

BUILDING & FACILITIES PLANNING COMMITTEE
November 12, 2015

Chairman Jim Servais called the Building & Facilities Planning Committee to order at 9:00 a.m. on Thursday, November 12, 2015, in the County Board Room on the 3rd floor of the Courthouse Annex. Members present were Gary Davig, Shawn Redington, Mike Leis, Eric Evenstad and Jim Servais. Others in attendance were Phil Hewitt, Gail Muller and Renee Tryggestad. Servais stated the meeting had been properly noticed.

Motion by Davig, second by Redington to approve the minutes of the October 1, 2015 meeting. All in favor. Motion carried.

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

Servais moved to item number six on the agenda, the committee may entertain a motion to adjourn into closed session pursuant to Section 19.85 (1) (e) Wis. Stats. deliberating or negotiating the purchasing of public property require a closed session. Possible purchase/lease of space for County offices. **Motion by Redington, second by Davig to enter into closed session. All in favor. Motion carried.** The committee entered into closed session.

Motion by Evenstad, second by Davig to reconvene in open session pursuant to Wisconsin Statutes Section 19.85. All in favor. Motion carried. The committee reconvened into open session.

Servais moved to the next item on the agenda, may act on items discussed in closed session. The committee decided to have Hewitt continue negotiations.

Next on the agenda was ADRC remodel. Hewitt stated there is an open office in the Banta building which he would like to remodel into two office spaces for the ADRC. Also Hewitt stated he would like to remove the bookshelf out of the receptionist office so there is a better view of the entry area.

Servais moved to item number ten on the agenda, west barn possible uses. Hewitt stated Sheriff Spears was wondering if they can use the hay mount for training. Sheriff Spears stated they could have walls made to tip up for their training. The committee agreed to utilize the building.

Next on the agenda was courtroom jury door. Hewitt stated they remodeled the law library into the jury room. Hewitt stated when the jury goes into deliberation they cannot have access to the public but they need to go through the hallway to get to the jury room. Hewitt stated they found where there was an old window in the wall between the two rooms and would like to install a doorway. La Crosse Glass looked at the wall and stated it would cost \$8,500 to put a door in. The hardest part would be cutting out the wall for the door due to the bricks. Hewitt would like to have the work done in house. Service asked Hewitt to price out the cost of having La Crosse Glass do the work or having the work done in house and bring the prices to the next meeting.

Next on the agenda was the Department Head report. Hewitt stated there are some offices that need new carpet and would like to change some of the signs at the Erlandson building. Hewitt stated he is still waiting for the window at the Erlandson building. Hewitt stated he has signed a contract with Wil-Kill for the Courthouse, Annex and Banta Building. Hewitt stated he will be

adjust the thermostats for winter and will eliminate the electric heaters. Hewitt stated he will do the same snowplowing plan as last year. Hewitt stated since the Highway's salt does not go through the custodial salter he will have the Highway department lay salt if we have an ice storm. Possibly next year purchase a new truck for plowing. Hewitt stated the Personnel department and the Highway committee have agreed to have his job description rewritten including Department Head of the Buildings and Grounds. Hewitt stated the budget is looking good.

Servais moved to number ten on the agenda, committee members reports/questions. There were none.

Servais moved to number eleven on the agenda, approve vouchers. Davig suggested looking into a pay increase to compensate for the additional duties Hewitt has taken on as Department Head of the Buildings and Grounds. They will check with the Personnel department on this. **Motion by Davig, second by Leis to approve all vouchers presented at the November 12, 2015 meeting. All in favor. Motion carried.**

There were no announcements.

The next regular scheduled meeting is Thursday, December 3, 2015 at 9:30 a.m. in the third floor County Board Room, Courthouse Annex. The committee agreed to meet at 9:30 a.m. until spring.

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