

## **Trempealeau County Property Committee**

### **Draft Minutes from November 30, 2015 Regular Monthly Meeting**

Committee Members Present: Michelle Haines, Richard Frey, Tim Zeglin, Chuck Walek, Sally Miller was absent. Zeglin arrived at 10:36. This meeting was chaired by Haines.

Others who were present at some time during meeting: Jeremy Matheny (Building Maintenance Director), Rian Radtke (Corporation Counsel), Cindy Currier (IT Director), Randy (maintenance staff), Elsa Kulig (Human Resources Director) Rose Ottum (Registrar of deeds), Sheriff Richard Anderson.

#### **Agenda Item #1--Meeting convened at 10:32 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 October regular meeting and October special 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**

Matheny reported that IT staff had been moved out of basement offices to various other rooms in courthouse. Discussion among all five department heads about how best to accomplish the move of Dispatch Dept. personnel out of basement, a move which would necessitate moving these people into some other office of the courthouse. Zeglin stated he would be unwilling to support any more moves of courthouse personnel until the Space Needs Sub-Committee made its recommendations, which would be based on a county-wide perspective (including potential use of old Health Care Center building) and long-term planning. Frey (as member of this sub-committee) promised to urge the removal of Dispatch personnel from the courthouse basement as an urgent priority of the sub-committee. Matheny promised to install some fans in the basement to assist in ventilating these basement corridors. No consensus was reached among the department heads who were present.

The Property Committee took no voting action on this agenda item.

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

Matheny reported that Semingson Plumbing had completed the winterization of the park and that the Park should close December 1.

Zeglin reported that the Study Sub-Committee on Parks will meet for the first time on Dec. 15.

The Property Committee took no voting action on this item.

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

Matheny reported that the moving of desks, filing cabinets, installation of wiring, etc. required to remove IT staff members from the courthouse basement was accomplished quickly and with few problems.

Matheny reported that he has ordered carpet squares and will be replacing the carpet in the County Board room and the TV studio when the carpet arrives.

Matheny reported that the skid steer to be used for snow plowing was on the premises.

Matheny reported that the new shower curtains had been installed in the jail cells and that these curtains used Velcro fasteners, and that these curtains had transparent panels at top and bottom.

Frey asked about water leak into the courthouse basement from a parking lot TCC fixture. Matheny said the problem was fixed at TCC expense.

Matheny reported no major problems in building maintenance for the month.

The Property Committee took no voting action on this item.

### **Agenda Item #8—Courthouse Emergency Procedures Policy**

Radtke reported that the flip chart detailing emergency procedures had been updated by Law Enforcement, but that changes to the policy must be approved by the entire county board because of current county board rules required doing so. Radtke asked that the Property Committee accept responsibility for making any future updates to the policy rather than bringing these minor changes before the full board.

Walek moved to make the Property Committee responsible for making future changes to Emergency Management policy, with the understanding that the Emergency Management director would be authorized to make immediate decisions if the committee were unable to meet quickly enough to respond to some hypothetical future emergency. Motion seconded by Zeglin, 4/4 members present all voted in favor.

### **Agenda Item #9—Staffing for Part-time Maintenance Help**

Matheny asked the committee to approve an additional \$15,000 to be taken from general fund to hire a non-skilled, part-time employee to shovel snow, move furniture, etc. for one year. Matheny added that he did not include this item in 2016 budget because he could not know at the time that he created budget to what extent (whether full-time, part-time, or resignation) one of his current employees would be available for work.

Committee members discussed whether such a new employee would be hired by the county or through an employment agency. Kulig reported that county policy allowed for the hiring of a limited-term employment (LTE) employee at \$2/hour above minimum wage, with no benefits. This would result in a \$9.24/ hour wage. Kulig also reported that the potential cost of unemployment compensation for such an employee was low, at about \$1000/quarter.

Frey moved to approve the expenditure of \$15,000 from the general fund for a LTE employee in the building maintenance department; motion was seconded by Walek; 4/4 committee members approved.

### **Agenda Item #10-Items for Next Agenda**

Next agenda will include at least: maintenance department update; Space Needs discussion, Pietrek Park oversight report; potential scheduling of inspection tour of new Impound Shed

**Agenda Item #9—Next meeting set for 10:30 AM, December 28.**

**Agenda Item #10—Committee adjourned at 11:23 AM**