

## **Trempealeau County Property Committee**

### **Minutes from January 27, 2016 Regular Monthly Meeting**

Committee Members Present: Michelle Haines, Richard Frey, Tim Zeglin, and Chuck Walek. Sally Miller was absent. Haines arrived at 9:15. This meeting was chaired by Frey until arrival of Haines.

Others who were present at some time during meeting: Jeremy Matheny (building maintenance director), Kathy Gauger (ARDC Director), Cindy Currier (IT Director).

**Agenda Item #1--Meeting convened at 9:02 AM by Frey.**

**Agenda Item #2—Frey certifies compliance with open meeting laws**

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

**Agenda Item #4—Motion to adopt draft minutes of July meeting made by Frey, 2<sup>nd</sup> by Walek; motion adopted by 3/3 members present.** No changes were made to draft minutes.

**Agenda Item #5—Space Needs Committee report**

Frey reported that this committee had visited TCHCC and that Matheny and Bill (maintenance supervisor at TCHCC) had discussed potential possible maintenance problems at that facility if county were to decide to remodel the current TCHCC building. Matheny noted that, since current TCHCC building is a hospital, building codes for it are more stringent than the codes would be if the building were remodeled as office space. Matheny reported that “parts of the building are decent”, that the main entrance is fairly new (built in 1998), and that an important consideration is that the building could be grandfathered in under existing building codes if it were remodeled, but that it would have to comply with newer building codes if it were added on to.

Frey reported that this committee is still brainstorming for ideas and that it hopes to make a recommendation by Aug 1 of this year. The committee would need a further allocation of money if more definite estimates for building/remodeling plans were to be considered.

Walek commented that the current building looks good, but that casual visitors to the building do not realize what hidden deficiencies exist “behind the scenes”.

Frey reported that, contrary to previous comments by Sheriff Anderson, the use of a FEMA trailer to provide office space for dispatch office workers was a possibility. Matheny, Currier, and committee members discussed the advantages and disadvantages of using these trailers as a temporary solution.

Frey reported that the next meeting of the Space Needs Committee would be Feb. 5 at 8:30 AM.

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

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

As a member of the Parks Study Committee, Zeglin reported that this committee had postponed its scheduled early-January meeting and consequently that he had no new information to communicate. The next Parks Study Committee meeting was scheduled for January 29.

No voting action was taken on this item.

### **Agenda Item #7—Maintenance Department Update**

Matheny reported that he was in the process of interviewing applicants for the LTE position and that he should make a decision soon.

Matheny reported that the locking struts on the display case in the courthouse lobby had been installed.

Matheny reported that the ARDC office had reported a leak in the ceiling and that he would investigate.

Matheny reported that the Velcro fasteners he had used to install jail cell shower curtains, in order to comply with jail inspections, did not last long before clogging with soap scum and failing to work. He would be visiting the Eau Claire jail in the future to evaluate their use of magnetized fasteners for shower curtains.

Matheny submitted an estimate from Winona Heating & Ventilation for the cost of installing a dedicated HVAC in the basement of the courthouse. This cost estimate was for \$31,431; estimate did not include cost of high voltage electrical wiring, structural design changes and structural framing. Frey indicated his intention of communicating this estimate to the Law Enforcement Committee.

Zeglin reported on complaint made to him by a courthouse employee that Matheny was often not available when needed and was not keeping up with regular maintenance duties such as window washing, venetian blind cleaning, and floor scrubbing. Zeglin asked that Matheny submit some sort of schedule for these or similar cleaning duties at next meeting. Gauger commented that, as a 30 year courthouse employee, she had never seen the courthouse building looking as well-maintained as it does now.

No voting action was taken on this item.

### **Agenda Item #8—ADRC Security**

Gauger reported that she had contacted her supervisor at the state for clarification about whether the courthouse security screening system made the ARDC office non-compliant with state standards that the ARDC office be “warm and welcoming”. The state supervisor had suggested moving the office to the ILC; Gauger promised to examine the state contract and to submit a plan for a remedy. Frey asked if security were an issue at present; Gauger replied in the negative

No voting action taken on this item.

### **Agenda Item #9-Items for next agenda**

Next agenda will include at least: maintenance department update, Space Needs Committee discussion, Pietrek Park oversight.

**Agenda Item #10—Next meeting set for 9:00 AM, February 29, 2016.**

**Agenda Item #11—Committee adjourned at 10:07 AM.**