

## **Trempealeau County Property Committee**

### **Draft Minutes from September 29, 2015 Regular Monthly Meeting**

Committee Members Present: Michelle Haines, Richard Frey, Tim Zeglin, Chuck Walek, Sally Miller. This meeting was chaired by Haines. Miller arrived at 9:40.

Others who were present at some time during meeting: Jeremy Matheny (building maintenance director), Sheriff Richard Anderson, Corporation Counsel Rian Radtke, Dick Miller (County Board chairman), Andy Haines.

**Agenda Item #1--Meeting convened at 9:35 AM.**

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

**Agenda Item #3--Motion to adopt agenda made by Frey, second by Walek; motion adopted by 4/4 members present.**

**Agenda Item #4—Motion to adopt draft minutes of July meeting made by Walek, 2<sup>nd</sup> by Frey; motion adopted by 4/4 members present.** No changes were made to draft minutes.

**Agenda Item #5—Space Needs**

Frey reports that the merger of Land Records Dept. and the Tax Lister office will result in a vacant office room and that several department heads have already expressed desire to occupy the empty office. Frey suggests that the future use of the empty office should be determined by the Space Needs Committee.

Sheriff Anderson asks the Property Committee to consider using the vacant office as a conference room for Law Enforcement or Emergency Management. Chairman Miller comments that he personally is not interested in taking over the empty space, as rumors have suggested. Chairman Miller adds that the Space Needs committee will be meeting soon and suggests that the office should remain vacant until this committee makes a determination.

No voting action was taken by the committee on this agenda item.

**Agenda Item #6—Pietrek Park Oversight**

Frey motions to abolish the Parks Committee and to bring supervision of both county parks under the Property Committee. Frey mentions that he was recently appointed as a citizen member of the Parks Committee. Frey also mentions that a past record of questionable purchases by the Parks Committee employee, purchases that were apparently approved by the Parks Committee or by individual members of the Parks Committee, has prompted his request for an audit of the Pietrek Park accounts.

2<sup>nd</sup> by Walek.

Zeglin asks if Parks Committee has been notified of this item on today's agenda and wonders aloud why no members of the Parks Committee have responded to the invitation from the Property Committee to appear today at this current meeting. Zeglin is assured by other Property committee members that all Parks Committee members were fully aware of last month's invitation. Chairman Miller adds that since the motion will also have to be approved by both the Exec/Finance Committee and by the full County Board, members of the Parks Committee will have two more opportunities to comment on the motion.

Dick Miller reports that in the past (until his election as County Board Chair) only one elected County Board member has served on the Parks Committee. His appointment, in 2014, of a second County Board member to the Parks Committee was done to create greater accountability for the supervision of both parks. Miller also notes that the parks maintenance employee works for a contracting service company and is not a county employee.

Zeglin asks Frey for clarification about the motion on the floor; specifically, whether the motion to audit the accounts of Pietrek Park is linked to the motion to abolish the Parks Committee. Frey amends the motion to omit the audit; the motion to abolish the Parks Committee remains. Walek seconds the amended motion.

The Property Committee votes unanimously to abolish the Parks Committee and to bring Pietrek Park under the direct supervision of the Property Committee. This motion will move to the Exec/Finance Committee for consideration.

#### **Agenda Item #7—Maintenance Dept. Update**

Matheny reports that, as a temporary solution for the too-heavy display case cover, he will build two securely-hinged props so that anyone who services the display will not be threatened by having the cover slam down. He also has sent pictures, dimensions, and specifications to a manufacturer of gas-charged cylinders and will install two such cylinders on the display cover when the correct cylinders have been identified.

Matheny reports that some of the bulbs are out on the exterior Wal-Pac lights, but that he does not have the ladders necessary to reach the fixtures and change the bulbs. Jefferson Electric will change the burnt-out bulbs in the near future.

Matheny reports that radon testing in the courthouse basement has been done by the Board of Health. The testing was initiated in response to concerns expressed by county employees. The tests reveal no evidence of radon.

Matheny reports that he has installed another cell phone antenna in the courthouse basement and that the basement should now have three bars of coverage.

Matheny reports that the technicians working on the HVAC are back at work after moving to another job site for a few days, with his permission. This year's segment of the HVAC project should be completed on schedule. Matheny has asked the contractor to expedite next year's segment so that the 2016 segment is completed by March of next year.

Matheny reports that he has no solution for the shortage of one full-time employee on the building maintenance staff. Matheny reports that he has been keeping abreast of maintenance during the summer but that he will need more help during the snow plowing season. Matheny reports that he talked with Dave Lyga, Highway Dept. Commissioner, about the possibility of sharing one employee with the Highway Department.

Frey comments that any discussion of employee hours or staffing must occur in closed session and that he will request this item be added to the October meeting agenda.

No voting action was taken on any part of this agenda item.

**Agenda Item #8-Items for next Agenda**

Next agenda will include at least: maintenance department update; Space Needs discussion, closed session to discuss employee matters

**Agenda Item #9—Next meeting set for 10:30 AM, October 27.**

**Agenda Item #10—Committee adjourns at 10:30 AM.**