

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – NOVEMBER 13, 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, Leighton Trice, Mary Robbins.

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

Previous meeting minutes. Motion: Supr. Spierings moved and Supr. Boyer seconded the motion to approve the previous minutes of August 11, 2015. The motion carried without a negative vote.

Public Comment. None.

Probate Office – The estimates for the remodeling by the Clerk of Courts Offices and Law Library came to \$12,871.16, they had approved \$5,000 to be used from the Clerk of Courts budget. The committee feels they should not make anymore improvements prior to a study being done of the building for space needs or security needs.

Courthouse Security. The Committee would like to do a full facility study and have the US Marshall Survey Updated, they will work with Legislative, Judicial, Ethics, Safety & Security Committee. The \$200,000 can be used to pay for a study of the facility according to Finance Director Heidi Dombrowski.

Corporation Counsel Office Reconfiguration – Diane Meulemans. Diane spoke to the committee to update them on her plans to use the NW Corner office for her main office, with an area for conferences. She would like to use the conference table from LL43, she mentioned that Information Systems and Maintenance have been very helpful in her planning. She would use her existing office for the Assistant Corporation Counsel and Office staff.

Maintenance Updates: Leighton Trice, Maintenance Director

HVAC (Heating Ventilating and Air Conditioning) Controls – Energy Control and Design Contract for 2016 is \$36,545.00 for the Jail mechanical PMA and the Jail controls PMA

Courthouse mechanical PMA and Courthouse controls PMA = \$33,070.00

Motion: Supr. Zaug moved and Supr. Boyer seconded the motion to approve the preventative maintenance contract to Energy Control and Design for HVAC in the amount of \$36,545.00 for the Jail and Courthouse \$33,070.00. The motion carried without a negative vote.

Building Service Group Contracts – Waupaca County Courthouse and Jail Total Cost of \$161,100.00. Also, for floor care services in the Waupaca County Law Enforcement Center that are not currently in the scheduled floor care program would be \$1,700.00. **Motion:** Supr. Zaug moved and Supr. Rohan seconded the motion to approve the Building Service Group Contracts for 2016 for a total amount of \$162,800. The motion carried without a negative vote.

Facility Dude Software Program. Motion: Supr. Boyer moved and Supr. Zaug seconded the motion to approve the software maintenance for \$2,714.17. The motion carried without a negative vote.

Adjourn. Motion: Supr. Boyer moved and Supr. Spierings seconded the motion to adjourn the meeting at 9:30 a.m. Motion carried without a negative vote.

Mary Robbins
County Clerk