



**Building & Facilities Meeting – September 6, 2018  
Minutes**

**The meeting was called to order at 10:00 a.m. by Chair Jim Servais.**

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

**Others in attendance:** Phil Hewitt, Brandon Larson, Dennis Brault and Renee Tryggestad.

**1. Call to order, 10:00 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 Call, second by Sullivan to approve the minutes of the August 2, 2018 meeting.  
Motion carried.

**5. Audience to visitors - none**

**6. Emergency Lighting and Door Locks – Brandon Larson - Emergency Management**

Larson stated WIC uses the Erlandson basement once a month for a week. At this time clients are having to ring a door bell to get in the upper door and walk through the hallway to get to the basement and are requesting the basement door be unlocked after hours for their appointments. Larson stated he would like the door unlocked for other meetings in the basement also. The committee discussed different options. Evenstad suggested having a WIC employee use their key pod to let people in the basement door so the door would always be locked. Hewitt will look into this. Larson stated he has had complaints about the stairwells being dark at night and suggested either leaving the stairwell lights on all night or purchase motion sensors. The Committee decided to keep the lights on for now and Hewitt will look into the cost of motion sensors.

**7. Jail Roof Shingles/Steel**

Hewitt stated the new roof will not be replaced until next year. Hewitt stated the roof is not leaking at this time but will keep checking into what we need to do to put on a steel roof.

**8. Wi-Fi Access Points**

Hewitt stated we have very poor reception in our buildings and to purchase Wi-Fi Access Points would cost \$644.90 apiece. Hewitt stated we would need to purchase five of them for a total cost of \$3,225.00. The Buildings & Facilities budget would pay for the one time upgrade. Hewitt stated the IT Department would take over the cost of maintenance. Motion by Redington, second by Sullivan to approve purchasing five Wi-Fi Access Points with the understanding that the IT Department will budget for the cost of maintaining it. All in favor. Motion carried.

**9. County Board Speaker System**

Hewitt stated he has been asked to look into a quality speaker system for the County Board Room and asked the committee if he should look into the cost. Dennis Brault stated we need a better microphone system. Hewitt stated he will look into microphone and speaker system for the County Board Room.

**10. Virtualization System**

Evenstad stated no action is needed at this time since the IT Committee is looking into this.

**11. Department Head Report – Highway Shop Update**

Hewitt stated all the bids for the Highway Shop should be back before the September County Board meeting. Hewitt stated he noticed a new dip in the Courthouse parking lot and will check it out. Hewitt stated we had no major issues in the buildings with all the rain we received this past week. Hewitt stated the garbage pickup is going smoothly. Hewitt stated at the next meeting we will have to put both farms up for bids for a three year contract. Hewitt stated the Buildings & Facilities budget was cut \$35,000.

Servais was excused for the meeting.

**12. Committee members reports/questions**

None.

**13. Approve Vouchers/Budget Status**

Motion by Redington, second by Evenstad to approve all vouchers presented at the September 6, 2018 meeting. Motion carried.

**14. Announcements - None**

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

Next meeting is scheduled for October 4, 2018 at 9:30 A.M. in the County Board Room of Courthouse Annex.

**16. Adjourn**

Motion by Redington, second by Sullivan to adjourn at 11:12 A.M. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk’s Office