

Trempealeau County Property Committee

Draft Minutes from June 22, 2015 Regular Monthly Meeting

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

Others who were present at some time during meeting: Jeremy Matheny (building maintenance director).

Agenda Item #1--Meeting convened at 9:07.

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

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

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

Agenda Item #5—Signage in Back Parking Lot

Matheny reports that he ordered 2'x3' sign saying "Employee Only parking" to be hung on building; smaller sign to be hung on post at parking lot entrance. Signs should arrive in about two weeks.

No action taken.

Agenda Item #6—Office Space/Long Term Planning

No one appears to comment on this topic. No action taken.

Agenda Item #7—Sheriff Office Impound Shed

No one appears to comment on this topic. No action taken.

Agenda Item #8—Human Services Van Parking Garage Update

No one from Human Services appears to comment on this topic. Frey reports that bid was accepted and that construction has begun.

No action taken on this item.

Agenda Item #9—Trees in front of Courthouse

DNR person has suggested that some trees might be diseased and has suggested testing the trees.

No voting action taken on this item.

Agenda Item #10—Maintenance Dept. Update

Matheny reports that he has placed exterior courthouse lights on a timer so that no one has to turn the lights on and off. Lights are set to turn on at dusk and to turn off at dawn.

Matheny reports that boiler broke down this past month. One coupler burst; when he replaced that one and began to refill tank another coupler burst. He replaced second coupler and boiler has now been refilled and tested.

Matheny reports that the air conditioning water chiller needs draining and flushing; will do these jobs in upcoming week; person who will test the system has already been scheduled to return for testing.

Matheny reports that HVAC project is on schedule; this year's segment of total project should be done in 4-6 weeks.

Matheny lists priorities for building maintenance 2016 budget: HVAC completion; roof repair; new generator.

Matheny reports that he has been asked to provide some supervision of personnel at Pietrek Park. He has agreed to spend one afternoon per month at the park.

Postage due account— Matheny reports that he or Randy have been paying postage due mail out of their pockets and then asking appropriate dept. for reimbursement. Matheny would like to create \$50 postage due account at the post office and have appropriate dept. billed by county clerk.

Walek motions to create postage due account; 2nd by Miller, all in favor; motion passes.

Agenda Item #11-Items for next Agenda

Next agenda will include t least all items listed above.

Agenda Item #12—Next meeting set for 1 PM, July 27.

Agenda Item #13—Committee adjourns at 9:40 AM.