

BUILDING & FACILITIES PLANNING COMMITTEE
October 1, 2015

Chairman Jim Servais called the Building & Facilities Planning Committee to order at 9:00 a.m. on Thursday, October 1, 2015, in the County Board Room on the 3rd floor of the Courthouse Annex. Members present were Gary Davig, Shawn Redington, Mike Leis and Jim Servais. **Motion by Redington, second by Servais to excuse Evenstad from today's meeting. All in favor. Motion carried.** Others in attendance were Phil Hewitt and Ron Hoff. Servais stated the meeting had been properly noticed. There were no visitors at the meeting.

Motion by Davig, second by Leis to approve the minutes of the September 3, 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, panic buttons for the County Board room and the County Board Chairman's office. Hewitt stated we have the panic buttons parts and the IT Department will install them if possible.

Servais moved to the next item on the agenda, Erlandson building windows. Hewitt stated the window is installed but not finished and has not told him the price per window yet. Hewitt stated he and his carpenter looked at the window and figured the cost would be the same as quoted if we did the work internally. Hewitt stated his carpenter could do the windows if he could do them as time allows. Hewitt suggested downsizing the windows by six inches for easier installation. **Motion by Davig, second by Leis to have Hewitt and staff install windows as time allows. All in favor. Motion carried.**

Next on the agenda was possible lease/purchase of building space for county offices. Hewitt explained the need for more office spaces. **Motion by Davig, second by Redington to have Hewitt keep looking at options and to have a joint meeting with the Finance Committee on October 15, 2015 at 9:00am. All in favor. Motion carried.**

Next on the agenda was the Department Head report. Hewitt stated he has been talking to the Department Heads in the Erlandson Building about cleaning up some offices that are used for storage. Hewitt is having a hard time getting the departments to cooperate and is not sure what his authority is. He is also having a hard time convincing departments to put things in totes for cold storage. Hewitt stated in his job description it does not mention that he is the Department Head of the custodial staff. Hewitt stated this issue will be brought up through the Highway Committee. Hewitt stated they had placed dirt and plastic on the north side of the Banta Building to prevent water seeping into the building. Hewitt stated he is working on getting a price on putting a door in the jury room.

Servais moved to number ten on the agenda, committee members reports/questions. Hewitt stated the caretaker at the old school has said the school has critters and he will have Wil-Kil check out the problem.

Servais moved to number eleven on the agenda, approve vouchers. Hoff stated we received two Xcel Energy bills and one from Creekside Landscaping that are not on the voucher cover sheet. **Motion by Redington, second by Leis to approve all vouchers presented at the September 3, 2015 meeting. All in favor. Motion carried.**

There were no announcements.

The next regular scheduled meeting (if needed) is Thursday, November 12, 2015 at 9:00 a.m. in the third floor County Board Room, Courthouse Annex.

Motion by Davig, second by Redington to adjourn the meeting at 9:46 a.m. All in favor. Motion carried.

Minutes submitted by
Ron Hoff – County Clerk's Office