

## PUBLIC PROPERTY/BUILDING COMMITTEE

COMMITTEE: PUBLIC PROPERTY/BUILDING  
DATE: SEPTEMBER 16, 2021  
TIME: 4:30 P.M.  
PLACE: FOREST COUNTY CHAMBER BUILDING

### CALL TO ORDER

Chairman Lukas called the meeting to order at 4:30 p.m. and read the agenda.

### ROLL CALL

Present: Collins, Dehart, Laabs, Lukas

Absent: Stamper

Others Present: Nora Matuszewski, Mark Rinehart, Jeff Musson, Alex Walrath, Cindy Gretzinger

### APPROVE AGENDA

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

### APPROVE MINUTES FROM THE SEPTEMBER 9, 2021 PUBLIC PROPERTY/BUILDING MEETING

Motion by Collins to approve the minutes from the September 9, 2021 Public Property/Building meeting, second by Laabs. All present voting (AYE). Motion carried.

### PUBLIC COMMENT ON AGENDA ITEMS

None

### UPDATES ON NEW AND EXISTING BUILDING PROJECTS WITH MUSSON AND HOFFMAN; POSSIBLE ACTION

- OSHA was here last week because of a complaint. They monitored the asbestos removal for air quality. They told the project manager other than two (2) people sent back to shave, the company did a really good job.
- The ceiling project on the third floor has begun with the demo. Next week there will be more people working on the floors and ceilings.
- Hoffman asked about the crown molding for the courtroom medallion. It was agreed by all 1 ¼ “ would look the best.
- The third floor base-shoe will need to be re-done.

### UPDATES WITH MAINTENANCE; POSSIBLE ACTIONS

- Rinehart told the committee the invoice to Focus on Energy has been sent in. All the lights have been ordered for the project.
- There was discussion on the jury room bathroom and the raised panel door.
- Rinehart called Kris on the solar lights on the Forest County Sign in Carter and has not heard back yet. He bought a new eye for it, so the light is on all of the time for now.
- Rinehart spoke with the maintenance supervisor from Lincoln County on the job description.
- Eric from Samuels Group stopped in and dropped off all of the OEM manuals for everything they have done, as well as the “as built drawings.” He will ask for a pdf of it.

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- The maintenance dropped off 23 – 2X4 lights at the fairgrounds. They will install them when able.
- The Maintenance department is short-staffed and Rinehart may not be able to use all of his vacation before he leaves. The committee told him to bring the issue to Personnel.

### DISCUSSION ON OBTAINING QUOTES FOR REPLACEMENT WINDOWS THAT HAVE BARS ON THEM IN THE OLD JAIL

No Action

### DISCUSSION AND POSSIBLE ACTION ON QUOTES FOR DOME REPAIRS

The dome (skylight) is leaking and this needs to be fixed before there can be a discussion of repairing the dome pictures. The committee will have to get Kulps up here to cover up the skylight with a rubber membrane. Musson and Robinson will get together and come up with the scope of work.

### DISCUSSION AND POSSIBLE ACTION ON ELEVATOR AND STATUS OF PROJECT

An OTIS representative was here and they may be able to start work on the elevator as soon as the end of December. The elevator during the installation of a new one will be out-of-service for five (5) to six (6) weeks.

### DISCUSSION AND POSSIBLE ACTION ON FOREST COUNTY RUGS FOR ELECTED OFFICIAL'S OFFICES

Motion by Collins to approve the rugs to come out of the current budgets for the offices, second by Gretzinger. All present voting (AYE). Motion carried.

### DISCUSSION AND POSSIBLE ACTION ON A JOB DESCRIPTION FOR A LEAD BUILDING MAINTENANCE SUPERVISOR AND UPDATES TO THE MAINTENANCE WORKER JOB DESCRIPTION

Motion by Collins to update the suggestions to the job descriptions and bring back to the next meeting for approval and forwarding to full county board, second by Dehart. All present voting (AYE). Motion carried.

### POSSIBLE FUTURE AGENDA ITEMS AND SETTING THE NEXT MEETING DATE

- Maintenance Job Descriptions
- Next meeting: October 6, 2021 at 4:30 p.m. -Forest County Chamber Building

### ADJOURNMENT

Motion by Dehart to adjourn, second by Laabs. All present voting (AYE). Motion carried.  
Meeting adjourned at 6:30 p.m.