

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – August 14, 2015**

Chr. Johnson called the meeting to order at 9:00 a.m. and gave the open meeting statement.

Roll call. Suprs. Boyer, Rohan, Johnson, Spierings, Zaug, all present. Others present: Diane Meulemans, Jesse Cuff, Mary Robbins, Brent Parker, Ron Hansen and Tom Claussen.

Review and Approve agenda. Motion: Supr. Zaug moved and Supr. Boyer seconded the motion to approve the agenda. The motion carried without a negative vote.

Minutes- June 12, 2015 (no meeting in July). Motion: Supr. Rohan moved and Supr. Spierings seconded the motion to approve the previous minutes. The motion carried without a negative vote.

Public Comment. None.

Veterans Service Officer Jesse Cuff. The CVSO is requesting authorization for use of the third floor conference room #3008 for the purpose to provide a space for the Green Bay Vet Center for the counseling of Veterans. They would use the room every other Thursday beginning August 20th, 2015 between the hours of 9:00 a.m. and 12:00 noon and if authorized they would like this to remain in effect until services are no longer needed as determined by CVSO and Green Bay Vet Center. They will place and remove the sign room reserved at the door of room 3008 on scheduled days. Jesse spoke with and signed off on the usage of this room by Hon. Judge Kirk, Hon. Judge Huber, Hon. Judge Clussman, District Atty. John Snider, Clerk of Courts Terrie Tews, Corp. Counsel Diane Meulemans, County Clerk Mary Robbins and CVSO Jesse Cuff. (Memo placed on file with these minutes)

Motion: Supr. Boyer moved and Supr. Zaug seconded the motion to approve the use of Room No. 3008 as stated above, the committee reserves the right to discontinue this service with a 30 day notice. The motion carried without a negative vote.

Facility Dude Software Webinar 9:15 a.m. Tom Claussen set up a webinar with the software company that has a program called Facility Dude Software that helps maintenance personnel organize work orders, scheduling, project reports and many other features. This program would create a tracking of money spent in different projects and be able to show the committee a report for budgeting in the areas most needed. This program would cost initially \$2,800 for the remainder of this year and then \$3,400 per year after that. It will include training, unlimited users, unlimited support.

Tom will check with Heidi to see which budget line item this would be placed in, they felt the most appropriate line item for now would be the Public Property Committee or wherever the Finance Director feels most appropriate.

Weekend Meeting Room Usage Policy – County Clerk Mary Robbins. Legislative, Judicial, Ethics, Safety and Security Committee felt that Public Property should look at the closing time of the courthouse and not allowing weekend use of the Courthouse Facility for meetings for anyone. Other counties do not allow use on weekends and several close at 5 p.m. during the week. In light of recent events around the country the committee felt it should be reviewed. Clerk Robbins did speak with the Department Heads at their monthly meeting and they agreed that during the week the courthouse could be closed at 9:00 p.m. every night of the week, committee meetings may be planned around that time. The Public has a right to access of all committee meetings held in the courthouse.

Motion: Supr. Zaug moved and Supr. Spierings seconded the motion that meeting rooms shall be used for government use only and that the courthouse will close Monday through Friday at 9:00 p.m. No meetings shall be scheduled to be held in the Courthouse Facility on the

weekend. This will be reviewed at the beginning of the year. The motion carried without a negative vote.

Maintenance Updates:

Tom Claussen said that Fahrner has told them the parking lot will be finished on August 29th.

2016 Budget Review. **Motion:** Supr. Zaug moved and Supr. Spierings seconded the motion to forward the budget to Finance/HR Committee with the Dude Facility Software Program. The motion carried without a negative vote. Supr. Boyer questioned the \$11,000 decrease in the Electric Utility, would like to make sure that was not a mistake.

2016 Capital Outlay – Boiler for the Jail, Budget \$39,000. **Motion:** Supr. Spierings moved and Supr. Rohan seconded the motion to approve this expenditure to make the boilers more efficient and present this to the Finance/HR Committee. The motion was carried without a negative vote.

2016 Capital Outlay – LawnTractor/Snowblower for \$14,000. **Motion:** Supr. Spierings moved and Supr. Zaug seconded the motion to approve this capital expenditure and forward to the Finance/HR Committee. The motion was carried without a negative vote.

Adjourn. Motion: Supr. Spierings moved and Supr. Zaug seconded the motion to adjourn the meeting at 10:35 a.m. Motion carried without a negative vote.

Mary Robbins
County Clerk

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.