



**Building & Facilities Meeting – November 2, 2017  
Minutes**

**The meeting was called to order at 9:00 a.m. by Chair Jim Servais.**

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

**Others in attendance:** Phil Hewitt, Renee Tryggestad, Ron Hoff, Joe Vesbach, Tim Solverson and Stan Call.

**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, September 13, 2017.**

Motion by Redington, second by Sullivan to approve the minutes of the September 13, 2017 meeting. All in favor. Motion carried.

**5. Audience to visitors – None**

**6. Open East and West Farm rent bids – 9:35 a.m.**

Hewitt opened the bids for the farms at 9:35.a.m. We have received two bids. Hewitt read the following bids: One year lease.

Tim Solverson – East Farm, \$263.00 per acre.

Joe Vesbach – West Farm, \$160.00 per acre, East Farm, \$254.50 per acre. Motion by Mischel, second by Redington to go with the highest bids: Tim Solverson, East Farm, \$263.00 an acre and Joe Vesbach, West Farm, \$160.00 an acre. All in favor. Motion carried. It was decided the lease for next year is a three year lease with both farms combined.

**7. Handicapped door opener- Erlandson Building**

Hewitt stated there is a request for a handicapped door on the North East corner of the Erlandson building. The approximate cost for the handicapped door is \$3,000. Motion by Mischel, second by Sullivan to purchase the handicapped door opener for the Erlandson building. All in favor. Motion carried

**8. Swipe Cards**

Hewitt stated he would like to submit a request from the Ho-Chunk Fund for swipe cards for the entry doors at the Erlandson building and Courthouse Annex. We would have two entry doors at the Courthouse Annex for a cost of \$5,000 and three entry doors at the Erlandson building for a cost of \$7,000. Motion by Redington, second by Sullivan to submit a Ho-Chunk request for swipe card entry at the Erlandson and Courthouse Annex buildings. All in favor. Motion carried.

**9. Chiller - 2018**

Hewitt stated he has received three bids for the new chiller ranging from \$70,000 to \$75,000. Hewitt stated he would like to submit a request from the Ho-Chunk fund to purchase the new chiller. Motion by Mischel, second by Sullivan to submit a Ho-Chunk request for a new chiller for 2018. All in favor. Motion carried.

**10. East Farm milk house**

Hewitt stated a semi hauling salt ran into our East Farm milk house and did substantial damage. Hewitt stated he will ask for bids on the damage and work with their insurance company.

**11. Purchase vs Rent Custodial uniforms**

Hewitt stated the price of our custodial uniforms has doubled in price and is asking to purchase shirts for our custodial staff. Hewitt stated purchasing the shirts would cut our cost half price on what we are paying now per month. Hewitt stated we would purchase four shirts for each our full time staff and two shirts for each our part-time staff. Motion by Mischel, second by Redington to purchase custodial shirts. All in favor. Motion carried.

**12. Department Head Report – Part-time help – non action**

Hewitt stated he is getting ready for winter. He would like to use the employee pool for part-time help at nights to plow our parking lots. Hewitt stated is working on smoke detectors at the Sheriff’s Department. Hewitt stated the City of Viroqua will be paying for the plumber at Vernon Manor since it was their mistake. Hewitt stated he is going to submit a Ho-Chunk request for new gutters for Vernon Manor.

**13. Committee members reports/questions**

Servais asked about the West Farm barn roof. Hewitt stated he is working on getting bids for this.

**14. Approve Vouchers/Budget status**

Motion by Mischel, second by Sullivan to approve all the bills presented at the November 2, 2017 meeting. All in favor. Motion carried.

**15. Announcements – None**

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

Next meeting is scheduled for December 7, 2017 at 9:00 A.M.

**17. Adjourn**

Motion by Redington, second by Mischel to adjourn at 9:45 a.m. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk’s Office