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## MEETING MINUTES

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**Committee:** Public Property  
**Date:** Wednesday, November 11, 2020  
**Time:** 1:30 p.m.  
**Location:** County Board Room, Lower Level of the Safety Building

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at approximately 1:30 p.m. by Chairman Shiners.
2. Pledge of Allegiance.

PERSONNEL COMMITTEE			
Name	Role	Status	
George Shiners	Chair	Present	
Richard Wiegert	Member	Present	
Roger Buck	Member	Present	
Vern Cahak	Member	Present	
John Breske	Member	Present	
Non- Committee Members Present			
Name	Interest	Name	Interest
Nate Heuss	Facilities Management Director	Robin Stowe	Corporation Counsel
William Bell	Rib Mountain Riders	Becky Rank	Deputy County Clerk/ Recording Secretary

3. **Approve previous meeting minutes of October 14, 2020.** Motion by Cahak, second by Wiegert to approve the previous meeting minutes of October 14, 2020. All ayes, motion carried.
4. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** William Bell with Rib Mountain Riders stated the date has been set for the Moto Cross event at the Fairgrounds. The Date is 2<sup>nd</sup> Saturday in June, 2021. Bell stated he will work with the Maintenance Department on this event.
5. **Sober Living Updates, update on work done to date.** Shiners updated the committee on the remodel of the Sober Living Facility. Shiners stated the furnace, air conditioner and rain gutters are replaced. Flooring has been pulled up, vinyl tile has been ordered. Shiners will work with Heuss on some small projects that maintenance department will be doing.
6. **Update on 2020/2021 projects.** Heuss updated the Committee stating the Airport west wall is complete, Highway sealant is complete, Snowblower/Mower has been delivered with orientation done, Clover room furnace is complete, parking lot patching is complete, Library digital control project has started. Heuss discussed work being done at the Airport. Information only.
7. **Update on possible Courthouse alterations for Second Judge.** Heuss updated the Committee on attending the Ad Hoc second Judgeship Committee meeting. Heuss stated a walkthrough of the Courthouse was done with discussion of possible locations for a second Courtroom. The Ad Hoc Committee questioned the structural need for a column in the Clerk of Courts Office. Heuss and Supervisor Wagner looked at the column and determined a structural engineer will need to come and review. Ad Hoc Committee Chairman Nye and Public Property Chairman Shiners gave approval to have a structural engineer come look at the project. Heuss will have a preliminary report for the next Ad Hoc Committee meeting. Information only.
8. **Follow-up on the October LTE Discussion:** Heuss updated the Committee on the LTE Cleaning position. Heuss stated at the last meeting the Committee acted to increase the cleaning LTE hours and wage. Heuss stated after a discussion with the

Finance Director this was not permitted due to the Finance Policy. Shinners stated the Personnel Committee is working on updating the current LTE Policy. Information only.

9. **Update on LED Lighting Replacement Project:** Heuss updated the Committee on the LED lighting replacement project. Heuss stated the Resource Center, Jail and Safety Building are done. Health Care Center is half complete. Heuss will need to purchase roughly 1200 more bulbs to complete the project. Heuss stated he received a quote for light pole heads at \$5,754 for bulbs and insulation. Information only.
10. **Preliminary 2021 Maintenance Small Project List.** Heuss presented the Committee with a written 2021 Preliminary Maintenance Project Fund Request. Heuss asked the Committee to review the 2021 Maintenance Small Project List giving their recommendation at the December meeting. Discussion held on projects listed. Information only.
11. **Update on Courthouse Upper Cupola Stone Sealing Project.** Heuss stated Hi-Lo Masonry, Inc. was hired to seal the upper cupola at the Courthouse; however, the lift was unable to reach. Heuss stated this project may get pushed back till spring. Heuss will speak with Finance about funding. Information only.
12. **Update Large Boiler Tune-up (HSC CH, SB).** Heuss stated the Large Boiler Tune-up has been scheduled to start November 16, 2020. Information only.
13. **Discuss concerns with the detention pond level at the Fairgrounds.** Heuss stated the detention pond at the Fairgrounds is at capacity and going into the overflow. Heuss stated there are three options; 1) cap the infield, 2) let it continue to go into overflow, 3) have it pumped. Heuss stated he has a quote from the Highway Department for \$14,000; Kruger Pumping for \$3,000 and \$17,000 to clean out the detention pond. Chairman Shinners would like Highway Department, an engineer and Heuss look into options. Information only.

Motion by Cahak, second by Breske to excuse Wiegert at 2:17 p.m. All ayes, motion carried.

14. **Discuss 2021 Detention Pond Clay Cleanout.** Discussed in item #13.
15. **Discuss/Review Disposal of County Property Policy-2003 Lawnmower.** Heuss stated he disposed of a 2003 lawnmower that was no longer in working order. It was brought to his attention County Policy was not followed. Heuss stated he was able to retrieve the lawnmower. Chairman Shinners stated the policy is confusing and needs to be reviewed and clarified. Discussion held on the notification to department heads when complaints are received. Information only.
16. **Update on Staffing:**
  - Refiling Building Maintenance Worker Position: David Kluwe was hired and will start November 16, 2020
  - Forestry/Maintenance Assistant Position: Karalee Brock from Extension was hired, she started November 9, 2020
  - Snowplowing LTE: Two LTE's were hired, orientation will be November 12, 2020.
17. **Approve disposal of County Equipment:** None
18. **Review Budget Summary:** None
19. **Verify Date of Next Meeting.** Wednesday, December 9, 2020 at 1:30 p.m. in County Board Room
20. **Adjourn the Meeting.** Motion by Cahak, second by Buck to adjourn the meeting at 2:53 p.m. All ayes, motion carried.

**Minutes transcribed and submitted by:**  
**Becky Rank, Deputy County Clerk**  
**Recording Secretary**