

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

May 3, 2017

The Property, Building and Grounds Committee met on Wednesday, May 3, 2017, 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, Marilyn Marshall, Richard McKee, Steve Williamson and Dave Turk.

Others present included: Victor Vlasak, County Clerk; and elected officials, department heads and employees.

Chairman Buford Marshall 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 Marilyn Marshall, second by McKee to approve the agenda, as amended. Motion carried.

Motion by McKee, second by Turk to approve the printed copies of the minutes for the April 5<sup>th</sup> meeting. Motion carried.

Arlene Louis addressed the Committee requesting permission for the use of the courthouse grounds to Pray a Public Square Rosary. Motion by Williamson, second by McKee to approve the request. Motion carried.

Motion by Turk, second by McKee to approve the use of the courthouse grounds for the National Day of Prayer on May 4<sup>th</sup>. Motion carried.

Roxanne Klubertanz-Gerber, CSW, Manager, Aging & Disability Resource Center of Eagle Country addressed the Committee requesting approval to place a banner and pinwheels on the courthouse grounds in recognition of World Elder Abuse Awareness Day on June 15<sup>th</sup>. Motion by McKee, second by Williamson to approve the request. Motion carried.

Avery Manning, Courthouse Maintenance Supervisor, distributed copies of the budget with the year to day expenses as of April 30<sup>th</sup>. Noted was the annual expenditure from SimplexGrinnel for the Fire Alarm Inspection.

The Committee discussed possible reductions in the courthouse budget to meet the 15% levy reduction suggestion. Manning indicated doing the carpet cleaning in-house would save \$2,000.00 and that \$10,000.00 could be saved by not replacing heat pumps that fail. Changing light fixtures to more energy efficient units was also discussed as a cost saving measure.

Maintenance Supervisors update:

- A small mold problem has developed in the office of the Chief Deputy. It is the size of a softball and appears on the wall. Chairman Marshall suggested using bleach to remove the mold before to cutting into the wall.
- The Fire Alarm Inspection has been completed. Manning will bring to the Committee other possible vendors to provide the fire alarm inspection services.
- Basement hallway light fixtures were changed to more energy efficient units.
- Broken chairs placed in the basement hallway will be disposed of.
- Additional caulking was done to the windows in the Register of Deeds office to address leaks.
- No further water leaks are appearing in the roof area over the Victim Witness office.
- The tread plate on the northwest corner of the sidewalk has been replaced by the City.
- Trim between the ceiling and walls in the courtroom is coming loose. Access to the areas to make the repairs is difficult.

County Treasurer Julie Keller addressed the Committee regarding tax delinquent parcels belonging to Venna Comar. There are four parcels that total 31.29 acres. \$34,000.00 in back taxes are due. A title search has been ordered. Motion by Williamson, second by McKee to place the issue on the Committee's next agenda. Motion carried.

Judge Andrew Sharp addressed the Committee regarding remodeling the office space over the porch on the east side of the original courthouse building for use by the Tiffany Johnson, Treatment Court Coordinator. Questions were raised about the current use of the space and possible alternate locations. The issue will be brought back to the Committee when more information is available.

Committee members discussed maintenance concerns received in response to the building and grounds questionnaire that was distributed to departmental employees in the courthouse. The Committee will conduct an evaluation of Manning's performance as Maintenance Supervisor at the June meeting. Chairman Marshall will set in on the evaluation of custodian Parker.

The next meeting is scheduled for July 7<sup>th</sup> at 2:30 p.m.

Motion by McKee, second by Marilyn Marshall to adjourn. The meeting adjourned at 4:06 p.m.

Victor V. Vlasak  
Richland County Clerk