

Trempealeau County Property Committee

Minutes from July 25, 2016 Regular Monthly Meeting, held in Wisconsin Room

Committee Members Present: Olin Fimreite, Richard Frey, Tim Zeglin, Chuck Walek.
Sally Miller was absent. This meeting was chaired by Walek. Zeglin arrived at 9:05.

Others who were present at some time during meeting: Jeremy Matheny (Building Maintenance Director), Rian Radtke (Corporation Counsel).

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

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

Agenda Item #3—Adoption of agenda

Frey moved to adopt agenda, second by Fimreite, all in favor, motion passed by 3/3 members present.

Agenda Item #4—Adoption of minutes of previous meeting

Motion by Frey to adopt minutes of June meeting, 2nd by Frey, motion passed by 3/3 members present. Minutes for June 27 were corrected to read: **Motion by Frey to adopt minutes of May meeting, 2nd by Fimreite, motion passed by 4/4 members present.**

Agenda Item #5—Space Needs

Frey reported on progress of the Requests for Proposals (RFPs) that were mailed out by the Facilities Planning Committee. Thirty RFPs were mailed out to consulting firms; seven firms responded. Representatives of individual firms toured the county facilities on July 13. The opening of the RFPs is scheduled for August 1 and the Facilities Planning Committee will meet on August 5 to consider further action on the RFPs. Names of these firms and contact persons are listed below:

Raivo Balciunas
AYRES Associates

Dan Green
MEP Associates

Anna Thurston
FM Solutions

Mike McQuillian
Samuels Group

Paul Kardatzke
Jewell Associates Engineers inc.

Eric Lawson
Potter Lawson

Michael Swinghammer
River Architects

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

Agenda Item #6—Sale of county property at 18184 Ervin Street in Whitehall

Radtke reported that at some time prior to 2010 the county took ownership of this property because of delinquent property taxes. The property was the site of a one-time gas station and the property contained a leaking, obsolescent, underground gasoline storage tank. At the time of the acquisition, the county knew it would have to clean up the site before the site could be sold. A firm called MSA was awarded the contract to conduct the clean-up, but the clean-up is still not entirely finished. The site still lacks a soil certification and any sale of the property will require a deed restriction on future uses of the site. Radtke will bring the status of this site before the Exec/Finance Committee at some future date.

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

Agenda Item #7—Maintenance Dept. Update

Matheny reported that the security camera system in the jail is failing. He will remove the newer, working cameras from the TCHCC as this building is decommissioned and install these working cameras in the jail as needed.

Matheny reported that roof repair is about 1/3 completed. He anticipates that the repair will be entirely completed by late next week. Zeglin asked if any structural weaknesses in the building were disclosed by removing the roof; Matheny reported that no problems were seen. Matheny reported that the new roof will have a higher R-value than the old roof, which should result in lower heating and cooling bills in the future.

Matheny reported that cooking stove in the jail is giving some problems. He reported that Sheriff Anderson wants to replace this stove with a commercial cooking stove.

Matheny reported that he received a purchase order dated two years ago, from the company that repaired the security x-ray machine at that time. The purchase order amounts to about \$4000 and since this repair occurred before he was hired as building maintenance director, the dollar amount is not included in his 2016 budget. Therefore, he will have to submit the bill in the near future as an unexpected billing expense.

Matheny reported that some basement sewer lines have been replaced on a most-urgent-first basis. All the cast iron pipes are leaking and he considers these to be emergency repairs. Some IT wiring cables also had to be replaced at the same time because the wires had been duct-taped to the corroding pipes, which caused the wires to corrode also.

Matheny reported that he is still uncertain whether or not to replace part of the front lawn with concrete in order to satisfy ADRC parking requirements. He will submit a cost estimate for the project when he submits budget requests.

Matheny reported that he will also be submitting an estimate for door lock replacements in the building as part of his budget requests. The door lock change is needed to comply with HIPPA requirements.

Matheny mentioned that he will be submitting a request for generator replacement as part of his 2017 budget request. If the generator request is denied, he suggested the county would need to spend about \$3000 on repairs to the existing generator.

Matheny asked the committee for advice on a suggestion he had received that all members of the building maintenance staff be issued identifying t-shirts. Committee members advised him to use his best judgment but that they had no objections to the idea.

No voting action taken on this agenda item.

Agenda Item #8- Items for Next Agenda

Next agenda will include at least: Maintenance Department update, Space Needs update.

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

Agenda Item #10—Committee adjourned at 10:15 AM.