

BUILDING & FACILITIES PLANNING COMMITTEE
May 5, 2016

Chairman Jim Servais called the Building & Facilities Planning Committee to order at 9:00 a.m. on Thursday, May 5, 2016, in the County Board Room on the 3rd floor of the Courthouse Annex. Members present were Glenda Sullivan, Shawn Redington, Eric Evenstad, Gary Davig and Jim Servais. Others in attendance were Phil Hewitt, Ole Yttri, Gail Muller, Dennis Brault and Ron Hoff. Servais stated the meeting had been properly noticed.

Motion by Davig, second by Redington to approve the minutes of the April 7, 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, Banta Building roof. The committee discussed either roofing the old jail or tearing the building down instead. Hewitt stated he will put together the cost of repairs needed at the old jail and the cost and process tearing down the old jail for the next meeting.

Servais moved to item number 6 on the agenda, painting Courthouse lower level. Hewitt stated the company that painted the upper courtroom last year will still honor the bid price from last year of \$9,200. **Motion by Redington, second by Evenstad to approve the cost of painting the Courthouse lower level. All in favor. Motion carried.**

Next on the agenda was front parking lot, Courthouse. Hewitt discussed ADRC inspection and the handicapped entrance. Hewitt stated he will have more information at our next meeting.

Servais moved to item number nine on the agenda, IT Department, new carpet. Hewitt stated the IT Department needs new carpet. Hewitt stated there are a couple of offices that would like to get on the list for new carpet. Hewitt stated at our next meeting he will propose a yearly dollar amount for flooring and painting from our Building & Facilities budget. **Motion by Davig, second by Evenstad to approve new carpet for the IT Department. All in favor. Motion carried.**

Next on the agenda was the department head report. Hewitt wondered if we should test the generators again this year. Hewitt stated it is probably not necessary at this time. Hewitt stated we had the ADRC inspection and there were no serious issues. Hewitt stated he put an ad in the media to hire a new maintenance employee. We will have two college students for summer help with lawns and cleaning.

Servais moved to the next item on the agenda, committee members reports/questions. Davig asked about having two Personnel Offices. Hewitt stated at this time we do. Brault stated they are working on finishing the office at Vernon Manor for Personnel. Sullivan asked how it is working and was told it is working fine since there are more employee's in the area of Vernon Manor with the Erlandson Building and the Sheriff's office. Servais stated the west door in the old laundry room is junk and needs replacing.

Servais moved to the next item on the agenda, approve vouchers. Davig asked is the Trane bill for parts and labor and was told both and hopefully the new maintenance person will be able to do some of the labor. **Motion by Redington, second by Davig to approve all vouchers presented at the May 5, 2016 meeting. All in favor. Motion carried.**

There were no announcements.

The next regular scheduled meeting is Thursday, June 2, 2016 at 9:00 a.m. in the third floor County Board Room, Courthouse Annex. **Motion by Sullivan, second by Redington to adjourn the meeting at 9:35 a.m. All in favor. Motion carried.**

Minutes submitted by Ron Hoff – County Clerk