

**Property Committee Minutes**  
July 11, 2013, 1:00 PM Room A160

Call to order by Chairman Allen at 1:02 p.m.

The meeting was properly noticed. Present: Allen, Djumadi, James, and Kotlowski. Excused: Miller. Also present: Phillippi and Hamman.

The meeting was properly noticed.

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

Motioned by Djumadi/Kotlowski to convene in closed session pursuant to Wis. Stats. § 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and Wis. Stats. § 19.85(1)(f), for the purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations at 1:04 p.m. Motion carried by unanimous roll call vote.

Motioned by Djumadi/Kotlowski to reconvene in open session per Wis. Stats. § 19.85(2), to consider and vote, if applicable, on appropriate matters relating to the issues discussed in closed session at 2:20 p.m. Motion carried by unanimous roll call vote.

Motioned by Kotlowski/James to approve Gary's Cleaning Service Contract addendum to include committee signatures. Motion carried by unanimous voice vote.

Motioned by Djumadi/James to approve the June 17 & 18 and July 2, 2013 minutes with the following modifications to the June 17<sup>th</sup> minutes on page 2 to rewrite the sentences: Historically we wait until the new budget year. ***She believes the Personnel Director should be involved.*** ~~With~~ Not her area to determine wages, salary, estimates, prerequisites, and is not qualified to do that. And on page 3 rewrite the sentence: 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. Motion carried by unanimous voice vote.

Excused: Djumadi at 3:11 p.m.

Update on maintenance items by Hamman:

**Just to note:** With the heat and high humidity it has been difficult for the air conditioning units to keep up.

**Courthouse:**

- Replaced compressor in dispatch
- Replaced diverting relay in control cabinet
- Replaced heads on sprinkler system
- Cleaned master valve on sprinkler system

**Work in progress:**

- Replacing insulation on suction lines of condensing units – tedious and time consuming
- Materials for panic buttons for small courtroom has been received from Simplex

- Wiring has been purchased
- Next step will be to run wiring

### **Issues/Monitoring:**

Temperature control compressor motor starters are bad and need replacing, they are obsolete, however; our service technician has found some. Currently, we have been running off the small compressor system in the jail as a backup.

### **Fairgrounds:**

The roofers started on the commercial building-Tuesday, they needed access to water for pressure washer equipment. I wasn't able to get in touch with Jim Grabarski for access to water, but got a number from Ron Beaman for Steve Cichacki and was able to get access to water.

Hamman has been in contact with several roofers to roof the Historical Society Building, however; has not received any proposals yet. Will be following up in the next week if none come in to try to stay on top of it.

### **Health & Human Services:**

- Replacing occupancy sensors for lights/ballast (no longer covered by warranty).

Tightened toilet in women public bathroom several times, ended up shimming and grouting due to uneven floor tile.

- Continue to monitor thermostats per the request of Milwaukee Stove and Schneider-- So far they seem to be okay function wise.
- Newly installed TV cabinet in the Richard Holt Room swings open into the clinic door way-posing safety issues. Hamman checked into several options to fix, all of which are more costly than the cabinet itself. Suggested cutting the doors in two and inserting hinges. Suggested removing the doors and using an open concept-- however Diane Cable indicated this is not an option. Health & Human Services will be taking over now to find a solution. It is Hamman's understanding due to the cost involved, they are potentially just going to remove the cabinet and do some rewiring. James indicated this is an issue that should be resolved by the Health and Human Services Committee.

There is talk of some more moving of staff and remodeling in the wind as it relates to the public health department and other staff. Communication with the maintenance department is important. Considering we haven't even finalized the current project. Venturing into another project raises many concerns.

### **Health & Human Services Project:**

Patched vapor barrier discussed at previous meeting. Gary found furnace filters plugged with blown in insulation, filters were replaced. The intent is to continue to monitor to see what happens and if the issue is resolved or not.

### **Community Center:**

Ongoing issues with toilets, citizens continue to do damage and vandalize the bathrooms and facilities. Hamman locked the bathroom door from the inside, placed out-of-order sign on door, they unlock the door and use the toilet anyway, filling it with feces. Etc.

- Finally found and ordered door latches
- Removed toilet, replaced wax ring and reinstalled it, found library card key inside that appears to have been causing part of the problem.
- Replaced toilet paper dispensers that were stolen

Spent a couple of Thursdays over there, replaced bulbs, still need to replace ballasts. Repaired west door handle which is another reoccurring issue as it seems people are intentionally being abusive to facility.

- Dirt pile at Community Center is being taken care of.

