



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

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

**Members present:** Glenda Sullivan, Jim Servais, Roger Call, Shawn Redington and Eric Evenstad.

**Others in attendance:** Phil Hewitt, Ole Yttri, Brandon Larson, Rachel Hanson, Beth Johnson, Pam Eitland, Stacie Sanborn, Sarah Grainger and Ron Hoff.

**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.**

Motion by Evenstad, second by Redington to approve the minutes of the June 7, 2018 meeting.  
Motion carried.

**5. Audience to visitors - none**

**6. EDA Grant Update**

Sarah Grainger, City of Viroqua, gave an update on the grant. Grainger stated it is moving forward and need to get the proposal submitted at the end of July and final application approval September - October, 2018. Once we receive the okay, bidding will begin early spring and construction by summer 2019. Grainger stated the size and placement of the waterline will need to be determined.

**7. Dog Park**

Hewitt stated he has a five year contract drawn up to use the land south of the County salt shed for the dog park. The Humane Society would like to have a ten year lease due to the investment of setting up the dog park. Motion by Redington, second by Call to offer a ten year lease to the Human Society for use of County land for the dog park. All in favor. Motion carried.

**8. Credit Card Application request**

Hewitt stated he would like to apply for a credit card for the Building & Facility Department. The committee discussed a limit for the card and decided having a \$10,000 limit. Motion by Evenstad, second by Sullivan approving a credit card for the Building & Facilities Department with a \$10,000 limit. All in favor. Motion carried.

**9. Department Head Report – Office space assessment, Department Heads input on office space.**

Hewitt stated he has been working on office space assessment. Hewitt stated he has invited our Department Heads to this meeting for discussion on potential space. Hewitt handed out a chart of

what we have now for office space and employees who are in the office. Hewitt would like to have offices lined up for the future. Hewitt stated some conference rooms could be turned into offices. Redington agrees that one conference room per floor seems logical. Servais feels the conference rooms sit idle a lot. Redington asked if some of the storage areas could be combined. Redington wondered if the storage area on the first and second floor in the Erlandson Building be moved to the basement for combined storage. Evenstad stated all Department Heads must work together as room is limited and expensive. Servais feels we do not need to take up office space for storage. Eitland asked about charges for more space than other departments. Hewitt stated it was just an idea that has been discussed. Evenstad stated this would be the last resort and we need to understand the value of space. Eitland asked if it will ever be allowed for employees to work from home since that would open up office space. The pilot project would be three days at home and two days in the office. Eitland will ask to be on the Personnel Committee's agenda to discuss this. Hewitt explained that they are moving forward with the new Highway Shop and are looking into drilling our own County well as an option. Hewitt stated Southwest Sanitation does not agree with the County doing their own recycling. Hewitt stated Southwest Sanitation will pick up garbage 5 days a week at Vernon Manor, two days a week at the Jail and once a week at the other buildings. Hewitt stated the committee has voted to accept this contract earlier. The committee discussed all options and cost. Hewitt stated he will put new roof for the Banta building jail on next month's agenda.

**12. Committee members reports/questions**

None.

**13. Approve Vouchers/Budget Status**

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

**14. Announcements - None**

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

Next meeting is scheduled for August 2, 2018 at 9:00 A.M.

**16. Adjourn**

Motion by Redington, second by Sullivan to adjourn at 10:20 A.M. Motion carried.

Minutes submitted by

Ron Hoff – County Clerk