

PROPERTY, BUILDING AND GROUNDS COMMITTEE

July 1, 2015

The Property, Building and Grounds Committee met on Wednesday, July 1, 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, B. Marshall, Jr., Dave Turk and Lew Van Vliet. Gaylord Deets was absent.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Avery Manning, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; Karen Knock, Veterans Service Officer; Sandra McNamer, Register in Probate; and Susan Lawrence, Legal Assistant, District Attorney's Office.

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 Clausius, second by Van Vliet to approve the agenda. Motion carried.

Motion by Van Vliet, second by Clausius to approve the printed copies of the June 3rd minutes. Motion carried.

Karen Knock addressed the Committee requesting permission to put anchors in the wall in the Veterans Service Office for a plaque with flag polls to display the eight flags that are in the office. The cost of the materials will be covered by the eight county veteran's organizations. Motion by Van Vliet, second by Marshall to authorize Manning to take care of the installation. Motion carried.

Karen Knock addressed the Committee asking who is in charge of the flag on the courthouse grounds. Manning indicated that he handles raising and lowering the flag during the work week. Manning noted that there is no obligation to lower the flag when there are proclamations from the Governor. Knock talked to the Sheriff. The deputies are unionized and will not raise and lower the flag.

Mike Bindl distributed pictures of parcel number 276-2100-1781 located in the City of Richland Center. The parcel is owned and occupied by Dale Burnham and has delinquent taxes dating back to 2008. Chairman Crofton recommended that Bindl and a Sheriff's Deputy make contact with Mr. Burnham. Motion by Van Vliet, second by Marshall to postpone action on the tax delinquent parcel until the next Property Committee meeting pending more information. Motion carried.

Chairman Crofton indicated that he did not have any information regarding the security windows.

Manning reported the receipt of an estimate of \$9,000 to clean the ductwork in the jail. Manning will seek other proposals.

Chairman Crofton suggested that the snow removal equipment be sand blasted to improve its appearance. Manning reported that the plow has holes in it. Crofton indicated that Wisconsin Metals in Reedsburg could fabricate new metal for the plow. Manning is to contact the Highway Department to see if they could sand blast the unit.

Manning presented the following maintenance supervisor's report:

- Responsibility for the flag needs to be on some committee's agenda;
- There were no damages from the Ocoochapalooza event;
- Three of the ten air conditioning units required repairs;
- Judge Sharp is requesting that his bathroom be remodeled;
- New shower curtains will be installed in the jail.
- The water softener has been leaking;
- The brine tank has been overfilling;
- A backup phone system is being updated.

Manning reported that there were no work performance issues or public/staff interface issues.

Motion by Clausius, second by Turk to adjourn to Wednesday, August 5th. Motion carried.

Victor V. Vlasak
Richland County Clerk