

Property Committee Minutes
June 17th, 2013 8:30 a.m., Room A160

The meeting was called to order by Chairman Allen at 8:30 a.m. The meeting was properly announced.

Present: Allen, Djumadi, James, Kotlowski and Miller. Also present: Diane Cable, Wendy Pierce, Stuchlak, Hamman, Phillipi and Zander.

Motioned by Djumadi/Miller to approve the agenda deviating to #19, #20 and #21. Motion carried by unanimous voice vote. Motioned by James/Kotlowski to approve the May 20, 2013 minutes. Motion carried by unanimous voice vote.

Item #19 Discuss and/or act on building modifications and/or alterations (Health & Human Services) & Item #20 Discuss and/or act on staff relocation of offices (Health & Human Services). Djumadi indicated ADRC was constructed with a more open concept to be able to welcome people better. She was informed the Resource Specialist does not have privacy when talking to people, therefore glass was installed. Donna Richards approved the installation however the proper protocol wasn't followed. Djumadi informed the Committee this information was shared with Health & Human Services Committee. Relocation of offices, moving staff, painting of walls should not occur without committee approval. IT/phone cost, and moving staff was another area of concern. Wendy Pierce explained Special Projects require moving staff for programming efficiency. Cable feels they are one department moving within one building. The Property Committee concurred that any future proposed changes, i.e. moving, painting, remodeling, will be brought to the Property Committee, prior to them occurring.

Item #21 Discuss and/or act on Health & Human Services cleaning contract. Diane Cable does not want to continue the cleaning contract; it no longer fits their operational needs. There are concerns moving forward: Hamman wanted to know what the plan is moving forward. There is light maintenance involved, who is doing the cleaning in the interim, will there be an RFP/Bidding notice Class I with intent to contract: Pierce stated that Gary's Cleaning had an increase in the amount of money that was paid out when the contract was renewed. Pierce spoke about the contract itself; she was not aware of the Property Committees involvement in approval or bidding. Pierce informed the committee that Janet Wimmer had renegotiated the contract.

Motioned by James/Djumadi to put in a request for proposal RFP/Bidding notice Class I to replace contracted services with input from Cable, Hamman and Larson. Motion carried by unanimous voice vote.

Item #9 Discuss and/or act on Easton Township taking over the Easton boat landing. Stuchlak stated that this was approved at the Parks Committee meeting. It has to go through two more processes; County Board approval and DNR approval. Motioned by James/Kotlowski to approve Easton Township taking over the Easton boat landing property, which is less than ¼ acre and does not include the Dam, to be used strictly for boat launching. Town of Easton should pay for the recording fees for the Quit Claim Deed, add covenant in the deed, that this landing will always remain open for the public use. Motion carried by unanimous voice vote. Larson will provide the Property Committee the resolution to take over the boat landing at the next meeting.

Item #6 Open and/or act on bids for tax foreclosure property. Kotlowski opened bid from Cecilia Alasse in the amount of \$10,056 for parcel #5, 3020 6th Court, church in Town of Jackson, 3.07 acres; check enclosed for \$1,005.60. Motioned by Kotlowski/Djumadi to approve the bid. Motion carried by unanimous voice vote.

Zander provided update of Quincy property, people will be exiting the property today or tomorrow. The property will then be sold as is, this is the practice in other counties.

Item #7 Discussion and update on information gathered regarding Lead Foreman Reclassification. Hamman had forms completed and filled out for the committee. Djumadi stated looking back at last meeting she missed, it appeared that no one knew what was going on with reclassification of the position, indicating the committee previously had discussion and agreed that the position should become a department head that reported directly to committee. We also talked about the process, starting in May, per policy. Health and Human Services Committee has been reclassifying, through out the year and has had wages changes. Ray's wages could be used for an

increase salary this year. Djumadi provided pay for other counties: Wood \$49,254; Juneau \$42,875, Waushara \$54,683, Marquette \$57,073.

Hamman reported he'd researched parks manager's job descriptions and pay scales. Larson indicated no other position is reclassified in mid year, only if position is vacant. Historically we wait until the new budget year. Hamman reported previous discussion with Kaye/Petkovsek that this has been a goal. Larson wanted to have Kaye involved, this is not a vacant position, flows thru budget cycle. She believes the Personnel Director should be involved. Not her area to determine wages, salary, estimates, prerequisites, and is not qualified to do that. Jan/Feb, not coming forward, no information to share, should be own department head. Motioned by Djumadi/James to department head effective January 1, 2014 and increase superintendent wages as discussed. Motion carried by unanimous voice vote.

Item #10 Update on County owned land as it relates to Shoreland/Wetland/Habitat Protection Ordinance. Djumadi asked questions relating to Lake Sherwood, was looking for clarification on the minutes. James and Miller provided a brief summary of the previous meeting giving Djumadi the clarification needed.

