

## **Property Committee Minutes**

July 1, 2011 A160 8:30 a.m.

The meeting was called to order by Vice-Chair, Jerry Kotlowski at 8:30 a.m. Present were Jack Allen, Jerry Kotlowski, Lori Djumadi, and Bill Miller. Excused, David Renner. Also present were Paul Gordon, Scott Thurber, Mary Ann Bays, Cindy Phillippi, Tracy Hamman, Chuck Price, Trena Larson and Sarah Grosshuesch.

The meeting was properly announced.

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

Paul Gordon began the preconstruction hearing related to the Health & Human Services/Community Center remodel/roof project. Paul introduced, Scott Thurber from Altmann Construction. A hand out was circulated in which the property committee and others could provide contact information. Minutes will be taken and forwarded to the appropriate individuals i.e. Scott Thurber, Tracy Hamman, Paul Gordon, and the property committee. Unusual conditions-phasing coordination efforts will take place between Tracy Hamman, Chuck Price, Scott Thurber and himself. The four of them will get together and include the subcontractors as necessary.

Paper copies of construction project (2 full sets)/(3 1/2 sets) standard form.

Each month the architect will verify claims/approve and/or amendments in order to process payments. Some correspondences/forms that will be handled through the Architect include but are not limited to:

- proposed request form
- change order form
- construct work change directive
- supplement instruction field order
- clarifying issue narrative to clarify order to contractor

Final application will include affidavit of compliancy, waiver of liens, consent of surety compliance along with additional documents.

The (3) three key contacts for the project consist of Tracy Hamman, Scott Thurber, and Paul Gordon. Tracy Hamman is the lead contact person for the owner (Adams County).

Supplier will communicate with Architect only if requested by contractor.

The agent for owner (Adams County) is Paul Gordon.

Any issues with local individuals etc., will be coordinated with and through Tracy Hamman (Adams County).

Electron paper communications can consist of but are not limited to:

- Construction Schedules
- Meeting Minutes
- Substitution Requests
- Payments back-up sheets
- Change order documents
- Permits/approvals

Project meetings will be held on site with subcontractors biweekly.

A schedule will be provided to Paul Gordon to pass out to the owner related to progress payments.

Paul Gordon will meet weekly with Architect.

It is anticipated that the contractors will be on site within the next 3 -4 weeks.

Paul Gordon will attend property committee meetings and provide a narrative on progress in addition to conflicts resolved if applicable.

Payment process was explained:

- Contractor submits
- Project manager should recommend approval/changes if necessary
- Owner will approve
- Payment will be made

Submittals take approximately 3 weeks to allow for the review process. It is the contractor's responsible to be in compliance.

Labor requirements were touched on.

Preliminary owner manuals will be provided for mechanical/electrical equipment within 30 days after completion. Final manuals will follow completion.

Temporary facilities-toilet contractors, 2 trailers can be located at end of building on grass, Chuck will move buses to Community Center for use of pad for workers company trucks.

24 hours notice to close building is required.

Scott Thurber inquired about noise compliance/ordinances and/or permits that are required. Phillippi contacted Village Clerk, Kathy Pierce, there is no noise ordinance. Kathy provided the Village Zoning contact information zoning is handled through General Engineering. Phillippi also contacted the City of Adams, they faxed one page from their ordinance related to exemptions (noise). The City has some building permit fees approximately \$50.00 per permit depending on the project, however they are generally waived with this type of project. Scott will be in contact with the City on this.

Discussion related to Focus on Energy took place. It is unclear as to how the grant dollars are allocated. Will the money be in the form of a credit on a utility bill or in the form of a check. Paul Gordon will follow up on this and report back.

Sarah Grosshuesch has preparedness grant dollars available, but they need to be spent by approximately July 11, 2011. Discussion took place related to an ice machine air cooled verses water cooled. If the system is cooled by water inspection must be completed yearly.

Allen had questions related to performance bonds, notice of award/holding prices and the vehicle damage.

Performance bonds and payment bonds were reviewed by Robin reviewed on June 9<sup>th</sup>.

Bid awarded 30-45 days from acceptance of hold pricing not issued.

Vehicle damage will be handled via a change order with contractor. Expenses related to this will be kept separate from the initial project cost.

Sarah Grosshuesch noted a limit of \$5000 available with matching funds of \$5000 by utilization of insurance recovery money for the Richard Holt room i.e. vehicle damaged area.

Phillippi question logistics with financing of grant dollars/insurance recovery funds and keeping items separate from the initial project dollars. Sarah Grosshuesch had a list of items that would be covered by grant dollars.

Motioned by Allen/Djumadi to have Trena sign performance and payment bonds based on Jack Albert comment as approved. Motion carried by unanimous voice vote.

Direct owner (Altmann) purchase limit – limit of \$2,000.

- Items will be purchased in Adams Counties name direct to save on sales tax. Altmann will be issued a sales tax exempt document and coordinate with the County to make purchases.

**RECESS:** Motioned by Allen/Miller to recess at 10:17 a.m. Motion carried by unanimous voice vote.

**RECONVENE:** Called back to order at 11:10 a.m. Present, Kotlowski, Miller, Allen, and Lori. Excused, David Renner. Also present, Smith, Phillippi, Larson, and Bays.

Daric Smith gave an update on the property located at 699 S Main Street, offers obtained:

- \$120,000 conditional on inspection
- \$122,000 not conditional as is cash sale.

Rural Industrial Development Commission recommends accepting the offer of \$122,000.

There is a balance of approximately \$22,000-\$23,000 in back taxes, \$3,500 for city water/sewer of which will be paid from the sale. The remaining proceeds will be defederalized and can be loaned to someone else. Daric indicated that they jointed with 15 other counties pooling loan funds.

Motioned by Allen/Miller to accept offer for \$122,000 from Donna Disch and draft a resolution for board. Motion carried by unanimous voice vote.

Discussion for next month: Discuss and/or act on Ice make for Public Health, safety issues, conference room remodel by the DA's office and updates on the Ayres draw.

Next meeting date was set for July 12, 2011 at 8:30 a.m.

Motioned by Allen/Miller to adjourn at 11:15 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary