

## PUBLIC PROPERTY/BUILDING COMMITTEE

COMMITTEE: PUBLIC PROPERTY/BUILDING  
DATE: OCTOBER 6, 2021  
TIME: 4:30 P.M.  
PLACE: LAKE AVENUE RESTAURANT– DINING AREA

### CALL TO ORDER

The meeting to be held at the Chamber Building was moved to the Lake Avenue Restaurant dining area because the Chamber Building was not available.

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

### ROLL CALL

Present: Collins, Dehart, Laabs, Lukas, Stamper

Absent:

Others Present: Nora Matuszewski, Chris Votis, Jeff Musson, Tom Robinson, Christy Conley, Cindy Gretzinger

### APPROVE AGENDA

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

### APPROVE MINUTES FROM THE SEPTEMBER 16, 2021 PUBLIC PROPERTY/BUILDING MEETING

Motion by Laabs to approve the minutes from the September 16, 2021 Public Property/Building meeting, second by Collins. 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

- Hoffman explained to the committee he had a family vacation that was planned and will be leaving the end of next week and be gone approximately two weeks. He has someone to step in for him (Jeff-JJ Carpentry) while he is away.
- The contractors are coordinating very well with each other, even considering the change made for the ceilings.
- Baseman will be here next week to start working on the hardwood floors.
- The boilers will be filled tomorrow for a system test.
- The project will not be completed any earlier than November 15<sup>th</sup> to November 22<sup>nd</sup>.
- Hoffman, Gretzinger, and Matuszewski will set up an appointment with the Judge next week to discuss the progress and timeline.
- Musson updated the committee on the elevator and a chair purchase from the boardroom.
- Conduits for the tower at the Law Enforcement Center is being discussed, because the tower is further away from the building it will require larger lines, so there is a plan to go underground to the building, up the building and through the roof. The cost to go underground would be around \$20,000 and with all the plumbing it would not be a good idea.
- The tower pedestals need another two weeks to cure.

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- The old compressors in the basement under the health department and in the maintenance office, are of no use for the county anymore. The committee suggests dismantling them and selling them.

### UPDATES ON THE NEW ELEVATOR; POSSIBLE ACTION

Musson gave the committee an update on the elevator and timeline for installation.

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

Motion by Laabs to approve both description updates and forward them to Personnel, second by Dehart. All present voting (AYE). Motion carried.

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

- Elevator Update
- Hoffman/Musson Updates (Dome/projects)
- Update on Compressor removal and disposal
- Next meeting: October 28, 2021 at 4:30 p.m. -Forest County Chamber Building

### ADJOURNMENT

Motion by Dehart to adjourn, second by Collins. All present voting (AYE). Motion carried. Meeting adjourned at 5:36 p.m.

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