

PROPERTY, BUILDING AND GROUNDS COMMITTEE

November 4, 2015

The Property, Building and Grounds Committee met on Wednesday, November 4, 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, Jr. and Lew Van Vliet. Dave Turk was absent.

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Darin Gudgeon, Emergency Management Director; Amy Forehand, Assistant District Attorney; Marianne Stanek, Public Health Manager; and Troy Moris, Environmental Consultant; Sandra McNamer, Register in Probate; Mike Bindl, Zoning Administrator; Karen Knock, Veterans Service Officer; Susan Lawrence, District Attorney's Office; and Barb Scott and Jason Marshall, MIS Department.

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 amended agenda. Motion carried.

Gudgeon addressed the Committee regarding the October 7th Property Committee minutes stating that the minutes were in error. The minutes stated that "Gudgeon reported that Coroner Rossing met with H&HS Director Metz regarding the availability of space in the Community Services Building for the Coroner's office". Gudgeon stated that the minutes should say that the Coroner needs to meet with Director Metz. Gudgeon believes that since the October 7th Property Committee meeting Coroner Rossing has met with Director Metz. Motion by Van Vliet, second by Deets to accept the minutes as corrected. Motion carried.

Rita Clary, current President of Richland County United Givers, addressed the Committee requesting permission to keep the United Givers sign on the courthouse lawn year long instead of just during the campaign. In the past United Givers had a place to store the sign, but that storage space is no longer available. Usually the sign goes up the beginning of September when the campaign begins and is then moved after the frost leaves the ground. Currently it is up on the lawn six or seven months. United Givers would maintain the sign and make any necessary improvements. Manning expressed concern about the looks of it year round. Motion by Marshall, second by Deets to approve the request. Motion carried.

The Committee discussed the Dale Burnham property. Marshall reported that Ms. Knock has been working with Mr. Burnham. The agenda item was set aside until later in the meeting when Ms. Knock would be available.

Stanek address the Committee and reported that she had talked to Corporation Counsel Southwick about purchasing the Ruth Markin property as opposed to accepting the property as a gift. Corporation Counsel Southwick stated that is not an option to purchase the property because it comes with all sorts of legalities that we do not want to get into. Stanek stated that, if the Committee is agreeable to cleaning up the parcel there are two ways to accomplish the clean up. The first way would be to get permission from Ms. Markin to go on the property and clean it up at County cost or else for the County to accept a tax deed on the parcel. If the County wants to accept a tax deed, Corporation Counsel Southwick would look into the mortgage interest of the bank. Chairman Crofton noted that Ms. Markin does not owe taxes on the parcel at this time. Chairman Crofton explained that the Property Committee does not have the authority to spend money to clean up privately owned property. Stanek explained that once the property is declared human health hazard, it is abated and the property owner is given time to clean up the property. If the owner does not clean up the property, the Health Officer's next step is to take the issue to the Health and Human Services Board and tell them a court order is needed to get the property cleaned up. Chairman Crofton recommended that Stanek take the issue to the Health and Human Services Board.

Manning presented the following Maintenance Supervisor's update:

- The painting of the snow equipment is basically done and should be completed by the end of next week.
- The skid steer rental is set up. When the fairgrounds is through with the equipment, Simpson's will take it back to their shop for service and then bring it to the courthouse.
- The 2016 budget remains unchanged.
- The new carpeting for the EMT lounge is scheduled to be installed November 20th.

Chairman Crofton suggested waiting on replacing the carpeting in the Veterans Service office in case the Veterans Service office is switched. Knock reported that there is a possibility of switching the District Attorney's office with the Veterans Service office. Crofton reported the possibility of the office switch including remodeling the lobby by the stairs to make sufficient space for offices for the District Attorney. Knock indicated that it would be nice to have a vault for her records. Scott noted that cabling changes would be required for all of the computers if the office switch takes place. More information will be made available at the Property Committee Subcommittee meeting scheduled for November 10th.

Manning reported that his job description has not been revised in a number of years. Manning's comparison of his job description with that of the Pine Valley Maintenance Supervisor finds that they are almost word for word identical. However, the Pine Valley position is paid at four pay grades above the Courthouse Maintenance Supervisor. Chairman Crofton advised that the Courthouse Maintenance Supervisor job description and pay grade be put on the next agenda for Finance and Personnel Committee. Manning requested that the updated description for his position be added to next month's Property Committee agenda.

Chairman Crofton noted that the trench drains are full. Manning reported that he leaves them full because one day you clean them out and the next day they are full again. Cleaning them out is a matter of timing with the weather.

Karen Knock reported that she reached out to Mr. Burnham on some other issues and made him aware through that chain of events other options that might apply to him. At Health

and Human Services there is a program to assist Mr. Burnham in paying the back taxes, if he would apply. Ms. Knock has not talked to him about this matter. She did bring to his attention that there might be programs that could help him with a new roof. He would, however, have to pay the back taxes before he could be considered for the program by SW CAP. Mr. Burnham has been made aware of programs at Health and Human Services that could help him with the back taxes. Ms. Knock has not spoken to him directly to see if she could help. Ms. Knock reported that Sherry Knutson at Health and Human Services indicated that she was going to contact Mr. Burnham to see if she could get him to come in and apply for the tax payment program. Motion by Van Vliet, second by Marshall to postpone the agenda item until the next meeting. Motion carried.

Manning reported that there are no employee work performance issues.

Lawrence explained to the Committee that the PROTECT system is the computer system for keeping track of all of the cases. When a visiting judge is in the small courtroom, they do not have access to those files on the computer. Jason Marshall stated that cabling for that is a little more complicated because the PROTECT system is a separate network for the District Attorney and the closest router is downstairs and the server is in the Community Services Building. Another switch would need to be added by IT staff in Madison. It would then be a matter of getting cabling from the small courtroom down to into the office in the Clerk of Court's office where a rack is located. The path is already there. Estimated costs are between \$1,000 and \$2,000. Quotes will be brought back to the Committee at their next meeting for the cost of installing the cabling.

Lawrence addressed the Committee regarding the mail for the courthouse that is delivered to the District Attorney's office. The District Attorney's main concern is mail that comes in from defense attorneys to inmates in the jail. The District Attorney does not like to have that mail setting in the District Attorney's office. The mail sets out in the open. Manning reported that seven departments get their mail through the post office. Any mail addressed to 181 West Seminary Street is delivered by the mail man through entry at the East Door. The DA staff then sorts the money into baskets that are on the wall in the DA's office. Manning will research the cost of purchasing secure individual locked boxes. Gudgeon suggested putting the boxes in the hallway to his office in the area that now is a collection point for discarded items. Motion by Van Vliet, second by Deets that Manning research the cost of mail boxes in the building and come back with a report. Motion carried.

Chairman Crofton reported the receipt of a letter from the Richland Area Farmers Market in which appreciation is expressed for the use of Courthouse property along Central Avenue for the 2015 Farmers Market.

Motion by Clausius, second by Deets to adjourn. Motion carried. The meeting adjourned at 9:39 a.m. The next meeting is scheduled for December 2nd at 9:00 a.m.

Victor V. Vlasak
Richland County Clerk