

PROPERTY, BUILDING AND GROUNDS COMMITTEE

December 2, 2015

The Property, Building and Grounds Committee met on Wednesday, December 2, 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; Mike Bindl, Zoning Administrator; Sandra McNamer, Register in Probate; Barb Scott and Jason Marshall, MIS; and Karen Knock, Veteran Service Officer.

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 Clausius, second by Marshall that the printed copies of the minutes for the November 4th meeting be approved. Motion carried.

Motion by Van Vliet, second by Deets to approve the request for the use of the courthouse grounds on June 4, 2016, for Ocoochapalooza. Motion carried.

Scott presented the following estimates to allow access to the PROTECT system in the small courtroom. The Jcomp estimate could be \$318.36 less depending on the Compact Switch that is required. Motion by Van Vliet, second by Marshall to approve the estimated costs including the extra cost for the higher priced Compact Switch if that is what is required. Motion carried.

\$445.00	Michael Marshall Carpentry
\$1,225.00	Stang Heating and Electric
\$1,703.78	Jcomp Technologies, Inc.

Manning reported that the cost of a mail box system mounted on the wall on the first floor is \$1,056.50, not including shipping. The mail going into these boxes would be the mail currently being delivered to the District Attorney's office. Motion by Marshall, second by Van Vliet to approve the purchase. Motion carried. Manning will install the unit.

Knock addressed the Committee and explained funding options available to Dale Burnham to get the roof of his house repaired. The options are contingent upon Mr. Burnham's payment of his delinquent real estate taxes.

Manning presented an updated job description for the position of Maintenance Supervisor for the courthouse. The proposed description would change the pay grade from the current Grade 18 in the salary grade system (\$18.15 probationary rate; \$19.02 after-probation rate) to Grade 22 (\$21.91 probationary rate; \$22.97 after-probation rate). Motion by Marshall, second by Clausius to forward the updated job description and salary grade change proposal to the Finance and Personnel Committee. Roll call vote. AYES: Clausius, Deets, Marshall, Van Vliet. NOES: Crofton. Motion carried.

Manning reported that he rented a lift to clean the rain gutters and install leaf guards; washed the black off the east side of the building; cleaned the trench drains of leaves; has readied the snow equipment; and requested repair service for the elevator to replace a defective relay.

Manning reported that there were no work performance issues.

Motion by Deets, second by Clausius to adjourn. Motion carried. The meeting adjourned at 9:40 a.m.

Victor V. Vlasak
Richland County Clerk