



**Building & Facilities Meeting – February 6, 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, Shawn Redington and Eric Evenstad.

Others in attendance: Phil Hewitt, Renee Tryggestad, Dennis Brault, Gail Muller, Lonnie Muller and Dawn Nemecc.

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 January 2, 2019 meeting.
Motion carried.

5. Audience to visitors

None

6. Building Uses

Hewitt stated as of now, the Sheriff's Department has moved some equipment into the tire shop of the old Highway Building, which can be locked. LWCD is in the process of moving stuff into the Laundry Building and Emergency Management has moved vehicles into the repair shop of the old Highway Building. Hewitt stated some of the City of Viroqua workers have questioned him on what we are going to do with some of the out buildings. Hewitt stated the custodial staff is moving things out of the garages by the Erlandson Building to the old Highway shop so once the garages are emptied we can park ADRC County owned vehicles there. Hewitt stated we have a pole shed that is empty and is open for ideas on what to do with that.

7. Erlandson Windows

Hewitt asked if we should order six to ten new windows and was told yes, continue on as budgeted.

8. Garage Roof

Hewitt stated we need to replace the roof on the Banta building garage. Hewitt asked if we should put steel or shingles on and was told steel. Hewitt will get the number for the new roof for next month's meeting.

9. Register of Deeds Walk Up Window

Hewitt stated Dawn Nemec, Register of Deeds, has requested putting in a reception window and counter in their office. Hewitt stated he has a window that can be used. Nemec stated she would like the reception window for safety reasons, plus add more room in their office. Call stated if we do the reception window for one office we should do both offices on the first floor. Evenstad asked about other County buildings. The committee discussed different options, including creating a reception area. Hewitt will bring in the numbers for the reception window at next month's meeting.

10. Department Head Report – Highway Shop Update, Card Locks, Parking Lot Signs, Old Barn Usage

Hewitt feels we should put up the parking signs for the Courthouse Annex before summer. The committee discussed different parking options. Hewitt stated he was approached by some citizens that would like to make the old west barn into a private assisted living complex and in the future a daycare center. The committee felt this would need a business plan to move forward. They would like the County to pay for this. Brault asked if the Sheriff's Department was still interested in turning the barn into a training facility. Hewitt stated they have talked about this. Hewitt discussed the policy for after hours use of County Buildings. Evenstad read the policy to the committee. The committee would like one change on the policy changing employee liable for damages to the requesting outside entity is responsible for any damages. Hewitt will take the change to the Personnel Department. Hewitt discussed the Sheriff's Department boiler system. Hewitt stated Judge Rood is requesting a wall put in the Children's room in the basement for staff to use. Hewitt asked if the committee was interested in working with the Highway Department on a program for building assessment for long term planning from Dude Solutions. The committee stated they would be interested in watching the demonstration webinar.

11. Committee members reports/questions

Call asked about the 50 acres Solverson had to harvest cost and was told has not heard anything from Solverson yet.

12. Approve Vouchers/Budget Status

Motion by Redington, second by Call to approve all vouchers presented at the February 6, 2020 meeting. Motion carried.

13. Announcements

None

14. Schedule next meeting

The next meeting is scheduled for Thursday, March 5, 2020 at 9:30 a.m. Room 102, Courthouse Annex.

15. Adjourn

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

Minutes submitted by Renee Tryggstad – County Clerk's Office