



**Building & Facilities Meeting – January 2, 2020
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 Eric Evenstad. Shawn Redington was excused.

Others in attendance: Phil Hewitt, Renee Tryggestad and Brandon Larson

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 Call, second by Sullivan to approve the minutes of the December 5, 2019 meeting. Motion carried.

5. Audience to visitors

None

6. Building Uses

Hewitt stated Emergency Management's equipment and vehicles will be moving to the old highway repair shop. Land and Water will absorb the laundry building. Hewitt stated he will use the upstairs of the old highway shop for storage. The Sheriff's department will use the tire shop in old highway shop. Hewitt stated he will charge the departments for heat and electricity. Hewitt stated he will move the ADRC vehicles to the old highway shop. Call asked if he has received any offers to purchase the building and said he has had some interested to rent but not any offers for purchase.

7. HVAC Technician Rental Rates

Hewitt stated he would like to use the rates that it would be to rent the tools for area business. Hewitt stated he will take the cost for renting tools and make a spreadsheet of what we would pay. Evenstad asked if the policy was if the tool breaks we do not replace it and was told yes that will be the understanding.

8. Buildings Security

Hewitt stated the IT Department, Emergency Management and himself would like to keep security as tight as possible. Hewitt feels it is not a good idea to have meetings with young children at the Sheriff's Office. Hewitt stated the policy now is to have them pick up a swipe card from the Sheriff's Office and the card was good for one hour. Evenstad feels ten to fifteen minutes should be long enough to keep the door unlocked. Servais stated any meetings after hours should have a county employee present. Sullivan stated the basement of the Erlandson building would be a good place for meetings since the back door could be open while locking the door to the rest of the building. The Committee discussed different options. It was discussed to change the policy stating a county employee must be at the meeting and the doors can only be unlocked for half an hour. It was discussed there should be penalties for not following the policy like three days suspension or termination. Hewitt stated he will start working on getting the new policy in writing and will bring back to a future meeting.

Motion by Sullivan, second by Call to move item 9 to end of the agenda. Motion carried.

11. Department Head Report – Highway Shop Update

Hewitt stated they should be moved into the new building next month. Things got behind schedule due to the holidays. Hewitt stated the offices are ready to move into. Hewitt stated everything is on budget and what is left over will be used to blacktop the lot. Hewitt stated once they are moved in he will post pictures on our web site. Hewitt stated space heaters are allowed but have to meet certain criteria. Hewitt stated he is looking at cleaning services for the Highway administration offices, lunchroom and bathrooms.

12. Committee members reports/questions

Servais asked about bridges on County K. Call asked about the 50 acres that Solverson had to pick early. Hewitt stated he is waiting for Solverson go get the final numbers and will take it to the City of Viroqua.

13. Approve Vouchers/Budget Status

Motion by Evenstad, second by Sullivan to approve all vouchers presented at the January 2, 2020 meeting. Motion carried.

14. Announcements

None

15. Schedule next meeting

The next meeting is scheduled for Thursday, February 6, 2020 at 9:30 a.m. in the conference room at the New Highway Shop.

9. Department Head Evaluation Department Head review, the committee may entertain a motion to adjourn into closed session, pursuant to Wis. Statutes, Section 19.85(1) (c) considering performance evaluation data of any governmental employee over which the governmental body has jurisdiction or exercises responsibility. (Roll call vote needed if motion is not unanimous)

a. Entry into closed session of adopted.

Motion by Evenstad, second by Call to enter into closed session. Motion carried. The Committee entered into closed session at 10:35 a.m.

b. Reconvene in open session pursuant to Wisconsin Statutes Section 19.85 (2) (Roll Call vote if motion is not unanimous)

Motion by Evenstad, second by Sullivan to enter into open session. Motion carried. The committee reconvened into open session at 11:50 a.m.

10. May act on items discussed in closed session

No action was taken.

16. Adjourn

Motion by Sullivan, second by Servais to adjourn at 11:55 a.m. Motion carried.

Minutes submitted by Renee Tryggestad – County Clerk’s Office