

PUBLIC PROPERTY/BUILDING COMMITTEE

COMMITTEE: PUBLIC PROPERTY/BUILDING
DATE: MARCH 5, 2020
TIME: 4:30 PM
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Bunda called the meeting to order at 4:29 p.m. and read the agenda.

ROLL CALL

Present: Bunda, Lukas, Shaffer & Tallier

Absent: Laabs & Stamper

Others Present: Nora Matuszewski, Jason Theune & Brian Schultz

APPROVE AMENDED AGENDA

Motion by Shaffer to approve the amended agenda as presented, second by Lukas. All present voting AYE. Motion carried.

APPROVE MINUTES FROM FEBRUARY 19, 2020 PERSONNEL, FINANCE & BUILDING/PROPERTY MEETING

Motion by Lukas to approve the minutes from February 19, 2020 Personnel, Finance & Building/Property meeting, second by Shaffer. All present voting (AYE). Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

None

DISCUSSION AND POSSIBLE ACTION ON PRESERVATION AND REPAIRS TO OLD JAIL AND SHERIFF RESIDENCE. POSSIBLE ACTION ON RESOLUTION TO BE FORWARDED TO THE COUNTY BOARD.

Motion by Shaffer to approve the resolution presented to the committee and forward to the next full County Board meeting, second by Lukas. All present voting (AYE). Motion carried.

UPDATE ON NEW 911/DISPATCH CENTER FROM JEFF MUSSON, MAY BE IN A LETTER TO COMMITTEE. DISCUSSION AND POSSIBLE ACTION.

Musson had a letter in the packet that he explained and updated the committee on where he is with the generator and 911 call center.

- Generator- The contract with the Contractor has been sent to legal counsel for review, and they will begin ordering equipment. Once contract is approved and signed the work can begin.
- 911 Call Center- Invitation for bidding will be sent to the paper for the March 12th and March 19th editions. Review of pre-bid contractor will be around March 27th. Bids will be ready for the April 21st County Board, state plan review sometime in May.

UPDATE FROM BRUCE COTTRELL ON DESCRIPTION AND DESIGN OF EMERGENCY GENERATOR FOR MAIN COURTHOUSE. UPDATE WILL BE IN LETTER FORM.
DISCUSSION AND POSSIBLE ACTION

Cottrell supplied a letter for the committee had the examination of the electrical distribution in the Courthouse, which included condition of, existing electrical panels. He also examined the existing Generac 50 KW emergency generator to see if it could be used as emergency power for the Courthouse.

Recommendation for the electrical: With the age of the electrical it should be updated, panels are not labeled correctly or labeled twice with the same label, install new main electrical distribution panel, and the need for separation of the electrical power for emergency power.

Recommendation for the generator received as a donation: Would not work in the Courthouse for several reasons: Age, outdated updates, making it possibly non-compliant with code, too small of a generator for what is needed, no documentation on it, or last known usage, recommend the installation of a new generator.

MAINTENANCE UPDATE FROM MARK RINEHART, INCLUDING PLAN FOR FLAG POLES, DISCUSSION AND POSSIBLE ACTIONS

- Flag Poles-Rinehart brought in a design for the flag poles and colors for the concrete. Motion by Shaffer to move forward with the project with the help of the Job Corps, second by Lukas. All present voting (AYE). Motion carried.
- Boiler Bucket Traps- There are no current replacements for the bucket traps, so in order to replace them the pipes will have to be re-plumbed. Currently the traps are spraying steam constantly into the boiler room. Rinehart had a picture of the temperature in the Maintenance Office, it was 114 degrees. To replace the traps, it will cost \$850 for a kit for each trap.
- Rinehart will be off March 23rd to March 27th for the Jail door training and his only concern is the snow plowing.
- Generac Generator- Rinehart was told the generator to be only valued at \$500 to \$1,000. Bunda told Rinehart to ask if the party that donated the generator would like it back. If not then it will be placed on the surplus website for sale.

EVALUATION OF THE VACANT CUSTODIAL POSITION FROM RINEHART, IN REPORT FORM AS OUTLINED IN THE ADMINISTRATIVE MANUAL. DISCUSSION AND POSSIBLE ACTION OF FORWARDING A RECOMMENDATION TO THE PERSONNEL COMMITTEE

The Personnel Committee approved recommended updates and posting of the position per the recommendation on the Building Committee at their meeting held on March 3rd.

Motion by Lukas to approve the changes and post two (2) positions under the job description, second by Shaffer. All present voting (AYE). Motion carried.

POSSIBLE FUTURE AGENDA ITEMS

- Joint meeting with Personnel on March 31st, 2020 at 4:30 p.m. for interviews.
- Musson Updates

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ADJOURNMENT

There being no further business, motion by Shaffer to adjourn, second by Lukas. All present voting AYE. Motion carried. Meeting Adjourned at 6:02 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