

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

September 2, 2015

The Property, Building and Grounds Committee met on Wednesday, September 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, Dave Turk and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Avery Manning, Courthouse Maintenance Supervisor; Marianne Stanek, Public Health Manager; Mike Bindl, Zoning Administrator; Darin Gudgeon, Emergency Medical Services Director; 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, a copy was faxed to The Richland Observer and a copy was sent by email to WRCO and to Courthouse Department Heads.

Motion by Van Vliet, second by Clausius to approve the agenda. Motion carried.

Motion by Deets, second by Marshall to approve the printed copies of the August 5<sup>th</sup> minutes. Motion carried.

The Committee discussed the Town of Richwood parcel owned by Ruth Markin on which an Order of Abatement has been issued to clean up the parcel. The structures on the parcel were destroyed by fire. The site has been deemed a hazard. Keller indicated that the taxes on the parcel are “not” delinquent. Stanek stated that the Order would go through the court process and be issued to the owner. Bindl reported that the septic system is a pre 1968 steel septic. Motion by Van Vliet, second by Marshall to move for a more plausible solution than taking the parcel as a gift. Motion carried. The agenda item will be brought before the Committee at their October meeting with a solution.

The Committee discussed the tax delinquent parcel in the City of Richland Center owned by Dale Burnham. Chairman Crofton indicated that he will make a few phone calls in an attempt to contact the children of Mr. Burnham. Motion by Van Vliet, second by Turk to postpone the agenda item until more information is available. Motion carried.

Gudgeon addressed the Committee regarding the need for sleeping quarters for the EMTs. Coroner James Rossing has indicated a willingness to move his office to the Community Services Building. That space could then serve as the sleeping quarters. Gudgeon and the

Coroner will work with H&HS Director Metz on available space at the CSB for the office of the Coroner.

Gudgeon addressed the Committee regarding the need to replace the carpeting in the EMT lounge. Gudgeon will bring bids to the Committee's next meeting.

Knock addressed the Committee requesting approval for the painting of the walls in the Veteran Service office and the replacement of the carpet. Knock will work with Gudgeon to get estimates for the carpet replacement and bring them to the Committee's next meeting.

Manning made the following report:

- No action will be taken on cleaning the ductwork in the jail until the 2016 budget;
- Efforts are being made to get the snow removal equipment sand blasted and painted and a new face put on the plow;
- Twelve chairs were purchase from SW Tech for the courtroom and conference room;
- Two bearings were replaced in one of the air handlers;
- A new heat pump was purchased;
- The Sheriff's Department is requesting the installation of a new walk thru door;
- Lawn mowing was curtailed because of the dry conditions;
- The winter salt supply is good;
- The replacement of the Judge's bathroom is a continued discussion item.

Manning reported that there are no work performance or public/staff interface issues.

Motion by Van Vliet, second by Turk to go into closed session under section 19.85 (1) (c) of the Wisconsin Statutes for the Maintenance Supervisor's performance review, with the County Clerk remaining. Roll call vote. AYES: Van Vliet, Crofton, Marshall, Deets, Clausius and Turk. Ayes 6. Noes 0. Total 6. Motion carried.

Closed session.

The Committee returned to open session.

Chairman Crofton will write up the review for placement in Manning's employee file.

Motion by Marshall, second by Turk to adjourn. Motion carried. The meeting adjourned at 9:57 a.m. The next meeting is scheduled for October 7<sup>th</sup> at 9:00 a.m.

Victor V. Vlasak  
Richland County Clerk