

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – February 12, 2016**

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: 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 with suggested amendments of adding the word developing to the sentence Ron is “developing” their Standard Operating Procedures (SOP) book for the department. The motion carried without a negative vote.

Public Comment. None.

Review Job Description for Maintenance Director. Committee reviewed several job descriptions, would like to keep the description simple but to the point. County Clerk Robbins will retype the Maintenance Director Job Description and submit the revisions to the HR Department. A copy will be attached to these minutes on file in the Clerk’s Office. **Motion:** Supr. Boyer moved and Supr. Zaug seconded the motion to approve the retyped job description. The motion carried without a negative vote.

Meeting Date Change: The Committee will be meeting on the second Thursday of every month at 9 a.m., unless notified otherwise. Next Meeting Date: **Thursday, March 10, 2016 at 9 a.m., Meeting Room LL43.**

Maintenance Updates: Ron Hansen, Maintenance Director.

- Parking Lights. They have made the switch to all LED lights in the Courthouse Main parking lot, this project has been completed.
- Tractor/Snowblower will be delivered today
- Law Enforcement Center summer boiler update. Ron informed them it has been installed last week; they do need some electrician work to be completed by the end of the week.
- Department Policies and Training Updates. Hearing Conservation Policies will follow the highway department’s procedures and try to schedule hearing tests with them. Confined Spaces, he will be doing training on this with his staff, everything must be labeled. Ron will keep the committee updated on his progress.

Adjourn. Motion: Supr. Spierings moved and Supr. Boyer seconded the motion to adjourn the meeting at 10:00 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.