

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – September 9, 2016**

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

Roll call. Suprs. Boyer, Rohan, Johnson-excused, Spierings, Zaug. A quorum was established. Others present: Ron Hansen, Diane Meulemans and Mary Robbins.

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

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

Public Comment. None.

Maintenance Updates: Ron Hansen, Maintenance Director.

- **Update on Courthouse Policy.** They discussed the need for glass partitions across the front counters and for ID Badge readers. This may be placed on hold, depending on whether a facilities study is recommended, place on next month's agenda. Ron said they have 26 card readers that need to be added.
- **Discuss Courthouse Hours of Operation.** County Clerk mentioned that this is very difficult to ascertain because we are all individual departments and work various hours with flexible schedules. We will need to determine what would be the proper hours that the courthouse is open and accessible to the public and when it should be closed. Clerk will check with other counties.
- **Facility Study.** With all of the changes to departments, the building is 26 years old, we really need to consider a study of the building itself, the departments needs for growth or reduction and take that into consideration before too many drastic changes are made for security that will not be effective in the future. Corp Counsel Meulemans shared that they have been working on a memo of understanding between the City of Waupaca and County Law Enforcement, the County of Waupaca will be covering the inside of the Courthouse and the City of Waupaca will cover the outside property.
- **Sidewalk Sweeper.** Ron mentioned that he would like to purchase a sidewalk sweeper power broom for \$4,999.00 and he needs to take this to Finance for a line item transfer to purchase this out of capital rather than the winter fund.
- **Storage Shed.** They would like to be able to build a storage premier pre-built storage shed over by the tower equipment, but the City of Waupaca said he would need to ask for a variance.

Review next meeting date. The Public Property Committee will meet on Friday, October 14, 2017 at 9:00 a.m.

Adjourn. Motion: Supr. Spierings moved and Supr. Boyer seconded the motion to adjourn the meeting at 9:38 a.m. Motion carried without a negative vote.

Mary A. 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.