

Trempealeau County Property Committee

Minutes from March 28, 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), Sheriff Richard Anderson, Rian Radtke (Corporation Counsel)

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

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

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

Agenda Item #4—Motion made to adopt draft minutes of February meeting made by Miller, motion seconded by Walek; motion adopted by 5/5 members present. No changes were made to draft minutes.

Agenda Item #5—Space Needs Committee Report

Frey reported that the Space Needs Committee has not yet calculated estimates of square footages of office space needed by each county department. This committee will be asking the Exec/Finance Committee to approve funding for preliminary cost estimates, when the square footage calculations are complete. The next meeting of the Space Needs Committee will be on April 15.

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

Agenda Item #6—HVAC for Dispatch Center-Bid Letting

Matheny reported that he had contacted Sampson Heating and Air Conditioning from Hixton for a preliminary estimate. This contact is the second contact he has made, in addition to the contact made with Winona Heating last month. Zeglin mentioned that the process of bid letting had been the only topic on the agenda on the March 19 special meeting of the Exec/Finance Committee, and at that meeting Radtke had mentioned the possibility of three options for solving the air exchange problem in the dispatch room. Sheriff Anderson said that dispatch employees are complaining of the smells in the room and that he would like the Property Committee to take some immediate action. Miller mentioned the possibility of using the mobile dispatch center as a temporary solution. Schreiner replied that while the county has a mobile center mounted on a straight truck, this vehicle is meant for emergency use and would require the work of many contractors to wire it for semi-permanent use. Miller mentioned the possible use of the law library space, but Schreiner and Anderson both affirmed that Judge Damon is adamantly opposed to this, and that this option would also require extensive remodeling. Frey

mentioned the possibility of shuffling office spaces between Registrar of Deeds, Land Management, UW Extension Office and Lutheran Church Educational building, located across the street to the south of the courthouse. Discussion among committee members ensued about how to accomplish such a move; consensus emerged that such a solution would be more costly and more time-consuming than installing the proposed HVAC system. Radtke mentioned that alternative proposals, including stand-alone HVAC and an in-building air exchange system, could be incorporated into bid specifications. Miller mentioned need for an air quality test in existing office, in order to learn just what problems are currently present. Zeglin suggested that both tasks (letting out a bid proposal for multiple specifications and also conducting an air quality test in dispatch room) be done simultaneously to save time. **Frey moved to begin both tasks listed above; motion was seconded by Miller; all voted in favor.**

Agenda Item #7—Dispatch Center 911 phone

Schreiner reported that phone system had required an “off-hook switch” which had not been working. Problem has been fixed by Convergent Solutions with the use of super glue.

No voting action on this item.

Agenda Item #8— Maintenance Dept. update

A. Roof: Matheny reported that he had accepted a bid proposal for a 2-inch foam roofing, to cover all three sections of the courthouse roof. The bid amounts to about \$147,000 on a \$175,000 budget item. He also said that bid specs have a clear start and completion date, for this summer.

B. Plumbing: Matheny reported no major problems. He had discovered that the exhaust fans in the sheriff’s dept. bathrooms/showers have no outside vent, but he has no way to fix that now. Some emergency lights are not attached to generator so these lights have no backup in event of power failure; he will fix that in the near future.

C. Per-mar Security: Matheny reminded the committee that while a lower bid is possible, he cannot make that change until current contract expires on Jan. 1, 2017

No voting action taken on these items.

Agenda Item #9- Items for next agenda

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

Agenda Item #10—Next meeting set for 9:00 AM, April 25, 2016.

Agenda Item #11—Committee adjourned at 10:12 AM.