

## Property Committee Meeting Minutes

August 23, 2013 10:30 AM Room A160

Call to order by Chairman Allen at 10:34 a.m. The meeting was properly noticed.

Present: Allen, Djumadi and James. Excused: Kotlowski and Miller. Also present: Jeff Wavrunek, Linda Arneson, Donna Richards, Larson, Hamman and Phillippi.

Motioned by James/Djumadi to approve the agenda. Motion carried by unanimous voice vote.

*Item #5 Discuss relationship between community center and property committee.* Discussed facility use policy. Djumadi questioned about pictures that needed to be hung, referring to the rules regarding painters tape and no staples. This is for people who use or rent rooms in the facility. Employees need to use good judgment for hanging items, depending on the size of the item; this can be done by employees, however; larger items that require anchoring would be done by maintenance. Remember to keep in mind that all changes are to be overseen by Property Committee and Hamman. James expressed concerns regarding consecutive months of damages regarding bathrooms, etc.; what is being done to isolate the issue.

Wavrunek, Richards, Arneson, Larson and Hamman spoke regarding these issues stating they'll try to be more mobile and visible so people are seeing them, which may be helpful. Wavrunek is working on Wifi; booster and/or options to relocate access point. There is Wifi however access in Room 103, is about 85-95%, in Room 123 is about 85-95% and there is a Hot Spot provided by UW-Madison located in the Extension office. Rooms 145 A & B have no Wifi access. Djumadi feels that we need filters, before expanding access.

Discussion regarding dollars collected for room use took place. The money is deposited in maintenance budget that offsets operational costs. There is no intent to make a separate maintenance line item in UWEX budget; money collected will stay in maintenance budget.

*Item #6 Discuss and/or act on 2014 budget.* Ray McHardie worked 20 hours at minimum wage collecting garbage and recyclables. Hamman explained pooling together weeding, planting, painting, and additional grounds work in a newly established job description and the desire to create a part-time position replacing the previous one. Larson said that we could use an on-call position @ \$10.00 per hour and Hamman can recruit for the on-call position. Larson said that Kaye takes applications for on-call jobs and determines the needs of departments. Larson read the definition of an on-call worker from the Personnel General Administrative Manual. Djumadi and Hamman do not believe it fits the criteria. James, Djumadi and Allen were all in agreement to create a part-time position and place it into the 2014 budget.

Amendments to Capital Improvement worksheets are:

- Replace roof historical society fairgrounds, move \$12,120 to 2015
- Paint Law enforcement center ground floor, move \$10,000 to 2015
- Health & Human Services parking lot, engineer cut from \$5,000 to \$2,000
- Carpet replacement, \$6,000 move to 2015

New Capital figure \$19,000 from \$50,120 \$167,410 in Capital account changes to \$136,290.

Motioned by James/Djumadi to approve 2014 budget as amended including part-time position.  
Motion carried by unanimous voice vote.

Set next meeting date: September 19, 2013 at 8:30 a.m.

Items for next agenda:

*Altman Construction*

*Project costs as of today to current for Health & Human Services/Community Center project*

*Letter for Gary Voboril revoking termination*

Motioned by Djumadi/James to adjourn at 12:15 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have been approved