

*Jackson County Property Committee*  
*Meeting Minutes*  
April 14, 2020

**1. Call Meeting to Order:** Meeting called to order at 3:30 p.m. by Roger Stevens

Members present: R. Stevens, G. Gutknecht, E. Chamberlain, J. Higgins

Members absent: C. Redbird

Also present: R. Ransom, K. Deno R. Poff, V. Mortenson

**2. Set Date for Next Meeting: May 12, 2020, @ 3:30 p.m. Explorer Conference Room**

**3. Approve Minutes of Previous Meeting**

Motion to approve the minutes of the previous meeting with correction on Item#10 adding 2<sup>nd</sup> motion by J. Higgins, by E. Chamberlain, 2<sup>nd</sup> by G. Gutknecht. All in favor, motion carried.

**4. Discuss/Act Monthly Projects List**

R. Poff handed out the monthly reports from Facilities Staff. Committee reviewed and discussed reports.

**5. Discuss/Act Closed Loop Update**

R. Poff updated the committee on the status of implementing a closed loop on the courthouse cooling system. He brought in Chris Olson, Galileo Consulting Group, who put in the original system. R. Poff informed Chris that the filtration and water table can't keep up with cooling the building. Chris is going to look back at original plans and help design what is needed, then R. Poff can put it out to bid. R. Poff noted having someone on the inside rather than outside to help design would be more beneficial to solving this issue. R. Poff noted he is working on getting prices and will have the numbers at the next meeting. R. Stevens asked if this project can wait until next year and R. Poff answered yes, but moving projects that aren't high on the priority list has already been looked into.

**6. Discuss/Act Office Rental Request from Corporation Counsel**

R. Poff explained to the committee that the current building that Corporation Counsel uses is being sold and they are requesting to rent a small office in the courthouse. Committee discussed options. It was noted that this office would be for one attorney (currently Sam Bach-Hanson) who may have a legal assistant in some days working with him. It was discussed using the small office at the top of the stairs. Other rental agreements were brought up and compared. Currently, two other offices are being rented from the county and both are being charged \$175 a month.

Motion to approve renting the old Emergency Management office to Weld Riley for \$175 a month by E. Chamberlain, 2<sup>nd</sup> by J. Higgins. All in favor, motion carried

**7. Discuss/Act Furnace Replacement USDA**

R. Poff updated the committee on the furnace at the USDA building. Employees reported a burning smell coming from the furnace. It's a Trane unit and was put in by Sampson's. Drousseau Heating and Cooling was able to come immediately and inspect it. An estimate for fixing it was \$2,900.

Motion to put furnace project out to bid by G. Gutknecht, 2<sup>nd</sup> by J. Higgins. All in favor, motion carried.

**8. Discuss/Act Reedy Concrete Update**

R. Poff updated committee on the 3<sup>rd</sup> St. and Main St. stairs project. Project is complete-only waiting for the railings on the Main St. entrance. Reedy's bill had some additional fees which were expected.

Motion to approve Reedy's bill at \$5,986.00 by J. Higgins, 2<sup>nd</sup> by G. Gutknecht. All in favor, motion carried.

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**9. Discuss/Act SGTS Bill**

R. Poff updated the committee on the bill from SGTS. Facilities needs to pay for part of the upgrade/conversion of the security camera system and updating the outside security cameras. The total of the bill was \$19,181.00. Committee reviewed facilities portion and discussed options.

Motion to take SGTS bill to next month's Executive and Finance Committee meeting by E. Chamberlain, 2<sup>nd</sup> by J. Higgins. All in favor, motion carried.

**10. Monthly Budget Reports**

Committee reviewed Monthly Budget Reports.

Motion to approve the Monthly Budget Reports by J. Higgins, 2<sup>nd</sup> by G. Gutknecht. All in favor, motion carried.

**11. Monthly Vouchers**

Committee reviewed monthly vouchers.

Motion to approve previous month's vouchers by E. Chamberlain, 2<sup>nd</sup> by J. Higgins. All in favor, motion carried.

**12. Adjournment**

Motion to adjourn the meeting, by J. Higgins, 2<sup>nd</sup> by E. Chamberlain. All in favor, motion carried. Meeting adjourned at 4:45 p.m.