

BUILDING & FACILITIES PLANNING COMMITTEE
February 6, 2014

Chairman Jerry Cade called the Building & Facilities Planning Committee to order at 9:00 a.m. on Thursday, February 6, 2014, in the second floor conference room of the Erlandson Building. Members present were Jerry Cade, Gary Davig, Eric Evenstad, Shawn Redington, and Jim Servais. Others in attendance were Phil Hewitt, Herb Cornell, Greg Lunde, Dennis Brault and Renee Tryggestad. Cade stated the meeting had been properly noticed.

Motion by Servais, second by Evenstad to approve the minutes of the January 2, 2014, meeting.

Evenstad wanted to amend the minutes changing the spelling of his name to Evenstad, not Everson.

Motion by Servais, second by Evenstad to approve the minutes as amended. All in favor. Motion carried.

Next on the agenda was department head review. **Motion by Evenstad, second by Servais to enter into closed session pursuant to Wis. Statutes, Section 19.85 (1) (c). Motion carried, with all members voting yes. The committee moved into closed session. Motion by Servais, second by Redington to reconvene into open session pursuant to Wisconsin Statutes Section 19.85 (2). Motion carried with all members voting yes. The committee reconvened into open session.**

Next on the agenda was trailer house and barn. Hewitt stated the trailer house is empty and is in the process of being cleaned out. Once it is cleaned he will inspect the trailer for damage. Hewitt stated he had to put in 150 gallons of fuel since the tank was low. Hewitt stated we have to keep the trailer set at 55 degrees so things do not freeze. Hewitt stated he put the ad in the paper for the trailer house bids. Hewitt stated the trailer isn't as nice as it used to be. He said the carpet and floor has issues and may have roof damage. Hewitt stated we should lower the price on the trailer and stated we have to sell the trailer as is. Davig stated if we do not accept a bid we could blow out the lines. Hewitt stated once the bids come in he will call the committee with the amounts. Lunde asked if we put a minimum bid price in the ad and was told no. Hewitt stated they cleaned the snow to get to the barn. Hewitt stated the barn needs to be cleaned out by the renter. Once the barn is cleaned out we will put locks on the doors. Hewitt asked if we were going to rent out the corn crib. The committee decided we shouldn't rent out the corn crib and use it for County storage.

Next on the agenda were windows in the Erlandson building. Hewitt stated we need to upgrade some windows once the new roof is finished. Servais said we should take inventory of the widows and replace as needed. Hewitt stated he will start looking at the windows.

Cade moved to the next item on the agenda, maintenance personnel. Hewitt stated he has students for summer to help on the grounds but we need a part-time on-call person to help fill in for vacations and busy times.

Cade moved to item ten on the agenda, garage for storage. Hewitt stated Human Services have three vehicles which are outside year round and would like to park the vehicles inside. Servais asked about the three garages at the entrance of the parking lot and was told they are used for storage. Lunde stated there are many County owned vehicles that are parked outside. The committee felt if we find space for a few vehicles we will need to find spaces for all vehicles.

Next on the agenda was laundry room update. Hewitt stated they are still working on converting the laundry room into storage.

Cade moved to the next item on the agenda, Erlandson building security issues. Hewitt stated they have met with the grant writer to see if there is any money available for security. Hewitt stated there are many doors that need locks on them and there has been request to place mirrors in hallways and storage areas. Hewitt stated they would like to have a single entryway where people have to be announced to be let in.

Hewitt stated there are a few fire doors that need to be replaced and have discussed using swipe cards to get into the offices. Hewitt stated he will start putting locks on doors where needed.

Cade moved to number thirteen on the agenda, County rentals. Hewitt stated all rent is paid up through January 2014. The committee discussed when the rents for the farm building are due for renewal; grain bin rent runs through 2014, Genetic pole barn rent runs through February 2015, Eitland shed rent runs through July 2014 and Solverson shed runs with the farm lease.

Next on the agenda were furnaces. Hewitt stated we have the Courthouse Annex furnace and dampers finished. Hewitt stated we need a new furnace in the first floor of the Banta building. Hewitt had an estimate for the new furnace as follows: replace existing furnace and A/C unit with a York 2 stage 96% efficient furnace and H.E. blower, with a coil and condensing unit for five tons of 14.5 STEER air conditioning for a price of \$10,251.00. The cost would be \$8,856.00 if we had 13SEER air conditioning. **Motion by Davig, second by Redington to approve purchasing the unit for \$8,856.00.** After some discussion the committee decided to go with the 14.5STEER unit. **Motion by Evenstad, second by Servais to amend the motion as follows: approve purchasing the 14.5STEER unit for \$10,251.00. All in favor. Motion to amend carried. Motion by Davig, second by Servais to approve the motion as amended. All in favor. Motion carried on voice vote with all members voting yes.** Hewitt will be on the Finance Committee agenda to request the money from the Ho-Chunk funds.

Next on the agenda was the Department head report – Phil Hewitt. Hewitt stated the Child Support door is installed and will be working in the County Board Chairman’s office to cut in the door. Hewitt will go to the Finance Committee for approval to take the cost from the Ho-Chunk fund. Hewitt stated they had a problem in the computer server room with one air conditioner unit freezing up, and the other air conditioner overheated so they had to open the window to keep it cool inside. Premier makes a cooling rack to put the servers on which they will be checking into.

Next on the agenda was to review bills and authorize payment. **Motion by Davig, second by Servais to approve all the bills presented at the February 6, 2014 meeting. All in favor. Motion carried.**

The next regular scheduled meeting is Thursday, March 6, 2014, at 9:00 a.m. in the third floor County Board room, Courthouse Annex.

Motion by Redington, second by Servais to adjourn the meeting at 10:26 a.m. All in favor. Motion carried.

Minutes submitted by
Renee Tryggestad, County Clerk’s office