

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – January 14, 2016**

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

Roll call. Suprs. Boyer-excused, Rohan, Johnson, Spierings-excused, Zaug, 2 members excused. Others present: Ron Hansen, and Mary Robbins.

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

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

Public Comment. None.

Review Job Description for Maintenance Director. County Clerk Robbins and Chr. Johnson would like to hold this over, they would like to update the description maybe in the area of experience required and some better definitions. This will be carried over.

LTE Maintenance Position. Ron Hansen informed the committee that they will be offering this position to Dan Gorell and offer under 30 hrs. per week schedule. Ron did mention that they did offer an LTE position to a former Maintenance employee Bob Solberg but he declined. **Motion:** Supr. Zaug moved and Supr. Rohan seconded the motion to approve offering the LTE position to Dan Gorell. The motion carried without a negative vote.

Maintenance Updates: Ron Hansen, Maintenance Director.

- Discussed the PA System and the need to update, they will take it to the Security Ad-Hoc Committee. They will be obtaining a quote from Professional Security Solutions and they will do a quote for the cameras in the courtroom that need updating.
- Parking Lot lights, Bauer Electric will be installing the new LED lights for \$7,492.00 and we will be getting a rebate from Focus on Energy.
- Tractor/Snowblower RFP's. Ron explained that all 3 quotes are close and the best service they believe would be with Riesterer & Schnell out of Stevens Point. **Motion:** Supr. Zaug moved and Supr. Rohan seconded the motion to award the RFP to Riesterer & Schnell. The motion carried without a negative vote.
- Update on Policies. Ron is working on getting the Lock out Tag out procedures complete and they have their Bloodborne Pathogen training scheduled, this is a requirement. Ron is updating their Standard Operating Procedures (SOP) book to be up to date.

Adjourn. Motion: Supr. Zaug moved and Supr. Rohan seconded the motion to adjourn the meeting at 9:59 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.