



**Building & Facilities Meeting – April 5, 2018
Minutes**

The meeting was called to order at 8:30 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, Ole Yttri, Christina Dollhausen, Tim Solverson and Joe Vesbach and Renee Tryggestad.

1. Call to order, 8:30 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, January 4, 2018.

Motion by Evenstad, second by Sullivan to approve the minutes of the March 1, 2018 meeting.
Motion carried.

5. Audience to visitors

Christina Dollhausen – Economic Development, introduced herself and stated she is busy learning and meeting people in the community.

6. Farm Contract

Joe Vesbach requested having first right of refusal on the farm rental contract. The committee discussed the request and decided not to add first right of refusal on the farm rental contract.

7. AC Units Erlandson Building

Hewitt stated the Erlandson Building needs four units. The cost is \$2,500 per unit. Hewitt is asking to purchase two units now, replacing the oldest units, and two units in the fall depending on the budget. Motion by Mischel, second by Sullivan to purchase two air conditioning units now and two next fall depending on the budget. Motion carried.

8. Office Space Request

Hewitt stated the Personnel office has moved to the first floor of the Courthouse Annex. Hewitt stated there seems to be office space available. Servais stated the committee will send out a letter to Department Heads reminding them Hewitt has authority on all offices and office moves. Motion by Mischel, second by Evenstad to have a letter from the Buildings & Facilities Committee stated that Hewitt has authority on all offices and office moves. Motion carried. A copy of the letter will also be sent to all County Board members.

9. Department Head Report

Hewitt stated we are having some issues with our security cameras. If we decide to update the system we can use existing cameras. Evenstad stated we should make a five year plan for replacement of cameras. Hewitt stated we have had some issues with the card locks for the doors. The doors are opened from 8 a.m. to 4:30 p.m. If there is an evening meeting they can get a card for the doors. Hewitt stated they have two sites in mind for the new highway shop and working on the water and sewer issues. Hewitt congratulated and thanked Karen Mischel for being on the Buildings & Facilities committee.

10. Committee members reports/questions

Evenstad stated once the future farm rental contracts are up for bids we should look into a longer lease and first right of refusal. Servais asked about the east entrance of the Erlandson Building and Hewitt stated they are working on it. Evenstad asked for an update on Vernon Manor's chiller and Hewitt stated the chiller pumps are proceeding as planned.

11. Approve Vouchers/Budget Status

Motion by Evenstad, second by Sullivan to approve all vouchers presented at the April 5, 2018 meeting. Motion carried.

12. Announcements - None

13. Schedule next meeting (if applicable)

Next meeting is scheduled for May 3, 2018 at 9:00 A.M.

14. Adjourn

Motion by Mischel, second by Sullivan to adjourn at 9:33 A.M. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk's Office