

BUILDING & FACILITIES PLANNING COMMITTEE
June 2, 2016

Chairman Jim Servais called the Building & Facilities Planning Committee to order at 9:00 a.m. on Thursday, June 2, 2016, in the County Board Room on the 3rd floor of the Courthouse Annex. Members present were Glenda Sullivan, Eric Evenstad and Jim Servais. Shawn Redington was excused. Others in attendance were Phil Hewitt, Gail Muller and Renee Tryggestad. Servais stated the meeting had been properly noticed.

Motion by Sullivan, second by Evenstad to approve the minutes of the May 5, 2016 meeting as printed. All in favor. Motion carried.

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

Next on the agenda was MOU for land sale of Avalanche property. Paul Krahn, County Conservationist, explained the attached Memorandum of Understanding between Emergency Management, Building and Facilities Committee and the Land and Water Conservation Department for land management of properties acquired in the Avalanche Community. Krahn stated the Land and Water Conservation Committee have agreed to be responsible for the land management in accordance with the grant agreement conditions and deed restriction. **Motion by Evenstad, second by Sullivan to approve and sign the MOU authorizing the Land and Water Conservation Department to manage the land acquired in the Avalanche Community. All in favor. Motion carried.**

Servais moved to the next item on the agenda, ADRC building audit report. Hewitt stated we had very few violations. Hewitt stated we will need to change the handicapped parking, signs were not the right height and we also need brail signs. Very minor changes are needed.

Next on the agenda was west door, Land & Water building. Hewitt stated the west door is bad and has ordered a new door for the building.

Servais moved to the next item on the agenda, parking lot repair, Courthouse. Hewitt stated we will wait to do the parking lot until the new design is finished for handicapped parking. Hewitt stated we will pass on fixing the entire parking lot until next year.

Next on the agenda was sale of West Farm grain bin. Hewitt stated the grain bin is cleaned out and would like to put an ad in the paper for sale of the grain bin. **Motion by Evenstad, second by Sullivan to place an ad in paper asking for bids on the grain bin at the West Farm. All in favor. Motion carried.**

Next on the agenda was the department head report. Hewitt stated the new door for the IT department is finished. Hewitt stated we will need to replace the deck outside the IT department door since it is getting bad. Hewitt stated the Veterans office back conference room needs to be scrapped and painted again. Hewitt stated he will try to find out what and why we are having problems with the walls. Hewitt stated he is working with staff on a new way to do the billing which will help with the tracking of expenses. Hewitt stated Joe Vesbach called stated there is a big ditch behind the Highway's sand piles on his rental land. He cannot plant his crops on the land due to the ditch. Hewitt stated the ditch needs to be fixed, but until it is fixed we will deduct two acres off his land rent. Once the problem is fixed we will add the two acres back on his rent.

Servais moved to the next item on the agenda, committee members reports/questions. Evenstad discussed the possibility of a new Highway shed being built for storage. The committee discussed different options of moving storage areas around so the Highway shed does not have to be built so large. Evenstad stated the Farm Planning committee is also reviewing the 2011 MSA building plan for long range planning.

Servais moved to the next item on the agenda, approve vouchers. **Motion by Sullivan, second by Evenstad to approve all vouchers presented at the June 2, 2016 meeting. All in favor. Motion carried.**

There were no announcements.

The next regular scheduled meeting is Thursday, July 7th, 2016 at 9:00 a.m. in the third floor County Board Room, Courthouse Annex. **Motion by Servais, second by Evenstad to adjourn the meeting at 9:53 a.m. All in favor. Motion carried.**

Minutes submitted by Renee Tryggestad – County Clerk's Office