

PROPERTY, BUILDING AND GROUNDS COMMITTEE

March 1, 2017

The Property, Building and Grounds Committee met on Wednesday, March 1, 2017, at 3:00 p.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Buford Marshall, Marilyn Marshall, Dave Turk and Steve Williamson. (Richard McKee was absent)

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Avery Manning, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; Barb Scott and Jason Marshall, MIS Department; and Gary Manning.

Chairman Buford Marshall called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by either mail or email to all Property Committee members; a copy was posted on the Courthouse Bulletin Board and County web site; a copy was faxed to The Richland Observer; and copies were sent by email to WRCO and Courthouse Department Heads.

Motion by Turk, second by Williamson to approve the agenda. Motion carried.

Motion by Williamson, second by Marilyn Marshall to approve the printed copies of the minutes for the February 1st meeting. Motion carried.

Bids were opened for the complete demolition of the house taken by tax deed in Richland Center located at 314 West Mill Street. A detailed bid totaling \$10,750 was received from Gary Manning to demolish the house, disconnect the gas line, get the demolition permit, cap off the sewer line, bring in black dirt and put down grass seed. A bid was received from Wanless Construction in the amount of \$9,280.00 to demolish the house, clean up the property, haul out the foundation and fill and finish to grade. Motion by Turk, second by Williamson to recommend the low bid of \$9,280.00 from Wanless Construction on to the Finance and Personnel Committee to request funding for the project. Motion carried.

The next agenda item was "County Board Room Overhead Projector Exposed Wiring". Barb Scott distributed copies of an estimate from Michael Marshall Carpentry & Decorating in the amount of \$810.00 for labor and materials to install a new receptacle on the beam for the projector; conceal video cabling (provided by County) in the County Board Room and remount the projector screen to allow for better up and down operation. The estimate included a note that upon job inspection it is felt that the cables can be concealed under ceiling tiles. If this is found to be impossible, an additional charge for conduits similar to the fan wiring will be \$185.00. Scott stated that the wires are not really exposed and that the agenda item was a bad description. There are no exposed wires or fire danger. The fire marshal is well aware of this and has approved it. It has been inspected by him personally. Scott said she took a little offense to the way the agenda item was worded. Scott stated that the Finance and Personnel Committee had asked that the projector and screen be installed. She indicated that the budget to finish the project is way more than anticipated. She noted that the funds to complete the project are not in the MIS budget, especially in light of the 15% budget reduction request being made of the departments. It was noted that it is not a safety concern but rather a cosmetic concern.

Chairman Marshall indicated that funds are not available to address a cosmetic concern. Committee members discussed other options to address the concern. Jason Marshall explained possible alternatives. Motion by Williamson, second by Turk to forward the estimate on to the Finance and Personnel Committee to see if they want to proceed with project. Motion carried.

The next agenda item was "Periodic Maintenance Schedules". Manning distributed copies of completed schedules from four years ago. The schedules were maintained for over three years. Over that span, no one asked to see the schedules. Williamson felt that no one probably asked for the schedules because evaluations had not been conducted. Chairman Marshall noted that the last performance evaluation was conducted December 5, 2012. Manning stated that he heard that there was another review, but he never received a copy of it.

Chairman Marshall asked for a listing of bills. Manning indicated that he turns his invoices into the Clerk's office and that payment would be delayed if the invoices needed Committee approval first. The budget summary for February was not available. Manning reported on the budget summary as of the end of January.

Manning reported that he checked on the roof leak in the area over the Victim Witness office. The leak is now occurring in a different location. Chairman Marshall recommended that Manning keep a watch on the area.

Manning reported that the repairs around the windows in the Register of Deeds Office have taken care of the water leaks. Chairman Marshall noted that there were areas around the windows where there were gaps in the caulking.

Manning reported problems with the water heater. The unit is a 275,000 BTU water heater. The water heater pumps water throughout the building 24 hours a day. The current water heater is about ten years old. Manning noted that there is a lot of rust settling under the water heater.

Manning reported that he changed a lock on one door of the Judge's chambers this week. Due to a jury trial, there are two judges here this week. The new lock went on a second door that the Judge can use.

Chairman Marshall noted the Maintenance Supervisor's overtime issue. Manning indicated that his is a non-exempt managerial position. Manning is waiting to see what happens once the compensation study is completed. Manning noted his disappointment in being denied payment for his accumulated compensatory time by the Finance and Personnel Committee. Chairman Marshall directed that the issue remain on the Property Committee agenda.

Chairman Marshall reported that he will be taking questionnaires to each office in the courthouse to determine concerns regarding the courthouse building and courthouse grounds. The Property Committee will review the questionnaires at their April meeting. Departments will leave the completed questionnaires at the County Clerk's office. The evaluation of Manning's job performance will take place at the Property Committee's May meeting.

Discussion took place regarding non-essential services. Manning indicated that \$10,000 could be saved by not purchasing replacement heat pumps and \$2,000 could be saved by not cleaning the carpets. Both items were included in the 2017 courthouse budget. It was noted that the courthouse does have carpet cleaning equipment. Manning explained that the difficulty is in scheduling the

cleanings and getting offices to cooperate. Williamson noted that the marble floor has not been waxed or buffed since 2006. Manning indicated that the waxing and buffing stopped a few years ago because there was not enough time. Manning noted that most air filters are changed every three months. Manning noted that the custodian's duties are the same every day.

Motion by Marilyn Marshall, second by Turk to adjourn. Motion carried. The meeting adjourned at 3:41 p.m.

Victor V. Vlasak, Richland County Clerk