expense report and vouchers. Motion carried by voice vote.

Finance Director's Report: Patrick Montgomery reported that the 2023 financial and single audits continue to be a work in progress. Due to not being able to provide timely information and data requested by the audit firm there will be a delay in the reports. The Finance Department plans to return to the normal timeframe for the 2024 audit. The Finance Department also feels that internal controls and procedures show significant deficiencies throughout Grant County. The Finance Department plans to present several policies to make financial practices consistent countywide. Gary Ranum, second by Rick Sanson made a motion to accept the Finance Director's report. Motion carried by voice vote.

Finance Director outside employment: Patrick Montgomery explained that he is member of the board of directors of a credit union in Streator Illinois. The position was voluntary in nature until 2023 when the credit union deemed it necessary to compensate the board members. The position consumes 2-4 hours a month of Montgomery's outside time.

Discussion and possible action on out of budget spending for the Jail Camera System out of the Jail Assessment Fund: Sheriff Reukauf presented the request for the jail camera system. The Sheriff's Office has been working with IT on several options. Storage capabilities are limited and resolution has to be

turned down to assist with storage capacity. The retention period is currently not being met because one of the archivers is nonfunctioning and the original software is not compatible with Windows 11. The quote is to buy new storage unit and to update the software. Roger Guthrie, second by Kathy Kopp made a motion to forward the request of \$45,800 from the jail assessment for jail camera system to county board. Motion carried by voice vote.

2025 Budget: Chairman Keeney explained the budget is up over 8% from last year. There were not a lot of changes to the requests in the capital budget. The biggest change was in the Maintenance Department frontage road blacktop project near CSB and Orchard Manor. The other change that was made in the capital requests was in the Highway Department budget. The salt shed for the Patch Grove site was not in the capital improvement budget. Some items were taken out in order to have the cost of the salt shed in the budget. In the future, every department will be required to develop a five-year capital improvement plan. It would be beneficial for the county to develop a purchase order requisition system. Once the item is placed on the PO system, the system will earmark the item. Roger Guthrie, second by Gary Northouse made a motion to forward the 2025 budget to the county board. Motion carried by voice vote.

Resolution 2024-14 Authorizing the County Treasurer to Settle in Full for General Taxes for the Tax Roll Year 2024 – Collectible in 2025: Joseph Mumm, second by Kathy Kopp made a motion to approve resolution 2024-14. Motion carried by voice vote.

Resolution 2024-15 Regarding County Orders: Gary Ranum, second by Roger Guthrie made a motion to approve resolution 2024-15. Motion carried by voice vote.

Resolution 2024-16 Regarding the investment of County Funds: Rick Sanson, second by Kathy Kopp made a motion to approve resolution 2024-16. Motion carried by voice vote.

Resolution 2024-17 Regarding General Tax Levy: Gary Northouse, second by Rick Sanson made a motion to approve resolution 2024-17. Motion carried by voice vote.

Resolution 2024-18 Establishing Non-Represented Wages for 2025: Joseph Mumm, second by Gary Northouse made a motion to approve resolution 2024-18. Motion carried by voice vote.

Resolution 2024-19 Establishing County Board Chair Wages for 2025: Kathy Kopp, second by Rick Sanson made a motion to approve resolution 2024-19. Motion carried by voice vote with one abstaining (Keeney).

Resolution Authorizing Tax Anticipation Note \$970,000: Gary Ranum, second by Joseph Mumm made a motion to approve the resolution. Motion carried by voice vote.

Facilities and Maintenance

Facilities and Maintenance Manager's Report: Garry Pluemer, Facilities and Maintenance Manager gave an update on each of the buildings. Administration Building – There is water coming in the foundation on the west side of the building.

Courthouse – The concrete is breaking away from the trench drain by the sallyport entrance. The elevator doors appear to not align correctly and will lock people in the elevator periodically.

