

Property Committee Meeting Minutes

July 18, 2012

Room A160, 8:30 A.M.

The meeting was called to order at 8:30 a.m. by Chairman Allen. The meeting was properly announced. Present: Allen, Djumadi, James, Kotlowski, Miller. Also present, Hamman, Bays and Fahrenkrug.

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

Motioned by James/Kotlowski to approve minutes as amended "ACE" should be "ACEC" (from where refrigerator will be purchased). Motion carried by unanimous voice vote.

Discussed and set date for tax deed property inspection was set for August 15, 2012 at 8:00 a.m. A convenience store, located on County Trunks K and Hwy 13 and a church located just off of 6th Ave, will be part of the properties inspected. Lots in Rome that did not sell may or may not be looked at per the committee's discretion. Bays will set up vehicle for transport. Notice of tax deed properties need to be published three weeks with opening bid date in the newspaper. September 17th will be bid opening at 8:30 a.m.

The refrigerator was delivered yesterday for Planning & Zoning Department.

A concrete pad to set the motor on has been laid at the storage facility on Deerborn. A push button key pad device will be installed as close to the gate as possible, facing east. Individuals will have to get out their vehicle to access the device. DNR is paying the entire cost of the concrete pad and push button device.

Agenda Item #10: (change order #9) is correcting a safety issue – putting a window in the door of Room 151. Total cost is \$450; \$200 will be paid by Ayres because of a design deficiency; \$250 will be paid by the County, leaving a zero balance. Motioned by Djumadi/James to go ahead with change order #9 at a total cost of \$450, with \$200 paid by Ayres and \$250 paid by the County. Motion carried by unanimous voice vote.

Correction to the minutes was discussed – tables from Aging didn't go to the storage facility. The committee decided to leave the minutes as is, as that was what actually transpired at that particular time. Tables will be addressed in these minutes to reflect where they were delivered later.

The Town of Jackson does not want to own the cemetery located in their town. The County will continue to own the cemetery. (This cemetery was once called the Adams County Poor Farm.)

Djumadi wanted the refrigerator for the Planning & Zoning Department back on the agenda as she missed the previous meeting. She doesn't believe a refrigerator is necessary. James stated it would serve the entire lower level. Miller said the existing refrigerator is full with other lunches. Larson stated there is a personal appliance minimizing plan for financial and other benefits to reduce appliances. The Committee should be aware of this so we don't go backwards. Allen said this will let four departments in lower level have space to use a refrigerator. There was no further discussion.

Motion by James/Kotlowski to approve payment #7 from Altmann in the amount of \$1,425 for contracted services relating to Health & Human Services/Community Center project. Motion carried by unanimous voice vote. The contracted balance with retainage is \$35,247.66. Retainage left in the contract is \$30,247.66.

Mike Berg (Ayres) was called on the telephone at 8:55 a.m. Berg gave an update on the process.

A punch list was handed out with outstanding issues still existing. Ayres is working with Altmann. The contractor is to complete remaining items by July, with subcontractors' cooperation. This is contingent upon another sub contractor successive order – example: testing balancing before insulation, then duct cleaning, then training, etc. Testing, roof /attic, duct cleaning are major issues of Allen's concerns and questions if it will be done by the 27th of the month. Berg stated there was no response from Altmann as of today. He thought they would have called him back today. Berg thought Altmann needs to be more aggressive with subcontractors.

Committee deviated from agenda and will come back to agenda item #10.

Fahrenkrug indicated Wollin talked with the contractor handling the Shannon memorial project. The contractors had an equipment breakdown. They will be back with by July 26th or 27th. It's a two day job and they'll work into the weekend to complete it.

Committee returned to item #10. Update was given to James as to the Health & Human Services project issues and status of project as he is a new member on the Committee. Larson explained both parties take responsibility for delays in the project. Hamman explained construction project updates and meetings with contractors must coexist with Property Committee meetings. The Committee should meet more frequently when construction projects exist. We needed to hire a project manager when we have projects of this nature. Barb Petkovsek only contracted for six site visits. An update on the insulation issue was discussed. A letter from the subcontractor stated they are not responsible for the insulation once it was delivered, plus delays in the project caused problems. The insulation was shrink-wrapped and problems occur when the bags expanded from the heat causing splitting. Most of the bags are okay, but some are wet on the bottom so there will be some loss. The cost of insulation was \$5,220.

Agenda Item #13: Capital improvements of \$5,000 or greater will be given to the Committee. They will think about the inventory/asset list and/or rules. Larson will draft a resolution for inventory rule changes.

The property located in Rome is scheduled for clean-up after August. This will be put back on the agenda in a couple of months.

Hamman gave an update on maintenance items.

There is a \$918 Ayres invoice. \$54,100 is the total fee of which \$51,805 has already been paid. With the \$918 Ayres invoice, a total of \$52,723 will be paid on the contract. Motioned by James/Djumadi to pay the \$918 invoice to Ayres. Motion carried by unanimous voice vote.

Proposals were received for paving the north parking lot as follows:

Rhinehart (2" hot mix)	\$3,865.00
D.L. Gasser (2" hot mix)	\$2,886.00 or (3" hot mix) \$3725.00

If work for city alleys is performed at the same time, their standing price will hold; otherwise there will be an add-on of \$1025.00. Motioned by Djumadi/Kotlowski to award contract for 3" paving to D.L. Gasser in an amount not to exceed \$3,725. Motion carried by unanimous voice vote. This is needed by August 8, 2012.

Hamman made arrangements with Griffith Tree Service to remove the tree that is rotting on the back lawn. Waiting to stripe the Law parking lot, until paving is done.

Recess: Motioned by Kotlowski/Miller to recess at 9:33 a.m. Will tour storage buildings on Deerborn Street. Motion carried by unanimous voice vote.

Reconvened: Committee reconvened at 10:40 a.m. All present.

Tour tax dedeed property on August 15, 2012 at 8:00 a.m.

The next meeting date: September 17, 2012 at 8:30 a.m. Open bids at 8:30 a.m.

Items for next agenda:

Tax dedeed tour

Coins from home on Deerborn

Furniture at storage buildings

Reinstate paving proposals from previous meeting

Report of safety plans

Inventory list policy

Minutes for 7/18/2012 meeting

Cindy called Mike Berg and had to leave message for him to call Trena by end of day with results regarding Altmann.

Motioned by James/Djumadi to adjourn at 10:48 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary