



**Building & Facilities Meeting – November 8, 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, Eric Evenstad and Shawn Redington.

Others in attendance: Phil Hewitt, Brandon Larson, Dennis Brault, Tim Solverson, Attorney Quackenbush and Renee Tryggestad.

1. Call to order, 9:30 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.

Motion by Redington, second by Sullivan to approve the minutes of the October 4, 2018 meeting.
Motion carried.

5. Audience to visitors

None.

6. Farm Rent – Attorney Ben Quackenbush

Hewitt stated we will be renting the two County farms. Servais feels the farms should be rented separately. Attorney Quackenbush and the committee discussed different options for the farm rent. The committee decided to place the ad requesting a Request for Proposals requesting price per acre, one or both farms, term - number of years wanting to rent and use- identify types of crops, rotation schedule. Motion by Redington, second by Evenstad to place the Request for Proposals in the paper for rent of the County farms requesting price per acre, one or both farms, term-number of years wanting to rent and use-identify types of crops, rotation schedule. Motion carried. It was decided that the proposals are due December 4, 2018 and Hewitt will open and prepare the proposals for discussion at the December 6, 2018 Buildings & Facilities meeting at 9:30, where they will be publicly read aloud, discussed and acted upon. It was also discussed that the County reserves the right to reject any or all proposals.

7. Purchase Emergency Chairs – Brandon Larson

Larson stated we have two emergency chairs at this time and would like to purchase two more. The committee decided not to purchase the emergency chairs at this time.

8. Review and Approve Door Lock Policy

Hewitt handed out the Building Access Policies and Procedures draft. The committee suggested some changes to the policy. Hewitt will bring the updated draft to the next Building & Facilities meeting for approval.

9. County Board Room Sound System

Hewitt stated the bids are way over the \$5000 approved at the last meeting. Hewitt stated more proposals are coming so he will discuss this at next month's Buildings & Facilities meeting.

10. Department Head Report - Highway Shop update

Hewitt stated he is still working on the Courthouse Annex parking lot issues. Hewitt stated they are working on financing the Highway Shop and will discuss this at the November County Board meeting.

11. Committee Members Reports/Questions

Call asked about the Park Bowl water issues. Hewitt stated he has been talking with them on the issues. Call asked if we need a policy for camera viewing access. Hewitt stated he will talk with the IT Department about it.

12. Approve Vouchers/Budget Status

Motion by Sullivan, second by Call to approve all vouchers presented at the November 8, 2018 meeting. Motion carried.

13. Announcements

None.

14. Schedule next meeting

The next meeting is scheduled for December 6, 2018 at 9:30 a.m. in the County Board Room of the Courthouse Annex.

15. Adjourn

Motion by Redington, second by Call to adjourn at 11:10 a.m. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk's Office