

Present: Tony Hauser, Jim Platteter, Alan Rathsack, Mike Hraban.

Others Present: Mike Naczas, Charmaine Johnson, Ted East, Kitzie Nelson, Andy Albarado, Carol Johnson, Jim Bugbee, Randy Tatur, Pete Boss, Danielle Zimmer.

Meeting called to order by Chair Hauser at 8:30 a.m.

Motion by Rathsack, second by Hauser to approve minutes from February 9, 2018. Motion carried.

Building & Grounds

Lions Club Building Remodel: Dick Moore present, representing the Lions Club, to ask permission to expand their building at the fairgrounds. Lions Club would be working with Lamperts and the plans would be drawn up prior to any work being done. Cost would be covered by the Lions Club and their fundraising efforts, no cost to the county. Discussion on approval needing to come from property or extension. Discussion on building permits, inspections, etc. Motion by Platteter, second by Hraban to approve moving forward in the planning with maintenance oversight of the project and the approval of the extension committee. Motion carried.

Update on Maintenance of Government Center Facility and Other County Owned Properties: Naczas gave update on maintenance of government facility and maintenance looking into what can be done to add a metal detector by the courtrooms at the request of the Sheriff. Discussion on what budget this project would come out of. East suggested the Sheriff's Department do it as a cost proposal for 2019. East will discuss with the Sheriff. Discussion on courthouse security.

Employee Update: Naczas informed committee that Chris Schreiber quit on Tuesday and the maintenance department would like to fill two positions at the rate for the position advertised for the first opening. Naczas would like to look into contracting for electrical work as a cost proposal for 2019. Discussion on where the money would come from in the budget. Motion by Platteter, second by Hraban to allow Naczas to hire two Maintenance/Housekeeping positions at the \$17.12 rate from the applicants for the first position. Motion carried.

Representative for Interviews: Interviews have been set for March 19th. Hauser will represent the Property Committee at the interviews.

Budget Projections: Johnson reviewed summary and budget projections. Two outstanding bills remain from the Historical Society. Discussion on kiosk, Naczas will follow-up with Wallace.

Payment of Invoices: Review of report. Motion by Hraban, second by Rathsack to approve payment of invoices. Motion carried.

Animal Shelter Construction Update: Naczas informed committee that cages were installed Monday and Tuesday, they are currently waiting on parts to finish them. Inspections, licensing, etc. needs to be done before moving in. Discussion on possibly adding gutters and getting approval from joint management.

Front Door Opener of Courthouse: Naczas informed committee that there was a \$2700 digital opener to the outer door and the inside opener is analog, the two do not communicate. There is a new digital one on order to replace the inside one. Both will come out of the maintenance repairs budget.

Work started on heating system: Work started on Monday, likely will not be completed until fall.

Summer Help Position: Naczas requested permission to post for the summer help position in maintenance. Job description approval will need to go on April 5th Personnel Agenda.

Westlake Cleaning: Meeting was held with Westlake last month to discuss keeping the courthouse clean. Naczas will update the committee in April.

Eyewash Station for LEC: Request from the Sheriff to install and eye wash station and have it placed in the garage, would be around \$1000 to purchase and install.

Administrative Coordinator Doorway: Naczas informed committee that he has a door frame that would work. Committee recommended to use that doorway.

Insurance/County Cars

Review of Insurance Claims & County Car Usage: Discussion on snowmobile falling on deputy. Discussion on insurance claims and workmans comp.

Review of Liability Claim Denied by Insurance: Discussion on the situation and the course of action that should be taken. Motion by Hauser, second by Rathsack to recommend that the property damage claim be paid out of the general liability deductible fund. Motion carried.

Airport

Update: Albarado informed committee of updates regarding airport fuel system, tenants moving, and the hose reel being fixed. Discussion on the fuel system and tracking the use as well as orders/deliveries.

Economic Development

Update: Discussion on closing out the animal shelter building contract and some improvements that will possibly need to be addressed upon that completion. WITC was moved into the enterprise center yesterday. There will be a joint management meeting in the next couple of weeks. The Sheriff's Department has looked at a bigger heated space for evidence storage. The rail yard is full and they are moving it through. Verso is interested in possibly expanding the yard. There is a fly-in at the airport being planned for Tony Daze. Albarado would like to start reaching out to brokers in the twin cities to advertise the buildings available, expand the market.

Register of Deeds

Conversion Project: Johnson gave committee brief background of the project. East explained handout and the expenses. Discussion on this going back to the Land Information Committee, the original deal and what is now being required. East and Johnson will work on this and come back after contacting Fidlar with Summerfield's help.

IT Department

Report: Bugbee gave report on computers, Highway Wi-Fi, and 911 system progress. Discussion on Register of Deeds external hard drive backup. Update on password changes/security due to an employee quitting. Discussion on virus/antivirus software.

Next meeting: April 13, 2018 at 8:30 a.m.

Motion by Platteter to adjourn. Motion carried. Meeting adjourned 11:18 a.m.