**Siding:** There is a 5 ft piece of siding missing, replacement requires ordering 1 square, if it can even be matched up– Should an entire square be ordered?

**Drywall:** Appears the foot rest of a wheel chair continues to cause damage to drywall.

- Attempted to fix, was damaged again, Larry Arneson suggested placing a brochure rack in front of the area to prevent further incidents. This is on my list of items to do but not considered a priority as it's not a detriment to the integrity of the building or prohibits anyone from performing their duties.

There was a handout from Don Genrich regarding the community center. Genrich accumulates requests from three departments. Room rentals, are budgeted in maintenance budget. This should be discussed in the or during 2014 budget process. Hamman will be meeting with Genrich next week.

Hamman will continue to try and utilize Community Service people to work on the grounds; however has not had any success in this. Currently have made requests to Experience Works and will continue to pursue this. Allen indicated there may be a need to obtain additional staff for the department.

Hamman indicated there were numerous air conditioning issues especially with the heat. He had to adjust outdoor air lock outs that seems to have solved some of the problems at the community center.

Second stage fan motor went out on jail air conditions it could still continue to cool because it has three stages.

Larson reported receiving notice regarding the replacement of the natural gas line which runs through county owned property located on 11<sup>th</sup> avenue and Deerborn. She provided a brief description of the work to be completed. She completed a questionnaire. She completed one section indicating they need to return the area to existing natural vegetation. The committee concurred with this.

James wanted a report on money that is available from the Henning Estate. Djumadi questioned if money from the Henning Estate could be used for some of the Community Center requests Genrich is making and who has jurisdiction over the money?

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.

*Open and/or act on bids for tax foreclosure property:* Motioned by Kotlowski/James to accept bid on parcel #30-6315 in Lake Camelot from Virginia Strauel in the amount of \$3,056 with a payment of \$305.60. Motion carried by unanimous voice vote.

Discuss and/or act on Country Deli property update information/Brownfields issue: Zander reported that she has contacted the DNR regarding this issue. DNR stated that it is an open site and hasn't reached levels to deem closed certificate. The property continues to be worked on using grant money. This stems back to 1992, the original owner is currently responsible and is using , REI Company to monitor the property. Front side has issues, back side is ok. They continue to test and monitor levels. Basement is wet, had it listed for \$15,000, land value is \$30,000. After September 23<sup>rd</sup>, we could reduce the price. Carrie and Zander looked at deeded property to potentially sell the items that are left inside the building at Practical Cents. Sell the property as is.

Discuss and/or act on Resolution for the Easton Township to take over the Easton boat landing for boat launching: Motioned by James/Kotlowski to approve the resolution and quit claim deed for the transfer of the Easton Boat Launch. Motion carried by unanimous voice vote.

Discuss and/or act on Roof repair quotes: none received

Discuss and/or act on coping quotes: Follow up from consensus of the previous committee's discussion. 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.

Kaye present.

Discuss status of Lead Foreman Reclassification: Job description needs some modification it's basically from 1997. The description should be developed to have less worker duties and more specific management language. This will become an exempt position. The reclassification to a department head will need to go through property and executive committee and a resolution to board to make it a department head. Department head positions are appointed by the board. Kaye and Larson are in favor of the reclassification and have no objective; however, want to go through the proper process. Kaye will be in contact with Hamman to go over description modifications before the next meeting then submit the job description back to committee for approval. The job description will need to be approved by both committees. There is plenty of time to complete this process to be effective January 1, 2014.

Update on warranty items for Health & Human Services project: 16 original stats are ok and have been left in place. Still working on roof issues.

Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project: Two invoices were received. One from Ayres in the amount of \$668, the other from Altmann in the amount of \$4,800. Motioned by James/Kotlowski to table until the next meeting. Motioned carried by unanimous voice vote.

Discuss and/or act on roof report at Health & Human Services: None

Discuss and/or act on infrared imaging to identify hot spots in roofs: None

Discuss and/or act on Airport Management/Contract Agreement: Motioned by Kotlowski/James to approve the Airport Management contract and resolution. Motion carried by unanimous voice vote. Motioned by James/Kotlowski to postpone tour of Historical Society Building and tour of storage facility and Health & Human Services building until next meeting. Motion carried by unanimous voice vote. James and Djumadi would like a full report on the project financials.

Set next meeting date: August 13, 2013 at 1 p.m.

Items for next agenda:

*Update and/or tour of Historical Society Building;*

*Tour of storage facility and Health & Human Services building;*

*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 Budget 2014;*

*Discuss and/or act on Patrick Lake ownership;*

Motioned by James/Kotlowski to adjourn at 3:24 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi

Recording Secretary

These minutes have been approved.