

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

August 5, 2015

The Property, Building and Grounds Committee met on Wednesday, August 5, 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, Buford Marshall, Dave Turk and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator, Sandra McNamer, Register in Probate; 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 Van Vliet, second by Clausius that the agenda be approved. Motion carried.

Motion by Turk, second by B. Marshall, Jr., that the printed copies of the minutes for the July 1<sup>st</sup> minutes be approved. Motion carried.

The Committee discussed tax delinquent Parcel Number 276-2100-1781 located in the City of Richland Center at 314 West Mill Street. Zoning Administrator Bindl reported that he was unable to make contact with the occupant. Motion by Van Vliet, second by Clausius to postpone the agenda item for another month to allow discussion to take place with Marianne Stanek about declaring the building on the parcel a human health hazard. Motion carried.

Andrea Ring, an Architect with Jewell Associates Engineers, Spring Green, reviewed preliminary design plans for modifications in the areas of the offices of Veterans Service Officer, Register in Probate, Court Reporter, District Attorney, Clerk of Court and Child Support. Motion by Van Vliet, second by Marshall to recommend moving forward with the proposed modifications. Motion carried.

Motion by Van Vliet, second by Turk to approve the request to placed the United Givers Sign on the courthouse lawn. Motion carried.

Manning reported the receipt of a second estimated in the amount of \$7,600 from Ductz to clean the ductwork in the jail area of the courthouse addition.

Manning has discussed with Highway Commissioner Chitwood sand blasting and painting of the snow removal equipment.

Manning presented the following Maintenance Supervisor's report:

- The stone on the north side of the building has been pressured washed;
- The parking lot needs to have the cracks filled and then be resealed;
- Dead branches need to be removed from the ash trees in the parking lot;
- The water softener has been repaired;
- Custodial staff will be taking their vacations during the month of August.

Manning reviewed the Courthouse budget.

The Committee will conduct Manning's performance review at their next meeting.

Manning reported that there were no work performance issues.

Chairman Crofton asked about the chain of custody for the shredded material that goes into the locked tubs. Manning reported that he does have keys to the tubs so that he can open them in case someone throws something away that they want back. An issue arose because materials discarded by the District Attorney's office were removed from one tub and placed in another tub by Manning before the materials were picked up for shredding. Sandy McNamer also expressed concern because documents she had placed in the tub for shredding had been removed. Manning explained that the County is charged based upon the number of tubs of materials for shredding. He had consolidated materials in the tubs to minimize the number of tubs of materials to be picked up and shredded.

Motion by Van Vliet, second by Clausius to adjourn to Wednesday, September 2<sup>nd</sup> at 9:00 a.m. Motion carried.

Victor V. Vlasak  
Richland County Clerk