

Jackson County Property Committee
Meeting Minutes
February 11, 2020

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

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

Members absent: C. Redbird

Also present: R. Ransom, R. Poff, D. Guenther, V. Mortenson

2. Set Date for Next Meeting: March 10, 2020, @ 3:30 p.m. Explorer Conference Room

3. Approve Minutes of Previous Meeting

Motion to approve the minutes of the previous meeting by E. Chamberlain, 2nd by G. Gutknecht. All in favor, motion carried.

4. Discuss/Act Pulling Electric from Barn to Shed

D. Guenther addressed to the committee the need for electricity at the Farmer's Market and asked to use power from the Barn by extension cord. Committee discussed power usage.

Motion to approve power usage for Jackson County Farmer's Market from the Barn to shed with extension cord by J. Higgins, 2nd by E. Chamberlain. All in favor, motion carried.

5. Discuss/Act Monthly Staff Report

R. Poff explained to the committee he will be starting a Monthly Staff Report. Facility employees will keep track of any outstanding tasks or concerns that need to be addressed. E. Chamberlain commented that receiving their input is a good idea.

6. Discuss/Act DA's Flooring

R. Poff updated the committee on the DA's project. He commented that it's roughly 80% complete and they are working on selecting furniture. Only one flooring quote came back and that was from Carpets to Go.

Motion to approve Carpets to Go quote for \$12,607.48 by E. Chamberlain, 2nd by G. Gutknecht. All in favor, motion carried.

7. Discuss/Act Part-Time Worker Resolution DHHS

R. Poff explained to the committee the need for a part-time facilities worker due to county property continually expanding. The proposed resolution was then handed out and reviewed by the committee. R. Stevens noted a correction that "FTE" needs to be changed to "LTE". It was noted that the resolution will be brought to Executive and Finance Committee and County Board.

Motion to approve the Facilities Management part-time position resolution with the needed corrections by G. Gutknecht, 2nd by J. Higgins. All in favor, motion carried.

8. Discuss/Act Snowpusher for Bobcat

R. Poff discussed snow pusher quotes and with the committee. J. Higgins noted that the cheaper price on the Lyndon Station snow pusher isn't a major concern because Facilities equipment receives proper, routine maintenance and that is a key factor in equipment longevity. Committee also discussed the rubber attachment.

Motion to approve the 8 ft. Snowpusher from Lyndon Station for \$850 and to wait on purchasing the rubber attachment by E. Chamberlain, 2nd by J. Higgins. All in favor, Motion Carried.

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9. Discuss/Act-Extended Warranty for Bobcat Toolcat

R. Poff handed out the extended warranty options for the Bobcat Toolcat and the Committee discusses its pros and cons.

Motion to deny purchasing the Bobcat Toolcat's Protection Plus Extended Warranty due to price and limited conditions by J. Higgins, 2nd by E. Chamberlain. All in favor, motion carried.

10. Monthly Budget Reports

Committee reviewed Monthly Budget Reports.

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

12. Motion to Convene into Closed Session 19.85 (1) (c) Considering employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility
(a) Evaluation for Facilities Manager

Motion by J. Higgins, 2nd by E. Chamberlain. All in favor, motion carried.

13. Motion to return into Open Session per WI Statute 19.85(2)

Motion by J. Higgins, 2nd by E. Chamberlain. All in favor, motion carried.

14. Adjournment

Motion to adjourn meeting by J. Higgins, 2nd by G. Gutknecht. All in favor, motion carried. Meeting adjourned at 5:36 p.m.