

BUILDING & INSURANCE COMMITTEE MEETING
DECEMBER 13, 2017
9:00 A.M.
LAFAYETTE COUNTY COURTHOUSE
COUNTY BOARD ROOM

Present: Committee Chairman Ted Wiegel; Supervisors Larry Ludlum, Jack Wiegel, Dwayne Larson, County Board Chairman Jack Sauer and Lafayette County Clerk Carla Jacobson. John Perkins was excused.

ALSO PRESENT: Courthouse Maintenance Supervisor Tony Wiegel; Clerk of Court Kitty McGowan; District Attorney Jenna Gill and Human Services Director Shane Schuhmacher.

The meeting was called to order at 9:00 a.m., by Mr. Ted Wiegel. He asked if the meeting was properly posted. Ms. Jacobson verified the meeting was posted at the Courthouse, the Darlington Municipal Building, Memorial Hospital, on the county website and sent to the press.

Motion by Mr. Ludlum, second by Mr. Larson to approve the agenda as presented. Voice vote, motion carried.

Motion by Mr. Ludlum, second by Mr. Ted Wiegel to approve the minutes of the September 26, 2017 Building and Insurance Committee meeting as printed. Voice vote, motion carried.

Use of Former Workforce Development Office Space at the County K Building: Workforce Development will not be renting space in 2018. Shane said that Human Services could definitely utilize the space themselves. Mr. Sauer made a motion to allow Human Services to use this space, second by Mr. Larson. Voice vote, motion carried.

Purchase of New Carpet and New Filing System for the District Attorney's Office: Jenna Gill was present to discuss a new filing system and carpet in the District Attorney's offices. The quote from Black's Floor Covering is \$3,500.00 for new carpet to do three offices in the District Attorney's Office area. Now would be a good time since they are planning to get a new filing system. The District Attorney's Office has brought in approximately \$7,000 in revenue from bail forfeitures and they have given the Sheriff's Office \$4,500 for Software and would like to use the balance for the filing system. DA office would like a system similar to the Child Support Office but has not received a bid yet. Child Support's system was approximately \$3,600.00. There is a potential for more revenue in 2018 from other bail forfeitures. Tony Wiegel will approach Black's Floor Covering to ask for a better price. A motion was made by Mr. Sauer to purchase the filing system and to purchase the carpet from Black's at no more than \$2,900.00, second by Mr. Jack Wiegel. Voice vote, motion carried.

Changing Collection Agencies for Clerk of Court's Office: Kitty McGowan requested changing the collection agency from Professional Placement Services (PPS) to State Debt Collection (SDC). PPS charges 19%. SDC does not charge the county as they charge the defendants for it. A motion was made by Mr. Jack Wiegel, second by Mr. Larson to change to State Debt Collection for collections in the Clerk of Court's Office. Voice vote, motion carried.

Charging Other County Departments for Filing Fees in Clerk of Court's Office: In the past, if a county department filed a small claims, they paid the filing fees. Attorney Nathan Russell asked if the hospital would pay this fee. A motion was made by Mr. Ludlum, second by Mr. Sauer to continue charging departments for filings fees. Voice vote, motion carried.

Removal of Shelves in Clerk of Court's Vault: Clerk of Court's went paperless in 2016 and the shelves in the vault are no longer needed. They could possibly be used in the new building by the Highway Department. A motion was made by Mr. Jack Wiegel, second by Mr. Ludlum to have Tony Wiegel remove the shelves at his convenience. Voice vote, motion carried.

Arrangement of Clerk of Court's Office: Previously, the Judicial Assistant was moved to the Clerk of Court's backroom. She is now doing passports. Kitty would like to move to the back room and possibly swap places with the Judicial Assistant. A motion was made by Mr. Sauer, second by Mr. Jack Wiegel to arrange office as long as the Judge and Clerk of Court agree. Voice vote, motion carried.

Clerk of Court's Annual Report for 2016 is available and a copy has been given to the County Clerk for filing.

Paint and Repair of the Courthouse Third Floor Offices and Courtroom: Removed loose plaster in the courtroom. Water problem has been temporarily fixed. The small rooms will be done by the Maintenance department. Courtroom will need to be done by a professional.

Replacement of Glass in Downstairs Reception Area of County K Building: The reception area would like a sliding glass window similar to what was put in the upstairs office. Tony Wiegel received a price from Monroe Glass for \$1,500.00 for tempered glass 56" by 46" furnished and installed. Motion by Mr. Jack Wiegel, second by Mr. Ludlum to replace the glass for \$1,500.00 by Monroe Glass with expense to come from the Human Services budget. Voice vote, motion carried.

Repair or Replacement of Human Services Vehicle: Tony Wiegel is evaluating each vehicle on a case by case basis. Tony will be in contact with the B&I Chair, Ted Wiegel, on any situations that arise on the vehicles.

Bids Received for Snow Removal at County K Building and Courthouse and Sidewalk Snow Removal at the County K Building: Bill Crist & Son bid for the County K Building upper lot is \$50/time and to salt the upper lot is \$80/time; the lower lot is \$40/time, and to salt the lower lot is \$60/time. Backyard sent bid for Courthouse, same as last year for \$95.00/time. Doug Weaver does sidewalk at County K Building, his bid is approximately \$5.00 more than last year. A motion was made by Mr. Larson, second by Mr. Jack Wiegel to accept the bids for County K and Courthouse for snow removal. Voice vote, motion carried.

Maintenance Supervisor Report: Maintenance Supervisor Tony Wiegel updated the committee on the following items:

- a. AC Unit, blower and thermostat have all been replaced in the IT Room. Solution would be to get a second standby unit that would kick on at a certain temperature. Total cost would be approximately \$5,500 to \$6,000. A motion was made by Mr. Jack Wiegel, second by Mr. Ludlum to purchase AC unit. Voice vote, motion carried.
- b. The County K Building does not have a contract to check the fire extinguishers. Tony will be working on getting a contract for the maintenance of the extinguishers.
- c. Tony will check with State to see what the regulations are for smoke detectors.
- d. Heating system had two parts replaced for \$800 and \$900.
- e. Maintenance Department is shorthanded. Discussed skid steer and broom. Also discussed cleaning carpets with Manor's carpet cleaner.

Approval of Vouchers: Motion by Mr. Larson, second by Mr. Jack Wiegel, to approve the vouchers as presented. Voice vote, motion carried.

Future Agenda Items: None.

Next Meeting Date: Next meeting will be to the Call of the Chair.

Adjourn: Motion by Mr. Jack Wiegel, second by Mr. Larson, to adjourn. Voice vote, motion carried.

Meeting adjourned at 10:07 a.m.