

Property Committee Meeting Minutes

August 13, 2013, 1:00 PM Room A160

Call to order by Chairman Allen at 1:00 p.m. The meeting was properly noticed.

Present: Allen, Djumadi, James, Kotlowski and Miller. Also present: Pisellini, Croke, Zander, Richards, Wagner, Nickel, McFarlin, Wavrunek, Dye, Cable, Hamman and Phillippi.

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

Motioned by James/Djumadi to approve July 11, 2013 minutes. Motion carried by voice vote. Voting yes, Djumadi, Kotlowski and James. Abstaining, Miller, as he was excused from last meeting.

Item #6 Open and/or act on bids for tax foreclosure property. Bids were opened by James. Parcel #23 Lot 4 in Appleby Addition to Lake Camelot, 391 Aldwich Crt, .398 acres section 15, Town 20 North, Range 6 East, computer tax #30-4772, \$3,251, received 10% check for \$325.10 from Richard Foss. Motioned by James/Kotlowski to accept bid for parcel #23. Motion carried by unanimous voice vote.

Item #7 Discuss and or act on Amending Resolution 55-2013 (tax deed foreclosure sale property). Resolution #55 unfinished business, to amend by inserting line 20 after "Tax No. 12-125-10" and before "Part" to read: *All of the North One-Half of the Northeast Quarter (N 1/2 NE 1/4) of Section 6, Township Fifteen (15) North, Range Seven (7) East of the Fourth Principal Meridian, excepting that part thereof which lies within the following premises previously conveyed:* Motioned by James/Kotlowski to correct parcel #12-125-10, last month's sale. Motion carried by unanimous voice vote.

Item #8 Discuss and/or act possible sale of Patrick Lake. Nickel stated that for about 1 ½ years there has been discussion; there is no money to maintain the facility/grounds. It has deteriorated; Parks Committee met with Property Committee in March to offer Patrick Lake to the Town of New Chester. Djumadi said the Property Committee with a majority vote, was in favor of selling; except for the public access. New Chester Township will not take over the facility, however the Lake Association is willing to work with the county to maintain and repair the area. Nickel indicated that it isn't wise to sell to the private sector, county property that is classified as public recreational. Patrick's Lake Improvement Association is willing to upgrade facilities; there was discussion of an open air shelter, repairing windows, siding, electric, and some painting. Grand Marsh Development looked into costs for an open air shelter ranging from \$15,000 - \$18,000 or \$25,000 - \$26,000 depending on what one wished to accomplish. Croke spoke of a couple hundred dollar fee analysis (parking fee); \$20.00 per year or two for \$30 annual fee. Also the estimate of approximately \$7,000 - \$8,000 to remove (demolish) 2 buildings. Milk Source would mow the grounds. The county would pay for the electric to light upper/lower area; and provide septic maintenance as outlined in their proposal. User fees were also discussed, with different options presented; however there were concerns of altering fees for one park and not having a consistent fee structure. The committee would like the parks and association to work together on a proposal that provides for a good working arrangement between everyone. Djumadi questioned the previous motion to sell. Miller said that in the March 12 minutes, it was offered to New Chester Township; if they didn't buy it then it would go up for sale. Motioned by James/Kotlowski to allow Nickel to work with the Patrick Lake Improvement Association and Parks Committee on an agreement, if no agreement, bring back for further discussion. Motion carried by roll call vote. Voting yes, Kotlowski, James and Allen. Voting no, Djumadi and Miller.

Item #9 Discuss funds related to Henning Estate.

Item #11 Discuss landscaping plans for the Community Center Property/Building.

Wavrunek said they would like to have a raised flower bed around the flag, installed and maintained by the Master Gardeners; they'd also like a sidewalk behind the Community Center with flowers along the sidewalk. There is money in the Henning Estate: \$20,000 for a flag pole – already installed, in addition, \$20,000 was provided to 4-H. The side walk would be to accommodate the seniors that live in the apartments on the west side of the building. Hamman spoke about the in-ground sprinkler system, marking sprinklers etc., as these need to be taken into consideration. Also raising concerns about who would be responsible for maintaining the beds after they were in place. It was indicated, they will be taken care of by the Master Gardeners. Motioned by James/Kotlowski to approve funds for the project headed by Master Gardeners, as presented by Jeff, working with Hamman. Motion carried by unanimous voice vote.

Item #10 Discuss fees collected for use of Community Center rooms. Djumadi is not in favor of Extension obtaining fees collected for rooms, the money should stay in the maintenance budget. They should use the policy that is on the computer. There is also a maintenance work request form on the computer for staff to use. Allen requests Phillippi to call Donna Richards, Jeff Wavrunek, and Don Genrich to attend property meeting to discuss this further.

