

**WAUPACA COUNTY PUBLIC PROPERTY COMMITTEE
MINUTES – April 13, 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, Diane Meulemans and Jill Lodewegen.

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. Zaug moved and Supr. Spierings seconded the motion to approve the previous minutes. The motion carried without a negative vote.

Public Comment. None

Courthouse Vending Machine Contracts: Jill Lodewegen noted that after discussions at two department head meetings requesting input or concerns regarding vending, none was brought to her attention. Tim Mansavage of Express Vending is the current vender. **Motion:** Supr. Spierings moved and Supr. Zaug seconded the motion to extend a contract again to Express Vending. The motion carried without a negative vote.

Main Level Break Room Lounge Furniture: Jill Lodewegen updated the committee regarding furniture that was received from Lakeview Manor and placed in the first floor break room, noting that due to deadlines, these items were received pending committee approval. **Motion:** Supr. Boyer moved and Supr. Rohan seconded the motion to keep the lounge furniture in the main level break room that was obtained thru the Lakeview Manor surplus. The motion carried without a negative vote.

Maintenance Updates: Ron Hansen, Maintenance Director.

- **Space and Facility Needs Assessment Request for Proposal (RFP).** Corporation Counsel Meulemans and Ron presented the final draft of the RFP to committee members noting that a committee would need to be formed that would review, score, select finalist, interview and make recommendations to this committee. The committee agreed that subcommittee should be made up of Ron Hansen, Diane Meulemans, Human Recourse Director Amanda Welch, Department of Health and Human Services Director Price or Deputy Director Kelly, Supr. Boyer and Supr. Johnson. **Motion:** Supr. Zaug moved and Supr. Spierings seconded approving the RFP with dates to be determined by subcommittee member's availability. The motion carried without a negative vote.
- **Chiller Updates.** One chiller is up and running and one is waiting on an oil cooler piece which should be in by next week.
- **Employee Update.** The open maintenance position has been filled and the new employee will start on April 24.
- **Lakeview Manor Surplus Items:** Ron noted that with many departments taking advantage of updating furniture, shelving etc with the surplus from Lakeview Manor, it is creating a surplus of unwanted items that need to be addressed here at the court house. He has discussed with Finance Director Heidi Dombrowski and will determine if these items are usable or should be scraped out or discarded. Any questionable items will be discussed with finance. Questions have been asked regarding if employees can purchase any items that may not be needed. Outside counsel is reviewing statues which appear to not allow such a sale.

Review next meeting date. The Public Property Committee will meet on May 12, 2017 at 9:00 a.m.

Motion Supr. Zaug moved and Supr. Boyer seconded to go into Closed Session Pursuant to WI State Statutes 19.85(1)(c) for the purpose of consideration of annual department head Ron Hansen performance evaluation. Roll Call Vote. Johnson-yes, Boyer-yes, Rohan-yes, Zaug-yes, and Spierings-yes.

Motion: Supr. Zaugh moved and Supr. Spierings seconded to adjourn in closed session at 10:10 a.m. Motion carried without a negative vote.

Jill Lodewegen
County Clerk