

Trempealeau County Property Committee

Minutes from February 29, 2016 Regular Monthly Meeting

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

Others who were present at some time during meeting: Jeremy Matheny (Building Maintenance Director), Dan Schreiner (Emergency Management Director).

Agenda Item #1--Meeting convened at 9:00 AM.

Agenda Item #2—Haines certifies compliance with open meeting laws

Agenda Item #3--Motion to adopt amended agenda made by Frey, second by Miller; motion adopted by 5/5 members present.

Agenda Item #4—Motion to adopt draft minutes of January meeting made by Walek, 2nd by Frey; motion adopted by 5/5 members present. No changes were made to draft minutes.

Agenda Item #5—Space Needs Committee Report

Frey reported that this committee is calculating estimates of square footage of office space needed by each county department in order to determine a ball park figure for potential costs. The committee had also contacted the Veterans Administration in Washington D.C. and had determined that no need for VA housing exists or is likely to occur.

Miller commented that the committee was following a “fairly aggressive timeline” in order to reach a recommendation. Frey reported that construction on the new TCHCC is now about six weeks behind schedule, resulting in the earliest possible completion date of December of this year.

Matheny commented that the biggest concern in both the current courthouse and the current TCHCC building is the plumbing infrastructure. All the plumbing, boiler, and ventilation ductwork in the TCHCC is beyond life expectancy

Miller noted that the Space Needs Committee wants to stay completely objective throughout the entire research/discovery process and the committee has no preconceptions or biases.

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

Agenda Item #6—Pietrek Park Oversight

Walek noted that because of the recent action by the full County Board to dissolve the old Parks Committee and to create a new, expanded, Parks and Tourism Committee, Pietrek Park oversight is now a dead issue for the Property Committee.

Property Committee members engaged in general discussion about possible future actions of the new Parks and Tourism Committee.

No voting action was taken on this item.

Agenda Item #7—HVAC for Dispatch Center

Frey reported that the Law Enforcement Committee had voted 4/0 in favor of funding a new stand-alone HVAC system for the Dispatch Office. Frey also reported that FEMA trailers were not available for use as a method of moving the Dispatch Office out of its current location in the courthouse basement. Frey also noted that the Dispatch Office will remain in its present location for at least a year, until the Space Needs Committee finalizes a report and the County Board decides how to proceed from that report. Matheny noted that, with a stand-alone system, all ventilation to the dispatch office will operate separately and independently from the rest of the courthouse HVAC system.

Schreiner reported incidences of nosebleeds, sinus irritation, and irritated eyes among dispatchers, only when they are in the Dispatch Office. Schreiner also noted that no professional cleanup had been done after recent raw sewage leaks in the office. Miller asked if any air quality study had been done in the dispatch office. Matheny answered that none had been done since his employment began a year ago, but that he had done a radon test, which had produce a negative finding. Frey asked approximately how much square footage a well-equipped new office would require; Matheny replied that he would estimate about triple the 18x22 (396 s.f.) that the office now occupies.

Frey made motion to send the estimate of \$34,431 cost for a stand-alone HVAC system to the Exec/Finance Committee for approval. Motion was seconded by Miller; all were in favor so motion passed unanimously.

Miller commented on the advisability of doing an air quality test in the Dispatch Office. Frey commented on the possible need for a RFB on this project and Frey asked that Rian Radtke be asked for an opinion.

Agenda Item #8—ADRC parking Spot

Matheny reported that he had requested advisement from the Property Committee about taking the parking spot formerly used by the ADRC van for use as a parking spot for the night-time maintenance person. He also reported considering a change in the hours of this person, a change that would not require a separate parking spot. Committee members advised him to make the decision based on his own judgment. Matheny said that with new hours for employee, the parking spot could be freed for use as general parking.

No voting action taken on this item.

Agenda Item #9-Maintenance Dept. update

Matheny reported that after his conversation with Dave Lyga, Highway Commissioner, about the recent replacement of roof of highway building, Matheny had decided to look for another bid proposal for a poly coating of courthouse roof. This change might possibly result in a significant savings in cost of repairing the courthouse roof. Frey commented that he had lived under a poly roof for thirty years and had found it to be a durable, inexpensive choice of roofing material.

Matheny reported that he had researched the possibility of contracting with Per-Mar Security through the State of Wisconsin vendor net. This change would reduce the cost of a courthouse security guard from the current \$17.85/hour to \$14.49/hour. He could not make this change until the 2016 contract with Per-Mar expires.

Matheny asked about advisability of moving the park brochure rack to the empty space in the t-crossing at the south end of the main hallway first floor. Committee members agreed that this would be a good location.

Matheny reported that so far this year his department had completed 731 work orders. He submitted building diagrams that documented a routine maintenance schedule for lighting, floor polishing, and painting for the entire building, in response to Zeglin's request at last month's meeting. These diagrams provide for scheduling of routine preventative maintenance activities. He repeated that he will not complete or pay for maintenance requests from individual department heads unless the requests are made as work orders.

Matheny reported on the appearance of a possible sinkhole west of the garage/shed, near the city sidewalk. He will report more on this next month.

Agenda Item #10- Items for next agenda

Next agenda will include at least: Dispatch Office HVAC report, maintenance department update, Space Needs Committee discussion.

Agenda Item #10—Next meeting set for 9:00 AM, March 28, 2016.

Agenda Item #11—Committee adjourned at 10:08 AM.