

## **PUBLIC PROPERTY/BUILDING COMMITTEE MINUTES**

COMMITTEE: PUBLIC PROPERTY/BUILDING COMMITTEE  
DATE: MONDAY, AUGUST 12, 2019  
TIME: 5:00 P.M.  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairman Bunda called the meeting to order at 5:00 p.m. and read the agenda.

### **ROLL CALL**

Members Present: Bunda, Laabs, Lukas, Shaffer, & Stamper

Other Members: Barb Barker, Josh Bradley, and Mark Rinehart

Absent:

Others present: Nora Matuszewski, Lynne Black, and Barry Black

### **APPROVE AMENDED AGENDA**

Motion by Stamper to approve the agenda, second by Laabs. All present voting AYE.  
Motion carried.

### **APPROVE MINUTES FROM THE JULY 9, 2019 PUBLIC PROPERTY/BUILDING COMMITTEE**

Motion by Shaffer to approve the minutes from the July 9, 2019 meeting, second by Lukas. All present voting AYE. Motion carried.

### **UPDATE FROM JEFF MUSSON ON OLD JAIL AND SHERIFF'S RESIDENCE PROJECT QUOTES FOR ABATEMENT AND DEMOLITION, REVIEW NEW CONTRACT FROM JEFF MUSSON. POSSIBLE ACTION**

Musson updated the committee on what he has been working on, what his plans are going forward, and a new contract to replace the old one.

Motion by Shaffer to abate the asbestos in the Sheriff residence and accept the low bid from AAR in the amount of \$7,220, second by Stamper. All present voting AYE.  
Motion carried.

Motion by Bunda to develop a committee to work with Jeff Musson on the new schematic drawings, second by Lukas. All present voting AYE. Motion carried.

Motion by Shaffer to accept Jeff Musson's new contract and to have Bunda sign it, second by Stamper. All present voting AYE. Motion carried.

### **DISCUSSION AND POSSIBLE ACTION ON MAINTENANCE EMPLOYEE'S REQUEST FOR VACATION CARRY-OVER**

Motion by Lukas to allow vacation carry-over of 40 hours for B. Black, second by Shaffer. All present voting AYE. Motion carried.

### **UPDATES FROM THE MAINTENANCE SUPERVISOR ON ALL PROJECTS, DISCUSSION AND POSSIBLE ACTIONS**

- (1) There is a tree behind the courthouse that needs to be taken down as well as the “dead heads” from other trees. Maintenance will obtain two quotes for removal if possible.
- (2) The generator at the Jail had some issues running when the electricity went down in the storm Forest County encountered a few weeks ago. The generator ran only 1/3 of the building. Updating the generator still would only up the capacity to 80% of the building and a new generator would cost around \$150,000. Motion by Stamper to obtain 2 to 3 quotes for a new generator and then forward it on to Finance, second by Laabs. All present voting AYE. Motion carried.
- (3) The batteries and an oil change will be done on the current generator for maintenance.
- (4) There will be an elevator training for the maintenance in October.
- (5) There were quotes for the new digital controls. Motion by Stamper to pursue the new thermostats for the north annex digital controls, second by Lukas. All present voting AYE. Motion carried.
- (6) The new HVAC in the Jail is leaking condensation on the floor, so Schulz has to order a new unit.
- (7) The floor for the DA’s office has been a challenge because the person who was awarded the bid has had multiple issues and has not been able to come to do any work. Maintenance will call the contractor and give him 14-days to come in and get the work done, if he does not answer or show up, new quotes will be obtained.
- (8) The only contractor to date that came in and looked at the split-unit air conditioners for a bid was Gravitter. Another contractor is coming in to look at the placement and will send in a bid, which should be ready by the next Building committee meeting. There was mention of advertising with Western Builders newspapers.

#### DISCUSSION AND POSSIBLE ACTION ON A NEW COURTHOUSE PHONE SYSTEM, TO BE FORWARDED TO THE FINANCE COMMITTEE’S BUDGET WORK

Motion by Shaffer to update and accept the quote from Nauncka for the new phone system, second by Laabs. All present voting AYE. Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON THE MAINTENANCE EMPLOYEE’S WORK SCHEDULE FOR BRUSH RUN WEEKEND

Motion by Laabs to schedule all Maintenance workers for Friday, August 30, 2019, second by Stamper. All present voting AYE. Motion carried.

#### PUBLIC COMMENT

S. Bunda announced he is not moving contrary to what people are saying. J. Bradley talked about the reason this committee was formed, and the biggest issues being the Courthouse security and the expansion on the Dispatch Center. He wondered why there has not been anything on the agenda about those issues and wonders about how to promote the referendum. Should the papers be called or Channel 12 for the meetings, and can Mike Monte from the Pioneer write an article?

#### SET NEXT MEETING DATE AND POSSIBLE TOPICS

The next meeting date was set for September 9, 2019 at 5:00 p.m.

#### ADJOURNMENT

Motion by Shaffer to adjourn the meeting, second by Stamper. All present voting AYE.  
Motion carried. Meeting adjourned at 7:01 p.m.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Building/Property meeting.

DRAFT