

**BUILDING & FACILITIES PLANNING COMMITTEE**  
**June 4, 2015**

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Vice-Chairman Jim Servais called the Building & Facilities Planning Committee to order at 9:00 a.m. on Thursday, June 4, 2015, in the County Board Room on the 3<sup>rd</sup> floor of the Courthouse Annex. Members present were Gary Davig, Shawn Redington, Eric Evenstad and Jim Servais. Others in attendance were Phil Hewitt and Renee Tryggstad. Servais stated the meeting had been properly noticed. There were no visitors at the meeting.

**Motion by Davig, second by Servais to approve the minutes of the May 7, 2015 meeting. All in favor. Motion carried.**

Next on the agenda was audience to visitors. There was none.

Servais moved to the next item on the agenda, Erlandson Building windows. Hewitt stated he tried to pick out the worst windows to replace in the Erlandson Building and found out they are all bad. Hewitt stated he would like to replace thirty-three windows on the north side of the building. He stated he would go to the Finance Committee to request the additional money from the infrastructural account. Hewitt stated he would pay \$25,344 from the Buildings budget and the remaining \$13,000 from the infrastructural account if approved. **Motion by Davig, second by Redington to approve replacing windows on the north side of the Erlandson Building. All in favor. Motion carried.**

Next on the agenda was load testing generators. Hewitt stated the Highway Department does the maintenance on our generators but it has come to his attention that it is a state mandate that the generators need to be load tested. Cummins N-Power stated for a two hour load test for all four generators would cost **\$4560.00**. Evenstad stated Courtney Industrial Battery also load test generators. Hewitt stated he will contact them for a generator load testing proposal. **Motion by Davig, second by Evenstad to have Hewitt move forward with load testing our generators. All in favor. Motion carried.**

Servais moved to the next item on the agenda, office moving. Hewitt stated the Personnel Specialist's office in the Banta building that is always too warm. Hewitt stated he would like to move her into the old Corporation Counsel's office since that office is always cool. Hewitt stated they would leave some filing cabinets and copier in the old office and put a table in it for a small conference room. He stated he would also like to move Michelle Engh from the Treasurer's office back to her old office since she works with confidential information. **Motion by Davig, second by Servais to approve the office moves. All in favor. Motion carried.**

Next on the agenda was the Department Head report. Hewitt dated the LWCD had extra trees from their tree sale and asked if they could plant them on the County Farm which they were told yes. LWCD planted around 100 apple trees. Servais asked who will maintain the trees and decided that LWCD should maintain the trees. Hewitt stated VARC requested to their clients, along with their coach, work in the buildings vacuuming and other cleaning duties. There would be no cost to the County. Hewitt stated he is working on setting this up. Hewitt stated he has set the thermostats for all buildings at 74 and has let the employees know if there are any problems to let him know. Hewitt stated he has not heard anything from anyone. Hewitt stated we are having problems with employees opening windows which mess up the controlled cooling. Hewitt stated he has been hearing from the maintenance employees that the employees are forgetting to shut the windows at night when they leave. Hewitt stated he will be sending another memo to employees to correct this problem.

Next on the agenda was Committee Members Reports. There were none.

Servais moved to number eleven on the agenda, approve vouchers. **Motion by Redington, second by Davig to approve all vouchers presented at the June 4, 2015 meeting. All in favor. Motion carried.**

There were no announcements.

The next regular scheduled meeting (if needed) is Thursday, July 2, 2015, and August 6, 2015 at 9:00 a.m. in the third floor County Board Room, Courthouse Annex.

**Motion by Redington, second by Davig to adjourn the meeting at 9:30 a.m. All in favor. Motion carried.**

Minutes submitted by  
Renee Tryggstad – County Clerk's Office