

Building & Facilities Meeting – May 4, 2017 Minutes

The meeting was called to order at 9:00 A.M. by Chair Jim Servais.

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

Others in attendance: Phil Hewitt, Renee Tryggestad, Sheriff John Spears, Chief Deputy Sheriff Nate Campbell, Dennis Brault and Darcy Rood.

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, April 6, 2017

Motion by Sullivan, seconded by Mischel, to approve the minutes of the April 6, 2017 meeting. All in favor. Motion carried.

5. Audience to visitors - None

6. Resolution – Build New Highway Shop

Hewitt stated it was decided that the resolution should come from the Highway Department Committee.

7. Jail demo/remodel

Hewitt stated the estimated cost of tearing down the old jail and constructing a new entry way would be \$160,000. This price does not include moving the electrical from the old jail basement. Hewitt stated the estimate cost of a new roof is between \$30,000 to \$50,000 depending on materials used and contractor. The committee discussed different options and requested Hewitt to bring to the next meeting the cost of moving the electrical and water from the basement of the old jail and the cost of utilities/operation of the building per year.

8. Security locks with user ID

Hewitt stated the cost for the security locks and card readers for the Banta Building would be \$15,000 which includes an active directory. Hewitt thought this was very high and was asked to get new prices on what the cost would be for doing all of the County buildings.

9. Basement of Courthouse painting

Hewitt stated the Rotary Club in Viroqua has offered to donate paint and labor to paint the Courthouse basement.

10. Third floor Courthouse windows

Hewitt stated he has received a bid for the third floor Courthouse windows; \$6,190 to remove old windows and \$25,230 for the new windows. Hewitt stated he will get other bids to compare prices.

11. Grinding sidewalk joints

Hewitt stated we have high spots on our sidewalks which are a tripping hazard and the cost of repair of these sidewalks is \$3,500 for the Courthouse and Highway Shop. Motion by Evenstad, second by Mischel to proceed with grinding the sidewalk joints for \$3,500. All in favor. Motion carried

12. Department Head report – Phil Hewitt

Hewitt stated water runs off our property onto the city's ball field and has done quite a bit of damage. To correct this problem the Highway Department is putting heavy rip rap down. Hewitt stated we will fix the parking lots next year.

13. Closed session was not needed for the next item, discussion of Building and Facilities staffing.

Hewitt stated he is looking to hire an additional certified HVAC person to help our current HVAC employee with the Jail and Vernon Manor equipment. Also Hewitt stated he will restructure the current maintenance positions for the Jail and Vernon Manor. Motion by Sullivan, second by Mischel to approve hiring an HVAC technician and restructure the existing maintenance staff. All in favor. Motion carried.

14. Committee members reports/questions – Servais stated the West Farm barn needs painting. Hewitt will check into prices.

15. Approve Vouchers/Budget status

Motion by Evenstad, second by Sullivan to approve the vouchers presented at the May 4, 2017 meeting. All in favor. Motion carried.

16. Announcements – none

17. Schedule next meeting (if applicable)

Next meeting scheduled for June 1, 2017 at 9:00 a.m.

18. Adjourn

Motion by Mischel, second by Sullivan to adjourn at 10:00 a.m. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk's office