

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – September 11, 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, Terrie Tews, Judge Huber, Judge Kirk, Mary Robbins.

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.

Previous meeting minutes. Motion: Supr. Spierings moved and Supr. Rohan seconded the motion to approve the previous minutes of August 14. The motion carried without a negative vote.

Public Comment. None.

Probate Office – Circuit Court Judge. Judge Ray Huber and Judge Philip Kirk appeared before the committee to speak about logistics of moving the Probate Office to where the existing Law Library is located. Clerk of Courts Terrie Tews explained that by moving the office over by their office, she will have a deputy that could help with filing on a temporary basis. Tews offered to take over the financials and depositing for Probate.

Judge Huber added that in many counties the Probate Office is located in the Clerk of Courts office and the Clerk of Courts serves as that Officer.

Judge Kirk gave some of the history of the Register of Probate Office. Now that most records will be going paperless, there isn't the need for the Law Library as in the past. They will still maintain the records in another area. Terrie has seen the budget for the Law Library go from \$15,000 to approx. \$4,500. **Motion:** Supr. Zaug moved and Supr. Boyer seconded the motion to approve allocating \$5,000 from the Clerk of Courts budget to be used for the remodeling of this area with approval from the Legislative, Judicial, Ethics, Safety and Security Committee, the Finance Director and to authorize Maintenance Director to begin the process when approved. The motion carried without a negative vote.

Meeting Rooms – Use on weekends exceptions.

DHHS Director Chuck Price. Mr. Price said they use the room throughout the years on weekends for the Foster Families, for better attendance, from 8 a.m. until 4:30 p.m. They have approximately 30 to 50 or so. Committee felt that since the whole courthouse is vacant on the weekends and we have no way to shut the entire building down, it is not secure or safe for holding meetings. **Motion:** Supr. Spierings moved and Supr. Zaug seconded the motion to allow an exemption until the end of the year and they will revisit this issue, they will include an exemption to the UWEX Agent Penny Tank, until the end of the year. They must fill out the proper paperwork with the County Clerk's office for every event. The motion carried without a negative vote.

Maintenance Updates: Leighton is on vacation. Striping will be done this weekend, weather permitting. Supr. Rohan said he did inspect the parking lot and it looks good, they did fill in the depression areas as requested.

HVAC & Building Service Group Contracts – Diane Meulemans did look at the contracts and advises that we should ask them to update the basic contract.

Tour: The committee toured the complete third floor and does realize that perhaps a space study of offices is needed after 25 years.

Adjourn. Motion: Supr. Boyer moved and Supr. Rohan seconded the motion to adjourn the meeting at 10:20 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.