Orchard Manor – The heating project is currently in the 300 wing. They will be ready to change out valve's shortly.

Annex – The first floor is ready for move in. EMC has been there to work on the heating system. The door controls will be installed in the next few weeks. The Highway Department is going to do some blacktop patching in the parking lot.

Maintenance and IT will be running cabling for the Highway Department for cameras.

Pluemer would like to add the Annex building to the facilities and maintenance policy for the Administration Building and Courthouse. This will keep things uniform throughout the County.

Discussion and possible action on Courthouse fire alarm system: The quote for the fire alarm system came in at \$11,824.48. Roger Guthrie, second by Joseph Mumm made a motion to approve the courthouse fire alarm system upgrade in the amount of \$11,824.48 using ARPA funding. Motion carried by voice vote.

Use of Courthouse square: The Committee directed us to develop a written policy that is consistent with other buildings in the County to also include placing signage on the square.

Information Technology

IT Director's Report: Shane Drinkwater, IT Director advised the committee that there were no down times.

Network Review

- a. IT has started the migration to new email system

County Systems

- a. IT has an intern; team member that was injured in July is back and working on a part time basis
- b. IT was notified that our Mitel phone system will be end of life in 3-4 years
- c. IT has been working with the Courthouse on new polycoms
- d. IT Director had a conversation with the Administrator about AI
- e. IT has been working with the Maintenance Department on updating the virtual machines that control our HVAC systems
- f. IT has been assisting maintenance with HVAC at the Annex building
- g. IT finished putting the Lancaster tower site generator on the network
- h. IT has been working at the Highway Department running network cable for digital clocks and an environmental sensor
- i. IT has been working with the DA and Administrator on getting better performance for the office
- j. IT has patched both email servers
- k. IT has been working with Orchard Manor on a nurse call system
- l. IT has been working with the Sheriff's Office on body cameras
- m. IT has been working with the Sheriff's Office on camera systems in the Courthouse
- n. IT has been working with the Sheriff's Office on electronic health records
- o. IT has been working with Emergency Management on Code Red
- p. IT has been working with the jail updating the camera system

Public Safety

- a. IT Director has to log the as-built for the fiber optic system
- b. IT has been looking at the supplies for tower sites
- c. IT has been doing trips to the tower sites to make sure that all the supplies are at the tower site

Courthouse Security requests: The video system that is used in the courtrooms is end of life. The camera system at the Courthouse is also end of life. Gary Ranum, second by Kathy Kopp made a motion

not to exceed \$46,500 to upgrade the Courthouse technology including the polycom system for the courtrooms and the jail using ARPA funds. Motion carried by voice vote.

Administrator

Administrator's Report: Administrator Dreckman gave an update

- a. Dreckman worked on finalizing the budget with several department heads, the finance director and county board chair.
- b. Attended Committee meetings
- c. Attended Tyler Munis user group meetings
- d. Worked on updating the performance evaluation policy
- e. Attended Judicial & Public Safety Steering Committees for WCA
- f. Joined NACo Justice & Public Safety Steering Committee
- g. Prepared for HR Manager interviews
- h. Worked on resolutions
- i. Radio Tower project
- j. Attended County Administrator group weekly calls
- k. Worked with IT on policies and AI discussion
- l. Met with DA's office and IT regarding software
- m. Met with West Bend regarding Worker's Comp
- n. Met with Holly Knapp and Larry Bierke regarding UCS

Human Resources

Staffing Report

Full-time Benefit	327
Regular Part-time Benefit	44
Part-time	77
Limited term and Seasonal	77
Total Employees	525

Non-Rep Pay Policy and Evaluations policy update: Administrator Dreckman updated the policy to meet with the new structure. Gary Northouse, second by Kathy Kopp made a motion to approve the policy update. Motion carried by voice vote.

Adjournment: Roger Guthrie, second by Joseph Mumm made a motion to adjourn. Motion carried by voice vote.