

BUILDING & FACILITIES PLANNING COMMITTEE
April 7, 2016

Chairman Jim Servais called the Building & Facilities Planning Committee to order at 9:00 a.m. on Thursday, April 7, 2016, in the County Board Room on the 3rd floor of the Courthouse Annex. Members present were Mike Leis, Shawn Redington, Eric Evenstad, Gary Davig and Jim Servais. Others in attendance were Phil Hewitt, Ole Yttri, Herb Cornell, Nate Campbell, John Spears, Sheila Olson, Gail Muller, Tim Zogg and Renee Tryggestad. Servais stated the meeting had been properly noticed.

Servais introduced visitors.

Motion by Evenstad, second by Redington to approve the minutes of the March 3, 2016 meeting as printed. 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, propane fueling station – Sheriff’s Department. Sheriff Spears stated they have one squad car that has been switched to bi-fuel and is in the process of switching all of his squad cars. Bi-fuel vehicles with multi-fuel engines are capable of running on two fuels, gasoline or diesel and propane. Sheriff Spears stated he would like a fill station on county land. Tim Zogg, Premier Co-op stated the fill station would need power and a cement slab. Zogg stated they would supply the pump and tank. The tank would be 20 x 40 and needs to be 50 feet away from anything. Zogg stated they are working on fill stations in Viroqua, Westby and La Farge. You could pay by either credit card or key system. Propane fuel burns cleaner and protects the engine. Zogg stated other counties and school districts have propane vehicles. Zogg stated the vehicle starts on gas and then switches to propane. Sheriff Spears stated this is something we need to do for the future because we know the savings are there and to build it big enough to supply the whole county. Hewitt stated he will discuss this with the Highway and Farm Planning committees. Evenstad stated he would like to see the pros and cons. Zogg stated we could book the price on their fueling station so there is plenty of time for the county to build one. Evenstad would like solid numbers on what the cost and savings would be.

Next on the agenda was Banta building roof. Hewitt stated he has not received any bids yet but four people plan on coming to look at the roof and submit a bid. Davig wondered why Buildings & Grounds is paying to roof the building and was told the money would come from the infrastructure account. Davig stated it will be never ending battle to upkeep on the building. Davig feels this building should be torn down. Servais asked Hewitt to get bids on the roof and bring it to the County Board floor to make the decision. Evenstad stated we need to first work with the Historical Building Society to see if the building is on the list and what our legal options are.

Next on the agenda was Courthouse painting. Sheila Olson, Clerk of Courts, stated last year we painted the upstairs Courtroom and is requesting having the first floor of the Courthouse painted. Davig stated we should finish the painting in the Courthouse. **Motion by Redington, second by Davig to have Hewitt get prices for painting the first floor of the Courthouse and getting the project finished. All in favor. Motion carried.**

Next on the agenda was priority budgeting. Hewitt stated the Financial Planning committee is leaning towards priority based budgeting. Evenstad stated the committee is focusing on the whole county looking at the priority of programs offered.

Servais moved to item number ten, hire maintenance person. Hewitt stated our custodian in the Erlandson building is going to retire May 13, 2016. Hewitt is looking at three options in posting the position. 1. Hire custodian, cleaning and maintaining the grounds, minor fix it person. 2. Hire someone who is handy and does more than cleaning and maintaining the grounds. 3. Place ad in paper trying to find someone with a certification in HVAC, plumbing, or electrical. This person would maintain all Vernon County buildings. If the person is working at the Highway, Sheriff or Vernon Manor, Buildings and Facilities would bill them. Vernon Manor would have a crew clean the Erlandson building 10 hours a week and billing us. This person would shadow Campbell to learn this building and once Campbell retires his position would not be replaced. The committee discussed the rate of pay. Evenstad asked Hewitt to check with other counties to see what they are paying for this position. **Motion by Davig, second by Leis to send the request to the full County Board for their approval to hire maintenance person, option 3. All in favor. Motion carried.**

Next on the agenda was the Department Head report. Hewitt stated we have issues with the plumbing on the second floor Courthouse Annex bathrooms. The floors are coming up, tiles cracking. Hewitt stated it will cost \$3,900 to tear out and replace the tiles and \$2,500 to update the plumbing. Hewitt stated we do have money in the budget to cover this. Hewitt stated we had the elevator inspected in the Courthouse and was written up for not having the lights work that tell what floor you are on. The cost of this will be \$2,500 to \$3,000 and needs to be done.

There were no committee members reports or questions.

Servais moved to the next item on the agenda, approve vouchers. **Motion by Redington, second by Evenstad to approve all vouchers presented at the April 7, 2016 meeting. All in favor. Motion carried.**

There were no announcements.

The next regular scheduled meeting is Thursday, May 5, 2016 at 9:00 a.m. in the third floor County Board Room, Courthouse Annex. **Motion by Davig, second by Leis to adjourn the meeting at 10:15. All in favor. Motion carried.**

Minutes submitted by Renee Tryggstad – County Clerk’s Office