

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

November 7, 2018

The Property, Building and Grounds Committee met on Wednesday, November 7, 2018, at 3:00 p.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: Buford Marshall, Larry Sebranek, Chad Cosgrove, Richard McKee and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Sue Triggs, Register of Deeds; Barb Scott and Jason Marshall, MIS; Sheriff Bindl and Chad Kanable; Angie Rizner, HHS; Cheryl Dull, Zoning; Karen Knock, Veterans Service; Deanna Hunt, Courthouse Custodian; and Kerry Severson.

Committee Chair Marshall called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by 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 Cosgrove, second by McKee that the agenda, as amended, be approved. Motion carried.

Motion by McKee, second by Sebranek that the printed copies of the minutes for the October 3<sup>rd</sup> meeting be approved. Motion carried.

County Treasurer Keller reported that she has emailed County Surveyor Todd Rummler to inform him that the County Board approved having Mr. Rummler do a legal description for Tax Parcel # 022-2933-5000. Keller did not received a response from Mr. Rummler.

Keller reported on Lone Rock Parcel # 146-0005-0900 (Brian and Louann Schmitz). State income tax warrants remain against the parcel. A lien release for the Revolving Loan Fund mortgage is also needed. Certified letters can then be sent out.

Chair Marshall reported that he notified Jeff Ackerman, Department of Natural Resources, and sent him copies of the Property Committee's October 3<sup>rd</sup> minutes authorizing entry on to Town of Henrietta Tax Parcel # 014-3440-1009.

County Treasurer Keller reported that Town of Richland Tax Deed Parcel # 022-2942-2000 has been sold.

The Committee discussed the Memorandum Agreement between Richland County and the City of Richland Center for the lawn mowing and snow removal by the City. A separate Agreement will be entered into by Health and Human Services for lawn mowing and snow removal at the ommunity Services Building. Motion by McKee, second by Cosgrove that the Memorandum Agreement be approved. Motion carried.

County Board approval was granted for the proposal from Jewell Associates Engineers, Inc. of Spring Green to provide professional services for a project consisting of installing

security windows at the counters and installing security doors which can be controlled from inside the offices, at all of the offices on the main floor of the old wing of the Courthouse.

Cheryl Dull addressed the Committee regarding the creation of a landscaping committee. Motion by Sebranek, second by Williamson in favor of the creation of the committee. Motion carried. Ideas will be brought back to the Property Committee.

Motion by McKee, second by Sebranek to accept the resignation of Courthouse Maintenance Supervisor Avery Manning. Motion carried. The resignation was effective November 6<sup>th</sup>.

Motion by Sebranek, second by McKee to table discussion on the Courthouse Maintenance Supervisor position job description. Motion carried.

The Committee was informed of an electrical issue that occurred in dispatch when a vacuum cleaner was plugged in. Motion by McKee, second by Sebranek to have Miller Electric come in to check on the problem. Chair Marshall will be contacted if there are major problems.

Barb Scott addressed the Committee recommending that maintenance of the courthouse phone system be under the jurisdiction of the MIS Department. Motion by Williamson, second by McKee for approval of the recommendation. Motion carried.

Maintenance of the courthouse generator was discussed.

Motion by Williamson, second by McKee that the MIS Department have jurisdiction over the County Board room sound system until a new Courthouse Maintenance Supervisor is hired. Motion carried.

Motion by McKee, second by Sebranek to grant authority for the installation of a locked key box for the key for the transport van used for DAVs going to appointments. Motion carried.

Deanna Hunt asked who her boss would be now that the Supervisor position is vacant. Williamson instructed her to write down things and bring it to the Committee at their next meeting.

Courthouse mail pickup and delivery was discussed. Sue Triggs volunteered to sort the mail that is delivered to 181 West Seminary Street.

Motion by McKee, second by Sebranek to advertise the vacant Courthouse Maintenance Supervisors position. Motion carried.

Motion by McKee, second by Williamson to adjourn. Motion carried. The meeting adjourned at 4:26 p.m.

Victor V. Vlasak  
Richland County Clerk