

BUILDING & GROUNDS COMMITTEE MEETING  
MINUTES  
July 22, 2019

**Members Present:** Pam Deppe, Brad Miller, Jason Ratts, Vera Small, Jeff Thomas

**Members Absent:**

**Others Present:** Stephanie Butcher, Byron Deaner, Tracy Garrison, Josh Langfelder, Brian McFadden, Wayne Rovey (by phone), Denise McCrady (Secretary)

Chair Ratts called the meeting to order at 5:00 p.m.

A motion to approve the minutes from June 24, 2019 was made Deppe and seconded by Small. Motion carried (5-0).

Brian McFadden, County Administrator, informed the Committee that a recommendation will be made to the County Board to hire Byron Deaner as the permanent Facilities Manager, in addition to his job duties as Supervisor of Assessments. Deaner has been serving as interim Facilities Manager.

Wayne Rovey, Information Systems, via telephone, addressed the Committee to request approval of a Resolution to extend the current copier contract with Watts Copy Systems for an additional two years. A motion to approve the request and forward to the Finance Committee was made by Thomas and seconded by Small. Motion carried (5-0).

Rovey requested approval of a Resolution and Purchase Order ISD 2019-025 for various vendors in the amount of \$201,777 for network cabling and network equipment upgrades. A motion to approve the request and forward to the Finance Committee was made by Small and seconded by Miller. Motion carried (5-0).

Tracy Garrison, GIS, addressed the Committee to request approval of Purchase Order GIS 2019-0003 for The Sidwell in the amount of \$11,500 for software maintenance for the FARMS and Parcel Building Suite application. This software is used by the Supervisor of Assessment, Regional Planning, and GIS. A motion to approve the request was made by Thomas and seconded by Deppe. Motion carried (5-0).

Josh Langfelder, Recorder, addressed the Committee to request approval to hire a replacement Micrographics/Vault Leadworker at an annual salary within the range of a Pay Grade 6. A motion to approve the request and to forward to the Finance Committee was made by Thomas and seconded by Deppe. Motion carried (5-0).

Byron Deaner, Interim Facilities Manager, presented to the Committee his monthly Building Highlights Report.

A motion to approve the purchase reports was made by Miller and seconded by Small. Motion carried (5-0).

There was no old business or public comment.

A motion to adjourn was made by Thomas and seconded by Small. Motion carried (5-0). Meeting adjourned.