

Building & Facilities Meeting – June 1, 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, Shawn Redington and Eric Evenstad.

Others in attendance: Phil Hewitt, Renee Tryggestad, Dennis Brault, Frank McCoy, Adrian Amelse, Lori Polhamus, Gail Muller, Ole Yttri and Connie McCullick.

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, May 4, 2017

Motion by Sullivan, seconded by Mischel, to approve the minutes of the May 4, 2017 meeting. All in favor. Motion carried.

5. Audience to visitors – None

6. Jail demo/remodel

Hewitt stated it would cost \$150,000 for demolition of the old jail. Hewitt checked in to moving the electrical with several local contractors and they were not interested in the job so we would have to go to larger contractors to receive prices. Hewitt asked if he should pursue getting prices. Hewitt stated for rehab of the building it would cost \$30,000 for removal of the lead paint. The committee discussed the pros and cons of roofing or tearing down the old jail. Motion by Servais, second by Evenstad for demolition of the old jail. Evenstad stated we do not have a firm cost on the demolition and feels we do not have enough information to make a decision. Motion by Servais, second by Evenstad to rescind the motion for demolition. Motion by Servais, second by Mischel to further study and get hard figures on the jail removal and a total cost of repurposing the jail. Motion carried.

7. Security locks with user ID

Hewitt stated the cost of security locks are as follows: Banta Building - \$15,000, Courthouse Annex – two entry doors - \$5,000 and the Erlandson Building - three entry doors - \$7,000. Motion by Redington, second by Evenstad to approve installing the security locks and to go to the Finance Committee to request money from the infrastructure account. Motion carried.

8. Third floor Court House Windows

Hewitt stated it would cost \$6190 to take out the old windows. Hewitt stated to fix the 4 broken windows would cost \$802 a piece and to replace the insulated glass in one window would cost \$268.00. Motion by Evenstad, second by Sullivan to fix the 4 windows and replace the insulated glass in one window. Motion carried.

9. Maintenance Department restructuring

Hewitt stated the HVAC person declined the position so will have advertise the position in the paper. Hewitt stated they hired Don Dregne for the maintenance position at Vernon Manor and Brian Bekkedal for the maintenance position at the Sheriff’s Department. Lori Polhamus questioned on the interview process and how the new positions came about. Adrian Amelse spoke on the interviewing process and how we should be more employee orientated. Hewitt and the committee explained the interviewing process and stated all candidates were asked the same questions.

10. Digital agendas board

Hewitt stated he has been working with the IT Department on purchasing a television and have it ran through the IT Department showing revolving agendas so people after working hours could see the agendas. Committee discussed that we are going above and beyond the requirements for posting agendas. No action was taken.

11. Replacement and update of chiller at Courthouse

Hewitt stated to replace the chiller will be expensive. Hewitt was directed to bring cost of repairs and the cost of a new chiller.

12. Temporary Limited Easement for Construction of City Lift Station.

Hewitt stated the lift stated would be towards Westby, 40 feet on County Farm property. Motion by Evenstad, second by Mischel to approve the temporary easement to the City of Viroqua for construction of City lift station. Motion carried.

13. Department Head Report – Phil Hewitt

Hewitt stated we were under budget for 2016. Hewitt stated Dude Solutions are requesting to do replacement plan and how we should operate. Hewitt asked if they wanted them to come to the County Board meeting. No action was taken.

14. Committee members reports/questions

Servais stated the east entrance of the Erlandson building needs curve and railing fixed. Hewitt will look into this.

15. Approve Vouchers/ Budget status.

Motion by Redington, second by Evenstad to approve all the bills presented at the June 1, 2017 meeting. Motion carried.

16. Announcements - None

Next meeting scheduled for July 12, 2017 at 12:00 p.m.

18. Adjourn

Motion by Mischel, second by Sullivan to adjourn at 10:20 a.m. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk’s office