

PUBLIC PROPERTY
November 12th, 2025

Call to order

The meeting was called to order by Chairman Derek Flansburgh at 9:00 a.m. Committee member Linda Munson was present. Greg Russell was absent. Also present were Tom Cornford, County Board Chairman; John Poots, Maintenance; Heidi Becwar, Judicial Assistant; Nicole Asleson, Chief Deputy Clerk of Court; Holly Tanner, Clerk of Court; Linda Redman, Register in Probate; and Roberta Fisher, County Clerk.

**Verify posting
of Meeting Notice**

Chairman Derek Flansburgh verified that the meeting notice was properly posted.

**Approval of
Minutes**

Motion by Flansburgh; second by Cornford to approve the minutes from the October 15th Public Property meeting. The motion carried unanimously.

**Invoice and
Proposals**

The October IT Vouchers were presented for approval today.

Motion by Munson; second by Cornford to approve the October IT Vouchers for payment. The motion carried unanimously.

**Courthouse
Entrance
Shrub Removal**

Heidi Becwar, Judicial Assistant, informed the committee today that Tammy Johnston, State Capitol Police, had recently performed a Security Risk Assessment on the Crawford County Courthouse.

The secure staff entrance has two large bushes that create an easy hiding spot, and the lighting is poor. This creates a safety concern for employees coming and going in the dark. There are cameras, but the area isn't consistently monitored.

Staff are requesting approval to have the bushes removed as soon as possible. Derek Flansburgh and John Poots will check the area and look into hiring someone to remove the bushes.

**Custodian Job
Description
Courthouse and
Law Enforcement**

The Custodian/Janitor position for the Courthouse and Law Enforcement Buildings was updated and presented to the committee members today for review and approval.

Motion by Munson, second by Flansburgh to approve the updated Custodian/Janitor job description for the Courthouse and Law Enforcement buildings and to publish the vacancy notice in the Courier and Crawford Independent for two weeks. Motion passed unanimously.

**Bldg Maint
Update-Key
Replacement**

Jake Stephens reported to the Clerk that he has misplaced two keys, the AA3 and Jail Master keys. He is requesting replacement keys at the cost of \$6 each.

John Poots will issue two replacement keys to him.

Next Meeting

December 10th, 2025, at 9:00 a.m.

Adjournment

Munson moved, Flansburgh second to adjourn the meeting. The motion carried and the meeting adjourned at 9:30 a.m.

**Roberta A. Fisher
County Clerk**