

Property Committee Minutes

February 4, 2013, 8:30 a.m.

Room A160

The meeting was called to order by Chairman Allen at 8:30 a.m. The meeting was properly announced.

Present: Allen, Djumadi and Miller. Excused: Kotlowski and James. Also present: Hamman, Larson, McFarlin, Phillippi, Pisellini and Zander.

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

Motioned by Djumadi/Miller to approve the January 7, 2013 minutes. Motion carried by unanimous voice vote.

Open and/or act on bids for tax foreclosure property. There were no tax foreclosure property bids to open.

Discuss and/or act on Lake Sherwood property (3.8 acres) in the Town of Rome, owned by Adams County. The Town of Rome would like ownership. Pisellini provided a handout of the area. He informed the committee that the property was landlocked for the past 3 years, and the town has worked with the DNR and their Firewise Program to keep the area cleaned up. The Town of Rome wishes to turn the property into a park area that they would maintain.

Discuss and/or act on Boiler Replacement in L.E.C. facility. There are 2 in the Sheriff's Department, 1 needs to be replaced, as it is non-repairable. The committee agreed to continue moving forward to replace the boiler.

Discuss maintenance department as a stand-alone department reporting to the property committee. Consider Hamman as department head, currently works as hourly employee. The department reclassification process will need to be followed. Larson will speak with Kaye regarding pay structure and related comparable counties. We are still having furnace issues today. We have ONM Manuals. HVAC warranty issue, not part of the active project. Improper installation/balancing. Wiring issue, received a credit issued for conduit for the Community Center, which was deducted from final payment. Infra-red imaging could be done to check on heat loss.

Discuss and/or act on change order and/or invoices related to Health & Human Services/Community Center project. November invoice \$36,088.66, in December withhold \$5,000, substantial complete form in November, from engineer was received. Local inspector and state inspector has not provided, acceptance to change made on the conduit per Mike's request.

Motioned by Djumadi/Miller to pay \$6,088.66 to Altmann; hold \$30,000 payment until we are satisfied with the work. Send payment with a cover letter explaining the payment along with our punch list. Motion carried by unanimous voice vote.

Discuss and/or act on Historical Society building at the Fairground. Allen/Hamman will follow up with Historical Society to see what their plans are. Committee will be touring the building at April's meeting and will discuss what to do then.

Disposal of coins from tax deeded property. Djumadi turned items into Gary's Coins and Stamps in Wisconsin Rapids and received \$39.00. Hamman will submit a receipt in the amount of \$39.00, for the sale of the coins, to the Treasurer's office.

Update on maintenance items. Allen questioned the 3 overhead doors on the garage as he'd like to see them fixed. Hamman reported that the 3 overhead doors and 2 service doors are in need of replacing and was considering them as a 1 time capital improvement to be budgeted next year. Carpet replacement in the Register of Deed's office and the Personnel office have been completed, and went very smoothly. Temporary glass in the District Attorney's office is in the works, hopefully to be completed by the end of February. The boiler that's out has turned into a project, this has been a somewhat on-going issue, we're using the other boiler currently. This will be fine until it's replaced. Health & Human Services project is an ongoing job.

Employees need to park vehicles where they need to be, so plowing, etc. can take place.

Next meeting date set for March 12, 2013 at 1:00 p.m.

Items for next agenda:

Discuss stairs on east side of building;

Discuss Security Courtroom B panic button hardware;

Dennis McFarland handout on security cost;

Update on County owned land as it relates to Shoreland/Wetland/Habitat Protection Ordinance.

Motioned by Djumadi/Miller to adjourn at 9:50 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

/s/ Cindy Phillippi
Recording Secretary

These minutes have been approved.