

PROPERTY, BUILDING AND GROUNDS COMMITTEE

November 5, 2014

The Property, Building and Grounds Committee met on Wednesday, November 5, 2014, 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 and Lew Van Vliet. Dave Turk absent.

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; and Barb Scott, MIS Director.

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 Deets to approve the agenda, as amended, with the addition of an agenda item regarding a "Video Conferencing Support Agreement". Motion carried.

Motion by Clausius, second by Van Vliet to approve the printed copies of the minutes for the meeting held on October 1st. Motion carried.

Chairman Crofton reported that Wanless Construction has removed the debris and foundation of the Meyer's Supper Club building and adjoining home in Hub City as they bid the project. Their bid did not include removal of the asphalt between the foundation and the street or the garage floor. Chairman Crofton contacted the Highway Commissioner regarding bringing in fill and gravel to level the site. The estimated cost would be \$2,000.00. Motion by Van Vliet, second by Clausius to have the Highway Department do what is necessary to level the site. Motion carried.

The Committee discussed setting a value on the two Hub City tax deed parcels. Motion by Van Vliet, second by Deets to appraise the parcels at \$1,500.00 each. Motion carried.

The Clerk reported that the mechanism for the tower clock, which was installed in 1999 by Lee Manufacturing, Oak Creek, has never been serviced since its installation. During the winter months the clock hands freeze when temperatures drop. Lee Manufacturing gave an estimate of \$500.00 to come to Richland Center, install a warming unit, provide general service for the system and lubricate the gears. Motion by Van Vliet, second by Clausius to engage Lee Manufacturing to provide the recommended maintenance. Motion carried.

Chairman Crofton reported that he is waiting for Corporation Counsel Southwick's review of the Construction Management agreement.

Manning reported that the contract for the paper shredding service has been sent to Corporation Counsel Southwick for review.

Manning made the following maintenance report:

- The carpet cleaning will take place after hours on a Friday.
- A plumber had to be contacted for a plugged drain in the jail. Someone in one of the holding cells tried to flush newspaper. The result was a backup in the main line.
- A problem has developed with the air handling unit in the ceiling in dispatch. Estimates are being sought to correct the problem.
- Simpsons will be delivering the skid steer that is used for winter snow removal.
- A temporary problem with Avery's phone has been resolved.

Deets noted that the jail basement job still needs to be completed. Chairman Crofton noted that the trench drains are full of debris. Manning stated that he is waiting until all of the leaves are down before cleaning the drains.

No work performance or public/staff interface issues were reported.

Chairman Crofton reported on possible solutions for the first floor security vestibule question.

Barb Scott presented a one-year support agreement proposal from AVI, Madison, for the video conferencing equipment. The one-year agreement would start October 1, 2014 and have an annual cost \$1,329.00. \$1,248.18 in funding is available in the Video Conferencing Fund. The remainder of the cost of the agreement will come from the IT budget.

Motion by Van Vliet, second by Clausius to adjourn to December 3rd at 9:00 a.m.
Motion carried. The meeting adjourned at 9:38 a.m.

Victor V. Vlasak
Richland County Clerk