

Property Committee Meeting Minutes

September 19, 2013 8:30 A.M

Call to order by Chairman Allen at 8:00 a.m. The meeting was properly noticed.

Roll Call: Allen, Djumadi, James, Kotlowski and Miller. Also present: Hamman, Pierce, Zander, Jim Grabarski and Phillippi.

Motioned by James/Kotlowski to approve the agenda. Motion carried by unanimous voice vote. Motioned by Djumadi/Kotlowski to approve August 13, 2013 and August 23, 2013 minutes. Motion carried by unanimous voice vote.

Item #6 Open and/or act on bids for tax foreclosure property. No bids came in.

Item #7 Discuss and/or act on setting up tax deed property tours. Post both dates 9/30/13 and 10/2/13 at 8:00 a.m. to meet in A160 to start with and then proceed with tours on tax deeded properties. Zander will set up transportation.

Item #8 Discuss letter for Gary Voboril revoking termination. No letter has been provided by Mindy Dale. Pierce handed out a written report on Voboril's Cleaning.

Item #9 Discuss and/or act on sending a property committee member as a representative of the committee to the safety security meetings to provide a report back. Motioned by James/Djumadi to have Miller be the Property Committee representative at the Safety Security meetings and report back to the committee. Motion carried by unanimous voice vote. Discussed a proposal submitted to circuit court/probate for rearranging offices.

Item #10 Discuss and/or act on Resolution for reclassification of Lead Foreman. Motioned by James/Kotlowski to approve the Resolution for reclassification of Lead Foreman. Motion carried by unanimous voice vote.

Item #11 Discuss and/or act on Geocaching. James instructed County Clerk to call the individual that wants to set up Geocaching on county owned property, and give her the Rome contact information: 325-8013 - Donna, to forward to the Police Chief, to make sure they are aware of what she wants to do.

Item #12 Discuss 4-H Food Stand/Commercial building at fairgrounds. Jim Grabarski said that during the fair, there was a break-in through a window, at the 4-H Food Stand building; food was stolen. He also stated that there was a lot of theft at the fairgrounds. Items taken were ladders, gas cans and shop vac's. Grabarski said that he turned the water on in June, everything was fine, then turned the water off. 2 weeks before the fair, he turned it back on to find the 4-H food stand was leaking about 40 gallons an hour. Mauston Plumbing was called. They ran a hose above the ground temporarily for the fair. This is included in the budget for 2014 to fix. Mauston Plumbing submitted a bid for \$1,900 for a trench to be cut in the blacktop, plumbing, etc. The question was asked if the bid would still be good next spring. Michelle said yes it would be and they'd hold the bid until spring.

Item #13 Discuss funds related to Henning Estate. Funds left in the Henning estate total \$21,080.93. This is to be used for the Community Center.

Item #14 Discuss and/or act on (fairgrounds) Roof repair quotes. Committee decided to postpone, as they have not received any quotes for any of the buildings listed on the agenda.

Item #15 Update on warranty items for Health & Human Services project.

- Hamman reported on warranty and thermostat issues. One unit went into an extreme overheat mode on Monday – the unit was reset. Altmann spoke with Milwaukee Stove regarding this; they don't want to replace the remaining thermostats. Ellen Casebeer wrote a letter to Milwaukee Stove, insisting that they replace 16 thermostats. Hamman said that he will deal with Tony Bennett directly. The Property Committee supports the replacement of these thermostats, and are unwilling to accept the warranty.
- Blown-in insulation plugging up the furnace filters still continues to be an issue. Hamman investigated the area and was not able to find the open areas that are creating this issue. It is a difficult area to get up inside and be able to look around. The next step is to run a camera up the return lines to see if we can find the openings. There is insulation on top of the ceiling tile – 3' tall by 3-4' wide.

Item #16 Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. Motioned by James/Kotlowski to pay Altmann the amount of \$1,039.80. Motion carried by unanimous voice vote. The Administrative Coordinator/Director of Finance is to inform Corporation Counsel that they are paying this bill.

Excused: Kotlowski was excused at 9:29 a.m.

Item #17 Discuss and/or on roof report of Health & Human Services Building. None.

Item #18 Discuss and/or act on infrared imaging to identify hot spots in roofs. None.

Item #19 Tour of storage facility. Postponed.

Item #20 Update on maintenance items.

- Discussion on updated part-time job description changes; the committee had no problems with the suggestion changes reported by Hamman
- Courtroom panic button installation complete and working
- EGS top caps – in 2-3 weeks it will be underway
- Advanced waxing 9/26-9/27, 10/3-10/4 at the Community Center
- Carpet extraction – Community Center
- Griffith trimmed the trees on Main St. – was completed
- Freezer at jail had a control issue – was fixed
- Allen said we need to salt the entrance on the east side up the hill as we are moving into cold weather

Walked thru the Health & Human Services building to inspect the cleaning, toilet was discussed. Overall the building was kept clean. James is not in favor of comments from Health & Human Services. Djumadi is not concerned with the Health & Human Services building cleaning. Janitor Carpet Care is being worked on with Voboril options for cleaning the carpet, as the cleaning doesn't hold up well with the volume of traffic that flows thru the building.

Set regular meeting date: October 17th, 2013 at 8:30 a.m.

Items for next agenda:

Building grounds part-time 8/23/13 action;

Discuss Voboril Cleaning, dates that action transpired;

Discuss Voboril's performance;

Discuss letter for Gary Voboril revoking termination;

Open and/or act on bids for tax foreclosure property;

Discuss and/or act on (fairgrounds) Roof repair quotes;

Discuss and/or on roof report of Health & Human Services Building;

Discuss and/or act on infrared imaging to identify hot spots in roofs;

Tour of storage facility.

Motioned by Djumadi/James to adjourn at 9:59 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have been approved.