

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – May 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-excused, Zaug. A quorum was established with one member excused. Others present: Ron Hansen, Andy Carlin, Brent Wyland, Terrie Tews-Liebe and Steve Hart.

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

Previous meeting minutes. Motion: Supr. Zaug moved and Supr. Rohan seconded the motion to approve the previous minutes. Supr. Boyer questioned the cost of the handicap entrance at the Law Enforcement Center and asked if there were any grants available. Since the entrance is not an ADA requirement, there would be no grants available. The motion carried without a negative vote.

Public Comment. None.

Clerk of Courts – Terrie Tews, replace office panels

Terrie reported that they want to redo the cubicle walls. She would have the funds from an early retirement of an employee. The cubicle walls would be 43 inches tall with 30 inches of glass on top. Terrie reported that the FAX machine and copier are very noisy and the staff needs more privacy. Mandated E-filing will require the staff to do more from their workstation than the counter. The request for funds will need to be taken to Finance & Human Resources because the cost will be coming out of wages, not capital improvements. Total cost for the new panels would be \$20,380 which includes installation. **Motion:** Supr. Boyer moved and Supr. Rohan seconded the motion for Terrie to go ahead with her plan with the funds coming from the Clerk of Courts budget with approval from the Finance & Human Resource Committee.. The motion carried without a negative vote.

Maintenance Updates: Ron Hansen, Maintenance Director.

- Intercom System & Shortel paging system. Ron reported that the intercom system was tested and not everyone can hear the announcements. There is a Shortel upgrade that will allow the announcements to come over the speaker on the telephones. There is also a need for additional speakers and additional phones to cover were there are no speakers. Cost would come out of the Security budget. Andy Carlin is also checking on a program that will dial employee cell phones with announcements.
- Crisis Reality Survey. Jesus Villahermosa and his team did an intensive security tour of the Courthouse and will be preparing a report of changes that need to be made. Andy Carlin handed out a list of simple changes that can be made. The mandatory employee training was well received.
- Lawn Tractor Auction. Ron reported that the auction ends on May 16 and the bids are higher than he expected.

Supr. Rohan asked if the meeting days could be changed. He is a new member of the Highway Committee and that committee meets on the same day as Public Property. The Public Property Committee will meet on the 2nd Friday of the month at 9:00 a.m.

Adjourn. Motion: Supr. Rohan moved and Supr. Boyer seconded the motion to adjourn the meeting at 9:55 a.m. Motion carried without a negative vote.

Steve Hart
Deputy 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.