

Trempealeau County Property Committee

Draft Minutes from May 26, 2015 Regular Monthly Meeting

Committee Members Present: Sally Miller, Richard Frey, Tim Zeglin, Chuck Walek, and Michelle Haines. This meeting was chaired by Haines.

Others who were present at some time during meeting: Jeremy Matheny (building maintenance director), Cindy Currier (IT director), Sheriff Rich Anderson, Kevin Lien (Director, Dept. of Land Management), Vickie Hirschboeck (U.S. Fish & Wildlife Service, Director, Trempealeau River Refuge).

Agenda Item #1--Meeting convened at 1:04 PM.

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

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

Agenda Item #4—Motion to adopt draft minutes of April meeting made by Walek, 2nd by Frey; all in favor.

Agenda Item #5—Dispatch Console

Currier refers committee members to information in packet that she provided. Info in packet explains two options: 1) purchase equipment outright, 2) lease equipment. Currier recommends outright purchase of equipment as the less-expensive option in the long run. Purchase price for dispatch console and necessary software is \$161,525.40; price includes first year of yearly maintenance charge of \$4500. Some questions about details of financial arrangements posed by Frey, Walek and Zeglin. Currier mentions that because this purchase is an upgrade, therefore competitive bidding is not necessary. Currier mentions that quoted price includes \$50,000 discount if deal is closed before Nov. 1.

Frey moves to approve outright purchase of dispatch console and software as quoted in packet; 2nd by Walek; all in favor; motion passes unanimously.

Agenda Item #6—Sheriff's Office Software

Currier reports that demonstration of the software has been done; that site visits by Law Enforcement work group are completed. Currier is submitting a Request For Proposal (RFP) at this meeting. Miller asks if price includes "I Am Responding" software; Currier answers in the affirmative. Currier mentions that preliminary steps on this purchase are designed to enable her to put this purchase into next year's budget request.

Frey moves to accept RFP; 2nd by Walek; all in favor; motion passes.

Agenda Item #7—Courthouse Color Copier

Currier submits resolution requesting purchase of color copier at price of \$25,601. Currier states that existing copiers in building have been breaking down because of large demands made by UW-Extension Dept. for color copies and also because of large demands for open records requests that have been made recently. Currier reports that UW-Extension made 69,000 b&w copies and 103,623 color copies last year alone. Currier reports that she has investigated the possible cost of sending these large jobs to a professional print service but that option would cost much more than buying a heavy-duty printer and doing the copying in the courthouse.

Lien adds that some misunderstanding has been created about accountability of open records requests; he explains that costs of making these records is deducted from department budgets, but that receipts from these requested copies go into general fund, not back into the budget of the department that made the copies. Miller suggests that 25/page charge for open records copy may be too small; that county might consider raising the price to recoup total cost of make these copies, which includes paper, toner, wear and tear on machinery, and employee time.

Frey motions to approve resolution to purchase color copier for courthouse; 2nd by Walek, all in favor; motion passes.

Agenda Item #8—Office Space-Long Term Planning

No one from outside the Property Committee is present to provide updates. Property Committee members work together to refresh their memories about status of this item: five committee members have already volunteered; Chairman Dick Miller is looking for more community members; first meeting might occur in August.

No action taken on this item.

Agenda Item #9—Sheriff's Office Impound Shed

Sheriff Anderson reports that ground has been broken and construction is proceeding forward, weather permitting.

No voting action taken on this item.

Agenda Item #10—Human Services Van Parking

Frey reports that Human Services department has submitted a request for bids for this project.

No action taken on this agenda item.

Agenda Item #11— Trempealeau State Park Boat Landing Request

Hirschboeck explains that USF&WS would like to acquire this property to enable the refuge to include the parking lot and access road in its long-term maintenance plans; uncertainty about county responsibility makes maintenance of the lot and ramp impossible to include in future budgets.

Hirschboeck also mentions that the refuge is committed to keeping the access point open for boaters

and hunters who use the refuge. Hirschboeck asks the county to agree to a quit claim deed, turning property over to the refuge.

Lien reports that Dept. of Land Management has no objections to such a transfer. Lien reports for Radtke that Radtke sees no complications in such a transfer, providing that the deed is not encumbered by any pre-existing conditions.

Frey moves to approve transfer of boat landing property to F&W; 2nd by Miller, all in favor; motions passes unanimously.

Agenda Items 12—Maintenance Dept. Update

Matheny reports HVAC project is moving along, with a few minor problems. Matheny reports that he is replacing VAVs on first floor; that he might ask for installation additional A/C return vents in hallways next year—runs already exist in ceiling but vents were never installed.

Matheny reports that some problems occurring with frequency drive in HVAC unit #3; this unit trips its circuit breaker as much as three times daily; will need to be replaced.

Matheny reports that more roof problems have become apparent as snow cover has thawed and rain has fallen. Some leaks exist over main courtroom and over jail laundry room; he will probably recommend roof repairs in next year's budget.

No voting action taken on this agenda item.

Agenda Item #13—Items for next agenda

Next agenda will probably include: items 1-4, office space-long term planning, van parking, maintenance dept. update, and Pietrek Park maintenance.

Agenda Item #14—Next meeting set for 9 AM, June 22.

Agenda Item #15—Committee adjourns at 2:16 PM.