

Trempealeau County Property Committee

Minutes from May 21, 2014 Committee Meeting

Committee Members Present: Michelle Haines, Sally Miller, Wayne Skroch, Richard Frey, Tim Zeglin (all committee members present). Skroch replaces Jon Schultz, who was moved to ELUC.

Others Present: Bruce Cheline (building maintenance director), Tanya Niederkorn (sheriff's deputy), Rian Radtke (corporate counsel).

Agenda Item #1--Meeting convened at 9:09 AM by Michelle Haines as chairperson.

Agenda Item #2--certification of compliance with open meeting laws

Agenda Item #3--Motion to adopt today's agenda made by Miller, 2nd by Skroch; all in favor

Agenda Item #4--Motion to adopt minutes of previous meeting made by Frey, 2nd by Miller; all in favor

Agenda Item #5--\$50,000 from General Fund for Jail Repairs

Discussion: Cheline says that Sheriff Anderson is not interested in the \$50,000 fund transfer right now. Niederkorn submits list titled "Jail Maintenance Issues", dated 5/19/2014, which includes plumbing, jail lock, paint, HVAC, loose wires, loose concrete, intercom.

Zeglin asks Cheline for list of priorities related to maintenance problems and list of outside contractors who might do the work. Zeglin adds that both lists were voted on and approved at the April meeting. Cheline has neither list.

Radtke says that any work done by an outside contractor would necessitate a request for a formal bid (RFB) or a less-formal request for a proposal (RFP).

Frey asks for possible time length of this process; Radtke replies 3-4 months. Cheline recommends outside contractor to bid for any paint removal, in case of potential health hazard from sand dust or paint solvent fumes. Radtke warns against "design-built" project in which consulting firm also does contractor work; such project would be illegal.

Frey asks for estimate of cost of outside consulting expert; Cheline replies that consulting cost usually is about 10% of total cost of project. Radtke says that county must hire the "lowest responsible bidder" and that "responsible" is the crucial descriptor.

Frey asks Niederkorn to inquire if jail inspector has any contacts. Jail inspection is scheduled for June 29.

Radtke says committee must know whether or not \$50K has been budgeted before requesting bids; contractors must be sure that money for project is actually available.

Miller asks about actual uses of \$50K in allocated funds. Cheline says he will find out.

Miller asks if Committee needs to “undo” anything from previous meeting. Radtke replies “no”. Radtke adds that common practice is to add 25% to job estimate to cover any overruns.

Agenda Item #6-Courthouse Security

Short discussion about handicap or wheelchair bound persons, who will require special security procedure, including individual “wandering”.

Agenda Item #7-Maintenance Dept. Update

Cheline reports that Janet Smith begin work previous Monday as new building janitor.

Cheline reports that he attended recent meeting of the E-3 Coalition, sponsored by Wis. State Energy office, about sustainable energy use in government buildings. Cheline reports favorably on presentation by Megan Levy at the E-3 meeting and that he would ask her to speak to the Property Committee at some future date.

Agenda Item #8—Agenda items for next meeting

Next meeting agenda might include discussion of jail repairs and jail locks.

Agenda Item #9--Next meeting scheduled for June 23, 9 AM, place to be determined. Committee will attempt to schedule each meeting on 4th Monday of the month in the future.

Agenda Item #10--Property Committee meeting adjourned at 9:59 AM