

**BUILDING & FACILITIES PLANNING COMMITTEE**  
**November 5, 2014**

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Chairman Jerry Cade called the Building & Facilities Planning Committee to order at 9:00 a.m. on Wednesday, November 5, 2014, in the County Board Room on the 3<sup>rd</sup> floor of the Courthouse Annex. Members present were Jerry Cade, Gary Davig, Eric Evenstad, Shawn Redington, and Jim Servais. Others in attendance were Phil Hewitt, Greg Lunde, Dennis Brault, Herb Cornell and Renee Tryggestad. Cade stated the meeting had been properly noticed. Cade introduced the visitors to the committee.

**Motion by Davig, second by Servais to approve the minutes of the October 2 2014 meeting. All in favor. Motion carried.**

Cade moved to item number five on the agenda, audience to visitors. There were none.

Cade moved to the next item on the agenda, Erlandson Building duct work changes, possible new air conditioners purchase. Hewitt handed out the attached old and new floor plan. Hewitt stated we would have one furnace to heat the north side of the building and one furnace heat the south end of the building. Hewitt stated moving the duct work would cost \$9420. Hewitt stated the furnaces are in good shape. Hewitt stated they would start the work early spring. Hewitt stated it would cost \$7258 to replace both air conditioners. Hewitt stated the price will be honored until the project is finished. It was discussed requesting payment for this from the 2014 infrastructure account. **Motion by Servais, second by Redington to move ahead with the project requesting money from the 2014 infrastructure account. All in favor. Motion carried.**

Next on the agenda was Court House upper lot, possible renovation. Hewitt stated the lower lot is finished and it turned out well. They also patched the upper lot between the Banta building and Courthouse. Hewitt stated the committee should think about doing the upper parking lot from the edge of the chiller to the edge of the Courthouse going east next spring. This is something that will need to be looked at in the future.

Cade moved to item number eight on the agenda, Dodge truck. Hewitt stated the 1994 Dodge truck was bought in 2006 for \$3,500. Hewitt stated the truck has break issues, rusted break line and the master cylinder is bad. Hewitt asked if the committee wanted to fix the truck or take to the junk yard and scrap it out. **Motion by Servais, second by Davig to approve taking the 1994 Dodge truck to the junk yard for scrap. All in favor. Motion carried.**

Cade moved to item number nine on the agenda, IT server room cooling racks. Hewitt stated the IT department is looking into buying new servers and they will need new cooling racks for the servers. The IT department stated they will pay for the servers and is asking the Buildings & Facilities committee to request money from the infrastructure account to purchase the server racks. They are requesting three racks. Evenstad does not understand why this would be a Buildings & Facilities issue. Cade agreed that the IT department needs to request the money. Evenstad feels IT department could stagger purchasing the racks. There was no action taken on this item.

Next on the agenda was the Department Head report. Hewitt stated they are getting ready for winter and have a plan in place for plowing. He is working with the LWCD department to move their stuff out of the building so he can make parking spaces for County vehicles. Hewitt presented the bills for committee signatures to pay the bills.

The next item on the agenda was committee member's reports/questions. There were none.

There were no announcements.

The next regular scheduled meeting is Thursday, December 4, 2014, at 9:00 a.m. in the third floor County Board Room, Courthouse Annex.

**Motion by Servais, second by Davig to adjourn the meeting at 9:25 a.m. All in favor. Motion carried.**

Minutes submitted by  
Renee Tryggestad, County Clerk's office