

**Property Committee Minutes**  
May 20, 2013 2:00 p.m., Room A160

The meeting was called to order by Chairman Allen at 2:00 p.m. The meeting was properly announced.

Present: Allen, James, Kotlowski and Miller. Excused: Djumadi. Also present: Ellen Casbeer, Mike Berg, Tom Altmann, Jon Galloy, Molly Buccholz, Jani Zander, Fred Nickel, Donna Richards, Tracy Hamman and Paul Pisellini.

Motioned by James/Kotlowski to move Item #14 Discuss and/or act on the use of land for Community Center Gardening project before Item #6 Open and/or act on bids for tax foreclosure property and to pull from the agenda Item #8 Discuss and/or act on Easton Township taking over the Easton boat landing. Motion carried by unanimous voice vote.

Motioned by Miller/Kotlowski to approve the April 9, 2013 minutes. Motion carried by unanimous voice vote.

Donna Richards, ADRC director, has a pallet garden at the Community Center. The garden was originally put on the grass, but ADRC director was told to move it to the black top area. The garden, which was donated to them, consists of 12 pallets, 6 in a row. The hose to water the garden stretches across the driveway, which creates a safety issue, so the option is to move the pallets.

Motioned by James/Kotlowski to allow them to put the 12 pallets on the grass for the Community Center Gardening project. Motion carried by unanimous voice vote.

There were no bids taken in on the tax foreclosure properties. Corporation counsel sent an eviction notice to the people in the A-frame in Castle Wood by Castle Rock County Park. The people were to be out in February. There is water in the basement at the Cottonville Store property. Discussion on whether to clean up properties or to sell them as is. May need to reevaluate the bids for 2 properties. The committee decided to leave property as is, without cleanup.

*Postpone Item #7 Discussion and update on information gathered regarding Lead Foreman Reclassification until Larson is present.*

Update on the County owned land as it relates to Shoreland/Wetland/Habitat Protection Ordinance. Nickel said that by 2015, they should be 90% complete. The ski team needs to be able to move their platform, in order to return the area to its natural state at Lake Arrowhead. There will be a little more work at Castle Rock County Park after the rip rap project completion this fall. The shoreline at Petenwell County Park consists of 400 feet of beachfront, stretching out about one mile. About 30% is considered complete. Mason Lake, a day use park, is in compliance. Jordan Lake, which is owned by the DNR, is in compliance. The Town of New Chester will correspond back to the Parks Committee on the status of Patrick Lake. The Parks Committee would like to sell the property to the Town of New Chester. If not, they'd like to sell all of the property, except for the surveyed boat landing area.

Postpone *Item #10 Update on final punch list for Health & Human Services project* until Larson is present.

Postpone *Item #11 Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project* until Larson is present.

Update on maintenance items. The boiler installation is finished and working. Simplex project postponed, should be completed this week. The panic button in the court room is being worked on. There may be a wiring routing issue. Hamman is trying to get proposals from contractors to fix roof coping. He is having difficulty getting responses. We'd like to recoat the commercial building at the fairgrounds before the fair. There are numerous issues at the Community Center, people are taking toilet paper, plugging toilets, and vandalizing the building. The Community Center toilet is currently in working order. The toilet paper holders were torn off the wall completely; they've also been snapping the door latches off the stalls. Finding replacement latches is difficult. Hamman is continuing to work on Health & Human Services/Community Center project.

Larson present.

*Item #7 Discussion and update on information gathered regarding Lead Foreman Reclassification.* Larson said that this is the Personnel Department's area; Marcia Kaye will be in to discuss later. James wanted to move on to the other items and return to Item #7.

Discussion related to building issues took place. Roof improvements were made to the Health & Human Services building to help correct the ice damming issue. However, this has not corrected the problem. Some thermostats were replaced in the Health & Human Services building to help regulate the overheating issues that are occurring in some offices. Contractor will be replacing more, as this has helped significantly. There are air conditioning issues. Hamman has requested that ambient (outdoor air temperature) lockouts be installed so that a/c units don't come on in winter or temperatures below 55°, as they have been doing. This is hard on the compressors. Apex Engineering will pay for the lockouts, and we will pay for the installation. The cost is \$1,944.00, which includes both the expensive and cheap lockouts and installation. The county's cost for the installation is \$624.00. The discussion continued on the ice damming issue on the east side of the building. It was suggested cutting a hole in the roof, however this would void the warranty on the roof.

Allen said that 3 engineers went into the crawl spaces of the Community Center and sprayed foam insulation and installed sheet rock, which he believed was to take care of this issue. He understands the area over the rest room is difficult to get to.

Mike said that the entire ridge vent at H&HS was replaced to provide ventilation. There may be a need to put additional soffit vents in to increase the ventilation in certain areas where the roof slopes. The temperatures were read with a raytec gun and in all three sections they were consistent at 35 degrees. Hamman found insulation falling down thru the vapor barrier where there were penetrations, which could be causing a loss of heat. James recommended Altmann fix these issues. Casbeer suggested installing an ice melt system and adding more ventilation so that there will be a better flow of air. Motioned by James/Kotlowski to add infrared imaging to the next agenda. Motion carried by unanimous voice vote.

Larson explained payments:

On 2/2013 \$6,088.66 was for application #8 from 11/2012, leaving a remainder of \$30,000. We paid Middleton \$3,496.20, and we have a \$464.00 credit. We currently owe \$26,039.80. Motioned by James/Kotlowski to pay \$25,000 to Altmann. Motion carried by unanimous voice vote.

Altmann will be back on site this week to look at the vapor barrier penetration issue/concerns Hamman noted. Larson indicated we owe Ayres \$918.00; after subtracting the \$200 deduction, we would pay \$718.00. Larson asked when the official warranty started. Casbeer stated having received a certificate of substantial completion and corrections made to the punch list, with a sign off as completed, started the warranty.

Marcia Kaye present. She was not aware of where the county was at with the Lead Foreman Reclassification process. She explained that generally they'd start the process in May and it would be finalized by January. Job questionnaire forms need to be filled out. Proposals go to Department Heads, then Oversight Committee and then to Executive Committee. They are then evaluated as part of the compensation study. James questioned whether they have ever reclassified positions during other periods in the year. Kaye said yes, that if there was an emergency or vacant position prior to recruitment, they would hire into that position in a new classification if necessary.

Larson and Allen talked about the airport monthly management report and job description. The fuel inventory contract and manager contract are combined into one contract. The Airport Committee approved this contract. This contract would end when the current county board seating ends. It will be renewed off that date and would not need to go to county board for approval. They will have to type a resolution for the new contract/management agreement.

Next meeting date set for June 17, 2013 at 8:30 a.m.

Items for next agenda:

*Tour of storage facility and H&HS building;*  
*Bud - Brownfield zone;*  
*June building on Hwy 13;*  
*Who will maintain Henning estate landscape;*  
*Senior library 4H;*  
*Airport contract;*  
*Roof report*

Motioned by Kotlowski/Miller to adjourn at 3:46 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary

These minutes have been approved.

