



**Building & Facilities Meeting – October 4, 2018
Minutes**

The meeting was called to order at 9:30 a.m. by Chair Jim Servais.

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

Others in attendance: Phil Hewitt, Brandon Larson, Dennis Brault, Tim Solverson, Kevin Larson, David Abt 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.

Motion by Redington, second by Sullivan to approve the minutes of the September 6, 2018 meeting. Motion carried.

5. Audience to visitors

David Abt was representing Wild Rose Dairy and may have interest in putting a bid on the County Farm rent. He would like to do couture strips and feels this cannot be done with a three year lease. He is asking for the option to bid on a five year lease for farming with couture strips. Abt stated since he has interest in bidding on the farm lease the committee should consider having Attorney Ben Quackenbush work on the farm lease.

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

Hewitt stated we have been having issues with the doors being locked. Hewitt has been looking at a Wi-Fi Smart Video Doorbell with a built in speaker and video so we can see who is wanting in. Hewitt stated he is working with Access Security on this. Hewitt stated in the Erlandson Building we will be putting LED lights in the hallways which will be on all time. The Courthouse Annex we are looking at lighted light switches for the hallways and stairs. Hewitt stated we are trying motion lights also. Call handed out a draft policy for the employee handbook and Hewitt will take it to the Personnel Department. Hewitt stated we have the option to program the doors to be opened for a certain amount of time which will be activated by swiping your card.

7. County Board Complete Sound System

Hewitt stated he has been looking into different systems which are very expensive. Hewitt stated we can start with amplifiers and microphones, but make sure it will be adaptable to a new roll call system. Motion by Redington, second by Call to approve purchasing an amplifier and microphone system as long as it is the \$5000 range. Motion carried.

8. Farm Rent

The Committee discussed three or five year lease and contour strips. The committee decided to rent both farms together. Kevin Larson stated the farms are meeting all the conservation requirements. Motion by Call, second by Redington to get approval from Attorney Abt for outside legal service. Motion carried.

9. City Park Issues

Hewitt stated the City of Viroqua is still having issues with erosion and we are working together to come up with a solution.

10. Parking Lot Issues

Hewitt stated the old horse barn foundation is in the middle of our parking lot at the Courthouse Annex. The hole doesn't ever plug up when trying to fix it. Hewitt thinks we have a cave or crevasse under our parking lot. Hewitt stated he does not want to dig the parking lot up until we are ready to replace the chiller. Hewitt would like to put concrete in the hole but anything in the crevasse will be covered with concrete. All our power lines and water runs under the parking lot. Hewitt is thinking about blocking off that part of the parking lot. The Committee decided to request Ho-Chunk money or Building Fund for a new chiller and fixing the parking lot. Hewitt will go to the Finance Committee to request money.

11. Camera Viewing Access

Hewitt stated we have had issues with our camera viewing access. Hewitt has had the IT Department limit access except for Department Heads to view their departments. Hewitt feels we should have a policy in place. The Sheriff's Department and IT Department has access to all cameras. Brandon Larson feels Emergency Management, Sheriff Department and the IT Department should have access to all cameras. The committee decided to make an employee policy that only Sheriff's Department, Emergency Management and the IT Department have access to all cameras.

12. Remote Entry Cameras

Hewitt stated he is having Access Security working on this.

13. Department Head Report – Highway Shop update

Hewitt stated he is working on defining what people are going to bid on for Highway Shop. Hewitt stated they have cut back on the parking lot blacktop and may modify the truck wash. Hewitt stated the numbers will change if we receive water from the City of Viroqua instead of drilling a well. Hewitt stated he will have a base package ready to present at the County Board meeting October 17, 2018. Hewitt stated to the cost to test all our generators is \$2,600.88. Hewitt discussed office space needed and hiring a temporary employee for plowing snow in our parking lots.

14. Committee members reports/questions

None

15. Approve Vouchers/Budget Status

Motion by Redington, second by Call to approve all vouchers presented at the October 4, 2018 meeting. Motion Carried.

16. Announcements

None

17. Schedule next meeting (if applicable)

Next meeting is scheduled for November 8th, 2018 at 9:30 A.M. in the County Board Room of Courthouse Annex.

18. Adjourn

Motion by Redington, second by Servais to adjourn at 11:10 A.M. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk’s Office