

Jackson County Property Committee
Meeting Minutes
September 8, 2020

1. Call Meeting to Order: Meeting called to order at 3:30 p.m. by R. Stevens
Members present: R. Stevens, J. Higgins, E. Chamberlain, D. Gearing-Lancaster,
B. Engebretson

Members absent: n/a

Also present: R. Poff, V. Mortenson, J. Brooke

2. Set Date for Next Meeting: October 13, 2020, @ 3:30 p.m. County Board Room

3. Approve Minutes of Previous Meeting

E. Chamberlain motioned to approve the minutes of Previous Meeting with correction on Item#7, adding the approved motion by J. Higgins and 2nd by E. Chamberlain, 2nd was then given by J. Higgins. All in favor, motion carried.

4. Discuss/Act Building Needs (Ongoing)

R. Poff updated the committee on the county's building needs such as the needed storage room for the Sheriff's Department, proper storage for county records and addressing LETC's structural damage. R. Poff noted a lot of money has been put in the UW-Extension building even at times when multiple offices are vacant. He also noted a lot of money has been put into the LETC building as well. The Sheriff's Department has put a lot of money into the building for training purposes. B. Engebretson questioned how much room is needed for all the records and if it would be realistic to move UW-Extension to DHHS, and use the UW-Extension building for Sheriff Department storage. J. Higgins also questioned the use of empty space at UW-Extension for the Sheriff Department's storage. R. Poff noted he would look into what would be needed to make that feasible. R. Poff also noted that Facilities Management isn't responsible or liable for the condition and current organization of the county records. He commented that it had been decided years ago that each department would manage their records and Department Heads aren't stepping forward to address this issue. R. Poff also brought to attention that the LETC building that currently holds dead records-is falling apart. He noted that it either needs to be fixed or the records need to be moved. The committee discussed the county's current record retention policy and storage process.

5. Discuss/Act Cooling Loop Update

R. Poff updated the committee on the status of the Courthouse Cooling Loop project. He noted that the equipment was ordered from Masters Building Solutions, he is working on the specs for the project and hopefully getting the bids out soon.

6. Discuss/Act Parking Lot Update

R. Poff updated the committee on the Courthouse Parking Lot project. Committee members questioned about the county having the equipment to work on this project. R. Poff noted that the county does have equipment but there's an issue with using county equipment that's state funded. J. Higgins noted it needs to be addressed and put on the agenda for the next Executive and Finance Committee meeting. It was noted that \$125,000 was

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budgeted for this project and we are currently under budget. R. Poff informed the committee that Hawk Island Excavating and Mathy Construction came back with estimates for the base gravel. Mathy at \$17,406.90 and Hawk Island at \$15,000.00. R. Poff noted Klaetsch Paving and Eagle Asphalt didn't get back to him for striping/paving. He also had left a voicemail for Greenleaf. B. Engebretson asked if a warranty is included and R. Poff stated there was.

Motion to approve Hawk Island's bid at \$15,000.00 for the parking lot base gravel by J. Higgins, 2nd by B. Engebretson. All in favor, motion carried.

Motion to approve Mathy Construction's bid for paving and striping the parking lot at \$52,232.00 by E. Chamberlain, 2nd by J. Higgins. All in favor, motion carried.

7. Discuss/Act-2021 Budget

The committee reviewed the proposed 2021 Budget for Facilities Management. Some items included in the budget were new heating and air conditioning unit for the Huber side of the jail, replacing the 2009 Chevy and adding a V plow and courthouse bathrooms renovation. Also included in the 2021 budget was \$20,000 for the repairing of the LETC building. R. Poff noted that he had to plan for it as there was still the option of it getting repaired. It was discussed that not all budget items have to be approved.

Motion to approve the 2021 budget without the \$20,000 for repairing the LETC building and have records moved by E. Chamberlain, 2nd by D. Gearing-Lancaster. All in favor, motion carried.

8. Monthly Budget Reports

Committee reviews Monthly Budget Reports. R. Poff noted there hasn't been a reimbursement yet for Covid-19 expenses.

Motion to approve the Monthly Budget Reports by B. Engebretson, 2nd by J. Higgins. All in favor, motion carried.

9. Monthly Vouchers

Committee reviews monthly vouchers.

Motion to approve previous month's vouchers by E. Chamberlain, 2nd by D. Gearing-Lancaster. All in favor, motion carried.

10. Adjournment

Motion to adjourn the meeting, by B. Engebretson, 2nd by J. Higgins. All in favor, motion carried. Meeting adjourned at 5:07 p.m.