

## **PROPERTY, BUILDING AND GROUNDS COMMITTEE**

May 6, 2015

The Property, Building and Grounds Committee met on Wednesday, May 6, 2015, at 9:00 a.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: Tom Crofton, Carol Clausius, Gaylord Deets, Dave Turk and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Jennifer Harper, District Attorney; Sandra McNamer, Register in Probate; Sheriff James Bindl; and Damon Anderson, Anderson Realty.

Committee Chairman Crofton 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 Deets, second by Turk that the agenda, as amended, be approved. Motion carried.

Motion by Van Vliet, second by Clausius that the printed copies of the April 1<sup>st</sup> minutes be approved. Motion carried.

Motion by Van Vliet, second by Deets to approve the request for the use of the courthouse grounds for the National Day of Prayer. Motion carried.

Chairman Crofton reported that the Finance and Personnel Committee gave approval for a trial period of three months using the procedures that have been developed and with the Zoning Administrator serving as the lead person.

Motion by Van Vliet, second by Turk to present a resolution for approval to add a 6<sup>th</sup> member, temporarily, to the Property, Building and Grounds Committee. Motion carried. The addition of the member is because there is a concern that, due to the 6-year rule and the possibility of members of the Property, Buildings and Grounds Committee not seeking re-election or being defeated for re-election, that the appointees to the Committee after the April, 2016 County Board reorganization may not be well-versed on the business of the Committee.

Motion by Turk, second by Deets to accept the contract with Jewell Associates, Engineers, Inc. to develop initial design concepts for the main level of the courthouse. Motion carried. The contract has been amended, in the form of deletions from the original two-page document, to satisfy the comments of Corporation Counsel Southwick.

Motion by Van Vliet, second by Clausius to have Daniel Ericksen, Appraisal Center, appraise Richland Center Tax Deed Parcel # 276-1656-6000. Motion carried.

Motion by Turk, second by Van Vliet to approve the request from the Downtown Neighborhood Association for the use of the courthouse grounds on May 15<sup>th</sup>. Motion carried.

Manning presented the following Maintenance Supervisor's update.

- The paper shredding service is working well;
- The air conditioning was started up. One unit had a water leak;
- Elevator repair costs from the pump lock up totaled \$2,322.42;
- Windows in the original courthouse building are deteriorating;
- A new door has been purchased to replace the current walk-in door next to the garage doors;
- Electronic items were disposed of at the recycling event at the Fairgrounds;
- The SimplexGrinnel inspection of the fire alarm system was conducted. Some of the units in the penthouse are no longer tested because they are not accessible;
- An application has been made for a credit card for the department;
- The second floor (jail area) ductwork needs to be cleaned.

McNamer addressed the Committee regarding non functioning heating/cooling units. Her concern is about not having backup units and the affect on the records in the Probate office vaults if the unit in the vault fails.

No employee work performance issues or public/staff interface issues were reported.

Motion by Clausius, second by Deets to adjourn. Motion carried. The meeting adjourned at 9:29 a.m.

Victor V. Vlasak  
Richland County Clerk/  
Administrative Coordinator