



**Building & Facilities Meeting – February 1, 2018
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 Eric Evenstad. Shawn Redington excused.

Others in attendance: Phil Hewitt and Renee Tryggestad.

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, December 2017.

Motion by Sullivan, second by Evenstad to approve the minutes of the December, 2017 meeting. All in favor. Motion carried.

5. Audience to visitors

None

6. Chiller for Erlandson Building

Hewitt stated they keep adding things to the quote so now it is up to \$70,000. Hewitt stated he is going to start fresh requesting quotes for exactly what we need.

7. Department Head review

The committee may entertain a motion to adjourn into closed session, pursuant to Wis. Statutes, Section 19.85(1) (c) considering performance evaluation data of any governmental employee over which the governmental body has jurisdiction or exercises responsibility. (Roll call vote needed if motion is not unanimous) Motion by Evenstad, second by Mischel to enter into closed session. All in favor. Motion carried.

a. Entry into closed session of adopted.

Motion by Mischel, second by Sullivan to enter into open session. All in favor. Motion carried.

b. Reconvene in open session pursuant to Wisconsin Statutes Section 19.85(2) (Roll call vote if motion is not unanimous)

c. May act on items discussed in closed session

8. Department Head Report – winter maintenance

Hewitt stated there have been issues with our snow blower since we have not had very much snow this year. Hewitt stated he has been bringing up the Highway's sweeper to do the sidewalks. At some point we should buy a sweeper for the lawn mower. Hewitt stated he has not

received any bids on tearing down the milk house. The insurance is waiting to see the bids. Hewitt stated he will have the Highway Department submit a bid for tear down and clean up. Hewitt stated is going to discuss with the Department Heads on heating issues. Hewitt stated we will be charging rent on the grain bin since we agreed he can use it until spring. Hewitt stated he is ordering baby changing stations for the third floor bathrooms of the Courthouse Annex. Hewitt stated he is going to wait until it warms up for bids on the roof on the old jail.

9. Committee members reports/questions –

Servais requested having the third floor men’s bathroom, Courthouse Annex, cleaned and painted.

10. Approve Vouchers/Budget status

Motion by Mischel, second by Sullivan to approve all the bills presented at the January 4, 2018 meeting. All in favor. Motion carried.

11. Announcements – None

12. Schedule next meeting (if applicable)

Next meeting is scheduled for February 1, 2018 at 9:00 A.M.

13. 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