

**BUILDING & FACILITIES PLANNING COMMITTEE**  
**April 7, 2014**

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Chairman Jerry Cade called the Building & Facilities Planning Committee to order at 9:00 a.m. on Monday, April 7, 2014, in the County Board Room on the 3<sup>rd</sup> floor of the Courthouse Annex. Members present were Jerry Cade, Gary Davig, Shawn Redington, and Jim Servais. Eric Evenstad was absent. Others in attendance were Phil Hewitt and Renee Tryggstad. Cade stated the meeting had been properly noticed.

**Motion by Redington, second by Servais to approve the minutes of the March 6, 2014 meeting. All in favor. Motion carried.**

Next on the agenda was Erlandson building doors and windows. Hewitt stated he has had two window companies come to the Erlandson building to look at the windows. Hewitt stated we have 104 windows in the building. Hewitt stated he has not received any quotes back yet. It was decided to replace the bad windows first and probably do twenty five windows each year. Hewitt discussed the three options for security and doors in the Erlandson building. Hewitt stated he has not received any quotes yet for security and doors.

Next on the agenda was additional custodial help. Hewitt stated the committee needs to start thinking about hiring another full time custodial staff. The three custodians are doing a great job but they need help. Hewitt stated we need to hire someone who can be trained at both buildings and will be split between the two buildings. This person would clean but would also learn the maintenance of both buildings. Hewitt stated he has summer help lined up. Hewitt stated if the committee approves the position he will go to the Personnel Committee and then to the County Board Committee for approval. Hewitt would like to have someone hired starting January, 2015.  
**Motion by Servais, second by Davig to approve starting the process of hiring an additional custodial/maintenance staff to be trained to work in both buildings. All in favor. Motion carried.**

Next on the agenda was the Department Head report – Phil Hewitt. Hewitt stated we have one more furnace to replace but is waiting to do this until fall. Hewitt stated the door is finished between Child Support and the County Board Chairman’s offices. Hewitt stated we have no major issues at this time.

Next on the agenda was to review bills and authorize payment. **Motion by Redington, second by Servais to approve all the bills presented at the April 7, 2014 meeting. All in favor. Motion carried.**

The next regular scheduled meeting is Thursday, May 1, 2014, at 9:00 a.m. in the third floor County Board Room, Courthouse Annex.

**Motion by Servais, second by Redington to adjourn the meeting at 9:30 a.m. All in favor. Motion carried.**

Minutes submitted by  
Renee Tryggstad, County Clerk’s office