



Minutes approved 03-18-14

Property Committee Meeting

James Carius Community Room
Tuesday, February 18, 2014 – 3:30 p.m.

Committee Members Present: Chairman Dean Grimm, John Ackerman, Darrell Meisinger, Tim Neuhauser, Nancy Proehl, Jerry Vanderheydt

Committee Members Absent: Jim Donahue, Mel Stanford

Others: Michael J. Freilinger, County Administrator
Dan Gillette, Building and Grounds Superintendent

MOTION

MOTION BY MEISINGER, SECOND BY VANDERHEYDT to approve the minutes of the January 21, 2014 meeting.

On voice vote, **MOTION CARRIED.**

Chairman Grimm opened the discussion on the Monge Building. Community Development Administrator, Kristal Deininger, distributed a summary sheet of improvements after completing a walk through with Buildings and Grounds Superintendent, Dan Gillette.

Chairman Grimm stated that building is currently providing \$90,000 of annual rental income and is only 80% full. There are two key spots open on the main floor and revenue can be increased with some upgrades.

Ackerman stated he would like to see some standards for decorating displays in the common areas as is it a governmental building. Chairman Grimm cautioned as it is rental property and not governmental.

Asbestos issues were questioned. Gillette stated that when the building was given to the County we were advised that an inspection was completed and there were no issues. Gillette stated there will need to be an inspection completed and the outcome in writing. He also stated that item G on the agenda will address some structural issues for the foundation walls and support structures in need of attention. Chairman Grimm stated Gillette should go forward with quotes for remodel and upgrade for the lobby and rental space.

Chairman Grimm opened the discussion of EMA Building improvements. EMA Director, Dawn Cook, provided a handout to Committee members. There were some electrical upgrades completed with the activation of the EOC and other facility issues were identified. She also stated that in her budget, the normal operations are included, no major upgrades.

Chairman Grimm opened the discussion on the TCRC building and maintenance. Freilinger stated that he is recommending that we adopt the same type of agreement we now have with the TCHD, but he is requesting direction from the Committee. A lease could be drawn up identifying upkeep and maintenance and responsibility for the TCRC building. Chairman Grimm stated the consensus of the Committee is to move forward with that and bring a lease back to the Committee for consideration.

Chairman Grimm opened the discussion of parking gates for the lot between the Courthouse and the McKenzie Building. Freilinger stated there has been an increase in of unauthorized parking in reserved spots and he asked Gillette to get a ballpark figure for providing gates. That figure is \$25,000 to \$30,000.

Ackerman stated the gate should be for safety access. He is not in favor and would like to see that parking lot eliminated and moved to the Times Lot upon completion. That lot is only for Judges and Elected Officials. Freilinger stated he is simply sharing information due to the increase in complaints. He would only recommend a change through the budget procedures.

Chairman Grimm opened the discussion on maintenance activities and personnel. Freilinger wanted to provide the Committee with an update on the Maintenance department. They are having increasing difficulty covering all areas and the part time employees are being worked up to full time hours at this time. He has approved Gillette's request to do this in order to complete the work. He stated eventually we may need a full time position added.

MOTION

MOTION BY ACKERMAN, SECOND BY NEUHAUSER to approve completion of an RFP for architectural services for McKenzie Building exterior repairs, roof replacement at the TCHD and lower roof replacement for the OPO.

On voice vote, **MOTION CARRIED.**

MOTION

MOTION BY VANDERHEYDT, SECOND BY PROEHL to

approve completion of an RFP for structural engineering services for the foundation walls and support structures in the Monge Building.

On voice vote, **MOTION CARRIED.**

MOTION

MOTION BY MEISINGER, SECOND BY VANDERHEYDT to approve completion of an RFP for asbestos inspections at 407, 409 and 411 Elizabeth Street.

On voice vote, **MOTION CARRIED.**

**REPORTS AND
COMMUNICATION**

Building and Ground Superintendent, Dan Gillette, reported they have had normal activity. There was a lot of work created to add data lines at the Justice Center in preparation for video visitations.

MOTION

MOTION BY PROEHL, SECOND BY NEUHAUSER to recommend to County Board to approve the bills as presented.

On voice vote, **MOTION CARRIED.**

Chairman Grimm recessed the meeting at 3:49 p.m.

(transcribed by S. Beeney)