

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – March 10, 2017**

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

Roll call. Chair Johnson, Suprs. Boyer, Rohan, Zaug, and Spierings. A quorum was established. Others present: Ron Hansen, Mark Sether, Casey Beyersdorf, Judge Huber, Judge Clussman and Jill Lodewegen.

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

Public Comment. None

County Highway Owned Property: Mr. Beyersdorf discussed a parcel of land that the highway department owns in the City of Marion (parcel # 32 01 13 7) which has sewer/water accessed to it each year. He would like permission to sell because it is of no use to the highway department. It was noted that the process for the sale should be discussed with Corporation Counsel. **Motion:** Supr. Boyer moved and Supr. Spierings seconded the motion to have Mr. Beyersdorf discuss with Corporation Counsel the process to sell parcel # 32 01 13 7 and to move forward with the sale. Motion carried without a negative vote.

Space needs for Drug Court: Judge Huber and Judge Clussman discussed the need for office space for the new Drug Court Coordinator position, which is in the interview stages of hiring. They noted that a temporary desk was available in the DA's office, but a permanent private office would be needed once clients started being met with, which is anticipated for July. In a previous budget, there was a cost estimate to move Angela Dahle in Probate to the old law library. The judge's would like permission to update that estimate so Probate current area could be used for the Drug Court Coordinator which would also include adding a door to the current Probate area. In addition, an area would need to be considered for a CCAP terminal for public use. **Motion:** Supr. Boyer moved and Supr. Spierings seconded the motion to have the estimates for construction updated for a new Probate offices, and any additional updates for new Drug Court Coordinator office for Finance Committee review. Motion carried without a negative vote.

Courthouse Vending Machine Contracts: Mrs. Lodewegen noted that it was brought to her attention that vending machine contracts are to be reviewed in June of odd years. After some research, she noted that in 2012, an RFP was done and the contract was awarded to a new company. In January of 2014, that company was asked to remove their machines and the contract was given back to Tim Mansavage of Express Vending who has had it ever since. There is no commission made on the vending because usage is not high enough to warrant it. Mr. Mansavage has responded to down machines or lost money in a very timely manner. The committee directed Mrs. Lodewegen to contact staff on all three levels were vending can be found to find out if they were happy with the current vending service and report back next meeting.

Maintenance Updates: Ron Hansen, Maintenance Director.

- **Security Update.** Supv. Boyer and Mr. Hansen attended a Courthouse Security conference in Appleton. They noted security measures some other Courthouses are taking including a yearly active shooter training that included shutting down the courthouse for half a day with actual blanks shot off. Concerns were brought up about fire drills not being conducted routinely and who is responsible for that being done, as well as incident reporting not only in the courtrooms but in all areas of the courthouse. Mr. Hansen noted that he would be contacting the IT department to find out if our current phone system could be set up with a silent panic button, which was a type of "reverse 911" reporting that was suggested.
- **Space and Facility Needs Assessment Request for Proposal (RFP).** The final draft of the RFP was presented to committee members, asking for feedback prior to the next meeting so that it could be moved on at April meeting.

- **Chiller Updates.** Carrier is 99% complete with the chillers. Final cost are estimated at about \$75,000 which is half of the original estimate of \$150,000.
- **Sealing Floors.** Pricing came in at \$7,600 for sealing the floors but because it is not in the 2017 budget, cannot be completed this year. Sheriff department would need to budget for it in 2018.
- **Sealing Parking Lot.** Mr. Hansen has budgeted \$20,000 to seal parking lot noting that money would be enough to seal the sheriff department parking lot, which has not been sealed in 5 or 6 years. It would also be enough to do some crackfilling in the courthouse parking lot, which he would be able to contract thru the highway department. Mr. Hansen noted that going forward, money would be budgeted to sealcoat at least one parking lot each year to keep up on it.
- **Employee Update.** One maintenance position gave notice and is now done. A part time employee is filling in to help out. Interviews are in the process of being set up.

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

Adjourn. Motion: Supr. Spierings moved and Supr. Zaugh seconded the motion to adjourn the meeting at 10:15 a.m. Motion carried without a negative vote.

Jill Lodewegen
County Clerk