

PUBLIC PROPERTY/BUILDING COMMITTEE

COMMITTEE: PUBLIC PROPERTY/BUILDING
DATE: JULY 1, 2021
TIME: 10:00 A.M.
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Chairman Lukas called the meeting to order at 10:00 a.m. and read the agenda.

ROLL CALL

Present: Collins, Laabs, Lukas, Stamper

Absent: Dehart

Others Present: Cindy Gretzinger, Nora Matuszewski, Mark Rinehart, Jeff Musson, Tom Hoffman, Penny Carter, Christy Conley, Tammy Queen, Cortney Cleereman, Nancy Donek, Diane Murry, Alex Seifert, Jody Jensen, Holli Denton, Rob Koplien Jean Fannin, Travis Wollenberg, Jean Fannin, Stephanie Statezny, James Whiteaker, Kayin Hawkins

APPROVE AGENDA

Motion by Stamper to approve the agenda, second by Collins. All present voting (AYE). Motion carried.

APPROVE MINUTES FROM THE JUNE 22, 2021 PUBLIC PROPERTY/BUILDING MEETING

Motion by Stamper to approve the minutes from the June 22, 2021 Public Property/Building meeting, second by Collins. All present voting (AYE). Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

None

DISCUSSION WITH DEPARTMENT HEADS ON OFFICE STATUS DURING THE RENOVATION PROJECT; POSSIBLE ACTION

Tom Hoffman was introduced to all department heads and Lukas asked the department heads who would be able to work from home and who needed a space.

The Clerk of Courts and Judge have secured the Library and will not be scheduling any jury trials in September. The Library told the committee they would be very happy to allow the courts to use the basement, but, would like the county to find a place for the records. The County does not have any space at this time. Lukas asked Gobert and Carter if they could pack up the records and move them to one area in the Library basement and still have room for the court. They both assured Lukas there would be room; Gobert only asked if someone would be able to help move them. The Clerk of Courts and Judge should be moved as soon as possible.

UW-Extension can work from home during the project, and since the South Annex would be done first, the space could be utilized for offices during the rest of the project shut-down.

District Attorney will be able to work from home, they will just need their file room locked and a safe place to pick up cases from.

The Treasurer and The Register of Deeds will try to secure office space in the Associated Bank.

PUBLIC PROPERTY/BUILDING COMMITTEE

Health and Forestry will be going to the ADRC Building. The Forestry is in the South Annex, so their closure would be before the Health Department. The support staff (Schmidt) for Forestry is really the only person who would need to be onsite anyway, as the Administrator and Asst. Administrator can remote from home and will be working in the field for the most part.

Zoning- Jeannie and Sandy secured office space at the Highway Department.

LCC/Land & Water – Kircher and Littleton can work from home and in will be working in the field also.

CVSO- Rob can work from home. He has some concern with his files, which he will discuss with Hoffman after the meeting.

Emergency Management – Can work within the Sheriff Department during the shut-down.

Child Support – All staff can work from home except Flannery.

Aging – Queen can work from home, she also has concerns on some files she may need to access.

Social Services – All Social Workers and the Economic Support staff can work from home. There is some concern with slow internet connection with the Economic Support staff, but they will work on that. Joan, Kayla, and Brenda will need a space to work in. Hoffman will try to secure two office trailers to rent for the County Clerk and the Social Services. The County Clerk trailer will be used for the office and meeting room for committee meetings. The Social Services trailer will be used for the support staff and files from the office and other offices that need to be secured during the renovation.

Collins asked the Department Heads to send a list of exactly everything they need work from home, work from outside offices and secure to the County Clerk by Wednesday, July 7th. Gretzinger told the department heads that all work schedules during this time should be 5-days a week from 8:00-4:30, the same as during COVID. She also told them to make sure their schedules are forwarded to the County Clerk so it is known where and what everyone is doing during this time, so if people ask why someone is out during the day it is known why. Hoffman told everyone to make sure all personal items are secure or gone during the renovation. An ad will go out to the papers and on the website for the public as soon as possible, with updates as needed. The Clerk's office will buy as many storage boxes as needed to pack up what is needed to be moved. (file boxes that can be used again)

DISCUSSION AND POSSIBLE ACTION ON CONCRETE SEALANT FOR COURTHOUSE HALLWAYS

Motion by Laabs to purchase concrete sealant out of General Obligation Debt funds, second by Stamper. All present (AYE). Motion carried.

DISCUSSION AND POSSIBLE ACTION ON REPLACING A TREE IN MEMORY OF ELLA SPARKS

The Clerk explained the tree is gone and the family of Ella have asked to replace it.

PUBLIC PROPERTY/BUILDING COMMITTEE

Motion by Stamper to allow replacing the tree with a native tree from northern Wisconsin, second by Collins. All present voting (AYE). Motion carried.

POSSIBLE FUTURE AGENDA ITEMS AND SETTING THE NEXT MEETING DATE

- Department Head -Update
- Tree Inventory
- Tree Trimming
- Forest County Logo on floor of board room

ADJOURNMENT

Motion by Lance to adjourn, second by Collins. All present voting (AYE). Motion carried.
Meeting adjourned at 11:45 a.m.

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