

# **Building & Facilities Meeting – February 8, 2017**

## **Minutes**

**The meeting was called to order at 9:30 A.M. by Chair Jim Servais.**

**Members present:** Jim Servais, Glenda Sullivan, Shawn Redington, Karen Mischel and Eric Evenstad.

**Others in attendance:** Phil Hewitt, Renee Tryggestad, Bernie Hornby, Dennis Brault, Mark Erickson, Nate Campbell and Connie McCullick.

**1. Call to order, 9:30 A.M., Chair Jim Servais presiding.**

**2. Roll call/Introduction of visitors by Committee Chair.**

**3. Affirmation of proper public notice of meeting.**

**4. Review & approve minutes of last meeting, December 1, 2016**

Motion by Evenstad, seconded by Redington, to approve the minutes of the December 1, 2016 meeting. Motion carried.

**5. Audience to visitors - None**

**6. Shared position with LWCD**

Hewitt explained that LWCD would like to make their seasonal employee full time. LWCD would employ the employee 75% of the time if the Highway Department and Buildings commit to the remaining 25% of the time. Hewitt stated he will table this until the Highway Committee can discuss this.

**7. Lawn Mower - new**

Hewitt stated it is time to purchase a new lawn mower to replace the Kubota. The cost of a new John Deer mower with blower, including trading in old mowers, is \$10,280.00. Motion by Mischel, second by Redington to purchase the John Deer mower with blower, including trading in old mowers, for \$10,280.00. Motion carried.

**8. Snow Removal options**

No action taken.

**9. New Building options – remodel options**

The committee discussed different options including: adding addition to the Erlandson building, refurbishing the Erlandson building and purchase a building. Hewitt stated if we add an addition to the Erlandson building there would be a place to house the employees while refurbishing the Erlandson building. Hewitt stated he would like approval up to \$5000 from the infrastructure fund for a site survey to look into the options available. Motion by Sullivan, second by Evenstad to approve taking \$5000 from the infrastructure fund for a site survey on our building/remodel options. Motion carried.

**10. Fire Protection Services**

Hewitt stated he would like to stay with one service for all our buildings. Hewitt stated it would cost \$3070.90 to update all three buildings. Motion by Redington, second by Evenstad to approve updating all three buildings with Fire Protection Services for \$3070.90. Motion carried.

**11. Courthouse Motion Sensors**

Hewitt stated he has received request to install motion sensors in the buildings. Hewitt stated he will bring prices for the motion sensors to our next meeting.

**12. Department Head Report – Phil Hewitt**

Hewitt discussed generator testing and was told to do what we are legally required to do. Hewitt discussed issues he is having with employees moving their offices. Hewitt also discussed HAVC problems at the Sheriff’s office and was told a motion was passed earlier to go with Trane to update the system. There should be no further discussion.

**13. Committee members reports/questions - none**

**14. Approve Vouchers/Budget status**

Motion by Sullivan, second by Redington to approve the vouchers. Motion carried.

**15. Announcements – none**

**16. Schedule next meeting (if applicable)**

Next meeting scheduled for March 2, 2017 at 9:30 a.m.

**17. Adjourn**

Motion by Mischel, second by Redington to adjourn at 10:50 a.m. Motion carried.