



**Building & Facilities Meeting – December 6, 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, Tim Solverson, Attorney Quackenbush, Joe Vesbach 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 Evenstad, second by Sullivan to approve the minutes of the November 8, 2018 meeting. Motion carried.

5. Audience to visitors

None.

6. Review and accept County Farm Rent Proposals

Hewitt handed out the attached four County Farm rent proposals. The committee and Attorney Quackenbush discussed the proposals. Motion by Redington, second by Evenstad to accept the proposal from Solverson, five year term, price per acre at previous year crop insurance rate with a ceiling of \$4.50 a bushel and floor of \$3.50 a bushel. The motion passed with three members voting yes and two members voting no. Evenstad and Sullivan voting no. 2019 farm rent for both the East and West Farms will be based on the highest 2018 crop insurance rate of \$3.96 per bushel of corn. 2019 rent will be \$217.80 per acre. Acres will be determined after construction acres are defined.

7. Blinds for the County Board Room

The committee decided not to act on this at this time.

8. Review and Approve Door Lock Policy

Hewitt handed out the Building Access Policies and Procedure policy. Hewitt stated once this is approved he will give to Personnel to add into the handbook. Motion by Evenstad, second by Sullivan to approve the Door Lock Policy. All in favor. Motion carried.

9. Review Camera Viewing Policy

Hewitt stated he is working on a policy and will bring to the committee when finished.

10. County Board Room Sound System

Hewitt stated the amp was bad and everything is fixed now. The microphones work at this time but need to be shut off when not in use. The committee decided to see how the microphones work at the next few meetings.

11. Designated Smoking Area

Hewitt stated he has been getting complaints about people smoking in the front entrances. Evenstad stated State Statute states you have to be 25 feet from entrances. Hewitt stated he will put up no smoking signs at the entrances to the buildings.

12. Department Head Report – Air Quality Testing

Hewitt stated we passed our air quality test. Next year we will need to do more testing. Hewitt stated he is still working on the old jail roof for next spring. Hewitt stated we will deal with the hole in parking lot next spring.

13. Committee members reports/questions

None.

14. Approve Vouchers/Budget status

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

15. Announcements

None

16. Schedule next meeting

The next meeting is scheduled for January 3, 2019 at 9:30 a.m. at the 1st floor conference room at the Erlandson Building.

17. Adjourn

Motion by Sullivan, second by Redington to adjourn at 11:00 a.m. Motion carried.

Minutes submitted by

Renee Tryggestad – County Clerk’s Office