Item #12 Discuss and/or act on security issues and potential renovation of 2nd floor courthouse annex and circuit court area. Allen informed the committee of a security request by Heider that was discussed between West and himself. Allen indicated that Heider is concerned for her safety; as there are no locking doors to protect her. There were different ideas related to installing 2 doors within the hallway, and/or between the two offices, cutting a hole in and a plan to work with the department on potential options for doors. The committee talked about the judge's Safety meeting and sooner or later budgeting for capital improvement. The Lynx program was discussed as this is also an option already available for Heider to utilize. Dye was present and provided a brief overview of thoughts for the court reporter and victims' families. Update on button in courtroom B – still a work in progress.

Item #13 Discuss and/or act on (fairgrounds) Roof repair quotes. 5 contractors were contacted.

- North ½ side of the roof is not too bad
 - \$7,425 estimate to do front ½, not including drip edge or replacement of rotted wood
 - \$4,495 to do rear side only
 - \$11,720 to do both sides

Items #18 Tour of the building at the fairgrounds (historical society). In 1895, this building was a stable. The building needs to be painted; the committee will take a look at what they have before making any decisions.

Item #14 Update on warranty items for Health & Human Services project. Hamman provided a handout with a list of warranty items. Allen will have Larson provide a report on Health & Human Services project; money remaining as of today, what's outstanding for invoices and place in all supervisors mailboxes before the next meeting. Allen talked to Casebeer about icicles on east side of the building, and the concern that they will tear the eaves off the building. The committee still believes this issue needs to be addressed.

Item #15 Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. Ayres final invoice is \$668.00. Motioned by James/Miller to pay Ayres \$668.00. Motion carried by unanimous voice vote.

Item #16 Discuss and/or act on roof report of Health & Human Services Building. Item #17 Discuss and/or act on infrared imaging to identify hot spots in roofs. Both of these items are reoccurring items for the agenda.

Item #19 Tour of storage facility. Postponed.

Item #21 Update on maintenance items. Hamman reported activities related to cleaning.

- Carpeting life can be doubled by using mats
 - Major traffic ways are tough to take care of, suggesting a change in the product used on spots
 - There are food/coffee stains next to the lunch room that are difficult to remove

Cable submitted a written report to the committee on Voboril's cleaning.

Hamman reported that to his knowledge the letter to revoke the termination letter of Voboril's contract has not been received yet from Mindy Dale. Overall cleaning appeared to be satisfactory, based on the several walk throughs completed by Hamman.

Much discussion transpired related to the cleaning services. Djumadi toured the building last week and didn't find any area of concern. Djumadi toured today and found a ring in the toilet, crumbs on the floor in RCH room and had identified some areas of concern.

James questioned if Advance Janitorial could fill in on days that Gary wouldn't be available, and why Cable couldn't meet with Gary alone. Cable indicated Advance could fill in, and for historical reasons, Pierce was present. James voiced concerns of them meeting ahead of time, and then with Gary. Cable did state that they do listen to concerns of managers.

Hamman indicated that 2 boxes of manufactured siding was ordered for the community center. Conversation regarding the list from the community center took place and the committee was informed that the key to the computer room cannot be given out.

Hamman gave an overview of maintenance items:

- South garage – measured options, budget capital next year: 2 - 9x7, 1 – 10 x 7 and 2 service doors, of commercial quality; and 2 overhead openers
- Barn roof needs repair; needing a price quote
- Paving of midway previous quotes of \$170,000;
- Electric cords in runway;
- Security system with H&HS building is not completely functional at this time;
- Simplex project has some issues, however they will be back to fix them;
- Notification process for Fire protection at the Health and Human Services building is a concern;
- Working with MSA on parking lot issues at H&HS – tile it,
- Painting law center is an item to be taken into consideration Budget LTE – 90days

Future discussion related to signs for the building, Hamman and Emergency Management to work together on this.

Item #22 Discuss and/or act on Lead Foreman reclassification/Building and Grounds Job Description. Motioned by James/Djumadi to accept/approve building and grounds job description and to forward on to Executive Committee for approval. Motion carried by unanimous voice vote.

Item #23 Discuss and/or act on 2014 budget. Schedule a meeting on the 23rd of August to discuss and approve.

Motioned by James/Kotlowski to recess at 3:26 p.m. Motion carried by unanimous voice vote. Excused: Kotlowski. Toured fairgrounds and Health & Human Services building. Reconvened at 4:27 p.m. Miller and James didn't find issues with the cleaning of the building, Djumadi and Allen concurred.

Motioned by Djumadi/Miller to postpone discussing money for building at fairgrounds until the next Property meeting. Motion carried by unanimous voice vote.

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

Motioned by James/Djumadi to adjourn at 4:47 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary
These minutes have been approved.