

Building & Facilities Meeting – April 6, 2017 Minutes

The meeting was called to order at 9:00 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 and Bonnie Rath.

1. Call to order, 9:00 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, March 2, 2017

Motion by Evenstad, seconded by Redington, to approve the minutes of the March 2, 2017 meeting. All in favor. Motion carried.

5. Audience to visitors - None

6. Courthouse motion sensors – LED lights

Hewitt stated he was notified from E-3 about a lighting grant that is available. The grant would replace all our lights with LED lights in the Banta, Courthouse and Highway buildings. The committee discussed the grant and decided not to apply for the grant since we just replaced our lights a few years ago. Motion by Mischel, second by Sullivan not to move forward with the grant. All in favor. Motion carried. Hewitt stated he will be placing motion sensors in the stairwells to see how that works for \$300. If the employees are happy with that we will place them in the hallways.

7. 3rd Floor windows, Courthouse Annex

Hewitt stated there are four windows in the Child Support office that need repair. Hewitt stated it will cost \$800 to replace the glass and is waiting to see what the cost will be to replace the windows.

8. Erlandson Building windows

Hewitt stated he will put in ten new windows this year and if the budget allows will put in more.

9. Trees – Erlandson Building

Hewitt stated they cut down some Soft Maple trees and have ordered Apple trees and Flowering Crab trees to replace them from LWCD.

10. Old Jail roof/chimney

Hewitt stated during the last storm we lost more shingles from the roof. It would cost around \$27,000 to put a new roof on. Hewitt stated we need to come up with a plan on what to do. It was discussed that we do not spend any more money on the old jail except demolition cost. Mischel stated we could donate parts of the jail cells and any historic memorability to the Museum, Wild West Days and our open lobby areas. The committee agreed on not putting any

more money into the old jail. Hewitt stated he will gather prices and present this at the June full County Board meeting. Motion by Sullivan, second by Mischel to have Hewitt start gathering information on the process and price of demolition. All in favor. Motion carried. Hewitt stated he will talk to the Historical Society and demolition contractors.

11. Grain Bin rent

Hewitt stated Joe Vesbach would like to keep the grain bin on the County Farm for another year before moving it. Vesbach will pay for all cost of leaving in on the farm. Motion by Redington, second by Mischel to allow Vesbach to keep the grain bin on the County Farm for another year. All in favor. Motion carried.

12. Building Security/Locks

Hewitt stated they will be changing the codes on all the security locks again. Hewitt stated some departments have requested more security than the key punch locks. Hewitt stated he will check into prices for card reader locks. Evenstad stated changing to card readers can be done in phases.

13. Department Head report – Phil Hewitt

Hewitt discussed the new Highway Shop and the addition to the Erlandson building options. The committee discussed office space problems.

14. Committee members reports/questions - none

15. Approve Vouchers/Budget status

Motion by Redington, second by Sullivan to approve the vouchers presented at the April 6, 2017 meeting. All in favor. Motion carried.

16. Announcements – none

17. Schedule next meeting (if applicable)

Next meeting scheduled for May 4, 2017 at 9:00 a.m.

18. Adjourn

Motion by Sullivan, second by Servais to adjourn at 10:25 a.m. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk’s office