Item #11 Update on final punch list for Health & Human Services project. Hamman indicated the agenda should reflect warranty items and to remove punch list; 8 more thermostats installed, 16 out of 32 were replaced; remaining 16 have been working fine. Schneider and Milwaukee Stove do not want to replace them. Hamman stated that they meet specifications, but questioned if they should be replaced. They've been trying to figure looking at contingency plan to change them out; 1 compressor is not working, Schneider to repair last week, no show, by Wednesday Hamman will call service technician if no one shows up and will bill them directly. Altmann is trying to push Schneider to come and do repair. Discussion covered ice damming issues, the fan hole has been fixed at Community Center. James questioned where we were financially with the project. Larson reports looking back at last month's minutes, Ayres is \$918.00 minus \$200.00, leaving a bill of \$718.00. Altmann bill is \$30,000, of which \$25,000 has been paid; Middleton \$3,496, \$5,000 minus \$3,496.

Item #12 Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. There were no new invoices.

Item #13 Discuss and/or act on roof report at Health & Human Services. The committee will read and report next month their full understanding of what they received.

Item #14 Discuss and/or act on infrared imaging to identify hot spots in roofs. It was unanimously agreed to call a professional person to deal with this. The committee needs to know what has to be done to resolve the issue and to protect the structure. Hamman will look into vendors.

Item #15 Update on maintenance items. Ambient lockouts were installed. Apex Engineering paid for the devices, we paid for the installation. The original commercial building at the fairground is due for a recoat this year. It's been budgeted for under capital improvement. The recoat comes with a ten year warranty. The cost is \$4,500. Hamman would like this to be completed prior to the fair. Roof cope quotes: Altmann \$9,865 – from last year, Bord Tech LLP \$13,845, EGS Stone Works (Wisconsin Rapids) \$5,940. EGS Stone Works will fill joints with flexible caulk which will not require them to replace the entire stone. These were provided by Wisconsin Valley Concrete. Hamman stated that it should be completed by December 31, 2013. Motioned by James/Miller to go with EGS Stone Works for \$5,940 to include a date within a comfortable time line. Motion carried by unanimous voice vote.

Motioned by Djumadi/Miller to recess at 9:36 a.m. Motion carried by unanimous voice vote. Reconvened at 9:42 a.m. All present.

Discussion regarding the parking lot at Health & Human Services took place. It was suggested to start by mowing the west side, where community service workers have put debris. Mowing the area will help stop water back up. Djumadi said that the land is sinking where the garbage dumpsters are and needs to be fixed. Hamman indicated touring facilities and how important it is for committee to know what is going on in their buildings; a lot of things need to be taken care of. Allen has been working with the contractor cutting grass at Community Center.

Item #16 Discuss and/or act on Airport Management/Contract Agreement: Larson referenced this as a formality, it was a finding in the preliminary audit as no formal executed contract for the management of the airport was ever approved. Previously, adopt thru budget with annual fuel inventory contract, with attached job description that was submitted. Larson reported the fuel management inventory contract; management/fuel inventory, has been reviewed by Corporate Counsel. James requested an update on airport operations. Miller provided an overview: cost to the sprayer for fuel pesticide tanks, use of airport, there is no price break on fuel, since the recession sales have reduced. Corporate people use the airport. Parking fees are charged, value added service, second homeowners fly in to use their homes. There is a minimal amount of levy dollars used to operate the airport.

The committee will read and review the contract prior to their next Property meeting and vote on it, then. Mike Scott will report to the committee as requested.

Item #17 Update and/or tour of Historical Society Building Allen looked at the building, will replace south side building; need to get bid on roof work and painting, will bring estimates to next Property meeting.

Djumadi said that the committee should do the tours first before discussing any of the other agenda items. Phillippi informed the committee they could hold a close session to obtain information on Cables decision.

The motion to do a request for proposal will be held off until the committee has a complete understanding of the cleaning contract and issues.

Motioned by James/Miller to hold a closed session immediately following the June 18th County Board meeting for Health & Human Services Department Head, Diane Cable. Motion carried by unanimous voice vote.

Next meeting date set for July 11, 2013 at 1:00 p.m.

Items for next agenda:

Discuss and/or act on Resolution for the Easton Township to take over the Easton boat landing for boat launching;
Discuss and/or act on roof report at Health & Human Services;
Discuss and/or act on infrared imaging to identify hot spots in roofs;
Discuss and/or act on Airport Management/Contract Agreement;
Update and/or tour of Historical Society Building
Discuss and/or act on Lead Foreman Reclassification to Department Head;
Update on final warranty for Health & Human Services project;
June 17, 2013 minutes;
Act on roof repair quotes.

Motioned by Miller/Djumadi to adjourn at 10:30 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved