

## **Trempealeau County Property Committee**

### **Draft Minutes from November 10, 2015 SPECIAL Committee Meeting**

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

Others who were present at some time during meeting: Paul Syverson (County Clerk), Dick Miller (County Board Chairman), Dan Schreiner (Emergency Management), Pat Malone (UW-Extension), Elsa Kulig (Human Resources), Sherry Rhoda (Board of Health), George Brandt (District Supervisor), Cindy Currier (IT Director), Steve Okonek (UW-Extension), Sheriff Anderson, Kevin Lien (Zoning and Land Management), Jeremy Matheny (Building Maintenance Director), Rose Ottum (Registrar of Deeds)

**Agenda Item #1--Meeting convened at 9:00 AM by Michelle Haines.**

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

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

**Agenda Item #4—Plan to Discontinue Use of Basement Office Space.**

Discussion:

Currier mentioned that she is making this request to move out of the basement because she and other IT staff members are experiencing persistent health problems due to poor air quality in the basement. Haines asked how sick are the staff members? Currier replied that she and others have constant stomach distress and headaches.

Currier continued that she has planned the moving process as "Phase 1" and "Phase 2". Phase 1 would move her to the now-vacant former Tax Lister's Office, would move another IT staff member to space in the Board of Health office, and would move other IT staff members to current Land Records office. Dan Schreiner would remain in the basement. "Phase 2" would be "more complicated and much more expensive", and would involve moving the Dispatch and Emergency Management into the Register of Deeds office, and moving UW-Extension office to a remote location.

Schreiner mentioned that during the last five years, many sewer line breaks have occurred in the basement, resulting in raw sewage leaks into various offices.

Zeglin suggested that the committee should consider the rental of mobile home-size trailers, such as those used by school districts for additional classroom space, as a temporary solution to the problem.

Frey asked Okonek: How much space does the Extension Dept. really need? Okonek replied "At least 2200 square feet". Frey asked if Extension could get by with less, Okonek replied "Not really".

Malone presented to the committee a list of 31 "Moving Considerations", all listed on a whiteboard, and read all of them aloud. Okonek mentioned that some options for removal to a remote location have

included the former Dodge Street Grill building in Whitehall, the basement of the Whitehall Lutheran Church, and the vacant, old Blair/Taylor school building.

Sheriff Anderson mentioned that some kind of remedy for the office space problem is overdue; that the basement offices have been on temporary status for 10-12 years.

Sally Miller asked aloud if insurance money from Workman's Compensation could provide some funds for moving expenses; Kulig reminded the committee that the county is self-insured.

Lien commented that the changes resulting from Phase 1 would require his staff to walk across the courthouse to obtain files, resulting in a great loss of time and efficiency.

Chairman Miller mentioned that the installation of the upgrade to Dispatch phones and computers will be occurring soon; that Motorola has to install the upgrade now in order for the county to receive the contractual discount.

Haines asked Matheny for an estimate of costs in time and money for each phase. Matheny replied that Phase 1 could probably be accomplished in two days with only the costs of lost time from existing staff. Phase 2, however, might require about \$23,000 just for wiring; maybe \$60,000 total cost. Matheny noted that a moving operation of such a size should be done by an outside contractor, since doing all the work in-house would occupy the maintenance staff for so long that the maintenance staff would not be able to perform its normal duties.

Sally Miller suggested the possible use of the Wisconsin Room and of the 2<sup>nd</sup> floor Law Library for emergency office space, since currently these areas are only in use intermittently.

Action:

Frey moved to approve Phase 1 only; second by Walek, all in favor.

Discussion by committee members resulted in decision not to call another special meeting and to refer future office space considerations to the Space Needs Special Committee, which should begin meeting this month.

**#5—Special Meeting adjourned at 9:46 AM.**