



**Building & Facilities Meeting – March 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 was excused.

Others in attendance: Phil Hewitt and Renee Tryggstad.

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, February 1, 2018.

Motion by Evenstad, second by Sullivan to approve the minutes of the February 1 2018 meeting.
All in favor. Motion carried.

5. Audience to visitors - None

6. Chiller at Courthouse purchase

Hewitt stated the cost for a new system is close to \$90,000. Hewitt stated we could put in new multi-stacks and compressor which would cost around \$40,000. Hewitt stated at this time two compressors are not working. The committee discussed the different options and decided to purchase two new compressors. Motion by Mischel, second by Evenstad to purchase two new compressors for the chiller. All in favor. Motion carried.

7. Jail Roof

Hewitt stated he has sent an application to the Historical Society to see what kind of roof we can put on the old jail.

8. Vernon Manor Chiller

Hewitt stated Vernon Manor's chiller is getting older. Amanda Hoff will bring this to the Vernon Manor committee. Evenstad feels Vernon Manor is separate an entity and does not have to go through the Buildings & Facilities committee.

9. Department Head Report, Vernon Manor Transfer Switch, AC Units Erlandson Building

Hewitt stated the transfer switch is not working at Vernon Manor. Hewitt stated he would like to update air conditioning units at the Erlandson Building. He is also planning on replacing more windows at the Erlandson Building. Hewitt stated the lease for the land the grain bins are on is completed. The terms are \$1000 rent and if they are not removed by Mary 15, 2018 another \$500 is due. If they are not removed by May 16th, 2018 we will charge \$250 every two weeks until

they are moved. Hewitt stated we turned away Drug Sobierity Court since we do not have a room available for them to use. Hewitt stated he is getting prices for a new sidewalk sweeper. Hewitt discussed different options for the new Highway Shop. Hewitt stated cross training for the maintenance people is not going as planned but is working on it. Hewitt stated Vernon Manor's truck needs to be replaced. For now they are using the Building's & Facilities truck until theirs is replaced.

10. Committee members reports/questions - none

11. Approve Vouchers/Budget status

Motion by Sullivan, second by Mischel to approve all vouchers presented at the March 1, 2018 meeting. All in favor. Motion carried.

12. Announcements - none

13. Schedule next meeting (if applicable)

Next meeting is scheduled for April 5, 2018 at 9:00 A.M.

14. Adjourn

Motion by Mischel, second by Sullivan to adjourn at 10:30 A.M. All in favor. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk's Office