David Torgler, Administrator/Clerk

COMMUNICATION FORM

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FROM: David Torgler, Town Administrator/Clerk
DATE: March 9, 2023
ITEM: Consideration to release insurance claim funds and contribute to the Historical Society of Oak Creek & Phippsburg for repair work at the Tracks and Trails Museum.
ATTACHED: Elite Construction's February 20, 2023 Budgeting Scope and Elite Construction's February 28, 2023 Invoice

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BOARD ACTION: __X__ ACTION ITEMS
_____ DIRECTION REQUESTED
_____ INFORMATION

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REQUEST OR ISSUE: Consideration to approve the release of insurance claim funds held by the Town for roof repairs, building repairs and mold abatement at the Tracks and Trails Museum, 129 E. Main Street, Oak Creek.

RECOMMENDED ACTION: That the Board considers and approves the release to the Historical Society of Oak Creek & Phippsburg of $16,583.79 in insurance funds held by the Town and a Town contribution of $416.21, totaling $17,000, for roof repairs, building repairs and mold abatement at the Tracks and Trails Museum, 129 E. Main Street, Oak Creek.

BACKGROUND INFORMATION: Pursuant to the 2003 lease agreement the Historical Society is responsible for maintenance of the Town's old Town Hall building located at 131 E. Main Street. On December 30, 2019 Historical Society officials notified the Town that the rear/north end of the museum had interior leakage that had occurred due to melting snow. The Town's insurance provider, CIRSA, hired an independent adjuster, McMillan Claim Service, who estimated the repair cost to be approximately $20,624, and identified that the damage was due to approximately 30 cuts and slices to the roof membrane. Mold damage was also evaluated for mitigation. CIRSA provided approximately $20,624 for repair work and determined that mold damage and repair was not included in the Town's coverages. Temporary roof repairs and mold evaluation expenses have reduced the amount recovered through insurance to approximately $16,583.79. Historical Society officials are requesting to receive these insurance funds and a contribution from the Town bringing the total amount to $17,000, an amount Society Officials will use as a down payment for the repair works. The Historical Society has received a contract from Elite Construction to make these building repairs (see attached information).

FISCAL IMPACTS: The Town is holding the requested funds of $16,583.79 for the proposed repair and mitigation work. The sum of $416.21 will be a contribution to the Historical Society from the Town's General Fund reserve.

LEGAL ISSUES: None known

CONFLICTS OR ISSUES: None known

SUMMARY AND ALTERNATIVES: As stated above.