

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – March 10, 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-arrived at 9:30 a.m., all present. Others present: Ron Hansen and Mary Robbins.

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

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

Public Comment. None.

Remodeling Project for Law Enforcement Training – Al Kraeger. Chief Deputy Kraeger was out of town. Clerk Robbins will touch base with Al on the questions that she and the committee asked, regarding liability issues, work time and the cost estimates. Maintenance Director Ron Hansen took the committee to see the area that is being built, recently by in house staff.

Maintenance Updates: Ron Hansen, Maintenance Director.

- Painting Projects in the DHHS area on second floor. Ron showed the committee an outlined plan of the area projects. – DHHS 2nd Floor Improvements. Maintenance will develop a policy for painting rooms, for Courthouse.
- Dept. of Public Health received a grant for installing video equipment in the Lower Level 42; the committee looked in the meeting room. Maintenance will be doing most of the wiring and running the cable. **Motion:** Supr. Zaug moved and Supr. Spierings seconded the motion to approve installing the two additional video cameras in LL42 and thanking Terry Harrington for her work on getting the grant. The motion was carried without a negative vote.
- Area Rugs in Offices. A county-wide email was sent to all employees, that due to safety and cleaning liabilities, area rugs are not allowed on the floors of offices, along with other personal items, that the employees are responsible on their own.
- Aramark Door Mats and Uniform Contract. Ron explained that there was an error in their current pricing and after speaking with them, they dropped their cost for 2016. Corporation Counsel is reviewing the new contract that would extend the new price of \$10,600 for the courthouse and \$7,700 for the Jail. Ron will speak with other vendors as well.
- Department Policies and Training Updates. Ron let them know he is currently working on these as time permits. He did attend the Court Security Training in Appleton and the biggest emphasis was on training the employees. We will be having a company from Seattle come in to train our employees and do actual lockdown training. We do an annual tornado drill and we will need to do a fire drill this summer, so employees know what to do in these cases. Public Property committee would like to recommend to the Legislative, Judicial, Ethics, Safety & Security Committee that a fire drill be conducted this year.

Adjourn. Motion: Supr. Rohan 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.