

Property Committee Minutes

April 20, 2011

The meeting was called to order by Chairman Renner at 1:00 p.m. Present were Renner, Allen, Kotlowski and Miller. Excused, Griffin. Also present were Cindy Phillippi, Tracy Hamman. Chuck Price, and Dave Guerin.

The meeting was properly announced.

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

Tracy informed the committee of items that Paul Gordon, Dave Guerin and Chuck Price discussed at their meeting at Health and Human Services in addition to the draft bid advertisement that Paul provided.

Aluminum or steel gutters were discussed and the committee concurred that either would be fine. Paul Gordon felt that the HVAC project would qualify for focus on energy money.

On May 4th, a gentleman from focus on energy will be coming to the Health and Human Service facility to do a sight inspection. His objective is to evaluate whether we should change all the lights in the facility or just those associated with the renovation project. He will be evaluating the feasibility of a total building light retrofit. There are several options the committee could consider.

The entire renovation project has a 120 day completion cycle which starts in June, it has been determined that this should be an adequate time frame.

Chuck feels we need at least 2 exterior signs to direct people to distinguish between the facilities and where offices are located such as Veteran Service Office.

Tracy indicated that one item we need to complete is an asbestos inspection.

Motioned by Allen/Kotlowski to have a certified person to do the inspection, money will come from 420 fund. Motion carried by unanimous voice vote.

Make changes to advertisement for bids as follows:

BID DEADLINE: May 13, 2011 3:00 p.m., Local Time

Cindy Phillippi, County Clerk, Adams County Courthouse, 400 Main Street, PO Box 278 Friendship, WI 53934. The bids will be publicly opened and read aloud in Room A231, on May 16, 2011 at 9:00 a.m. of the Courthouse.

Motioned by Kotlowski/Allen to go with the advertisement of bids with the recommended changes and open bid on May 16th at 9:00 a.m. Motion carried by unanimous voice vote.

Motioned by Allen/Kotlowski to allow the court reporter to paint her office. Motion carried by unanimous voice vote.

Motioned by Allen/Miller to adjourn at 2:10 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary