

## **Building & Facilities Meeting – March 2, 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, Gail Muller and Justin Running

**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, February 8, 2017**

Motion by Sullivan, seconded by Mischel, to approve the minutes of the February 8, 2017 meeting. Motion carried.

**5. Audience to visitors - None**

**6. Shared position with LWCD**

Hewitt stated the Highway will be the department to do the job sharing with LWCD. The job share will start next fall.

**7. New Building options – remodel options**

Hewitt discussed the layout plans for the new Highway shop. Hewitt stated doing the complete project at one time would cost just under 10 million. Hewitt stated doing the project in phases would cost: Phase 1, \$4.4 million which would include the repair garage, parts and offices and Phase 2, 4.7 million. The committee discussed the East Farm location verses the salt shed location. Hewitt stated he will present the Highway shop plans at the next Highway Committee meeting. Hewitt stated the addition to the Erlandson building would be a stand-alone building.

**8. Generator testing**

Hewitt discussed the generator testing regulations. Hewitt stated we may need to do a full load test next year.

**9. Courthouse motion sensors**

Hewitt stated he is looking into this.

**10. Approve Buildings & Facilities letter**

Hewitt presented the letter to Department Heads stating office moves and changes must be approved by himself and the Buildings & Facilities Committee. Motion by Sullivan, second by Mischel to approve letter to the Department Heads. Motion carried.

**11. Department Head report – Phil Hewitt**

Hewitt stated he has contacted a company in Winona to look at the HVAC system in the Sheriff Department/Jail for bidding purposes. Hewitt and the committee discussed the old Jail and roofing options. Hewitt stated the roof is not leaking at this time. Hewitt will put together a list of cost of up keep, repair and roof on the old Jail and present it at the next meeting.

**12. Committee members reports/questions**

Evenstad requested having the price of the parking lot included in the Highway shop Phases.1 and 2 plans. Evenstad stated he knows of a company in Chicago who he would like to look into the Erlandson Building remodel and stand-alone building which would vision the needs of the building for the next thirty years.

**13. Approve Vouchers/Budget status**

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

**14. Announcements – none**

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

Next meeting scheduled for April 6, 2017 at 9:00 a.m.

**17. Adjourn**

Motion by Sullivan, second by Redington to adjourn at 10:35 a.m. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk’s office