

PROPERTY, BUILDING AND GROUNDS COMMITTEE

July 3, 2019

The Property, Building and Grounds Committee met on Wednesday, July 3, 2019, 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 and Richard McKee. Chad Cosgrove and Steve Williamson were absent.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Chad Kanable, Chief Deputy Sheriff; Mike Bindl, Zoning Administrator; Barb Scott and Jason Marshall, MIS Department; Board Chair Jeanetta Kirkpatrick; Jenifer Laue, Register in Probate; and Randy Nelson.

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 Sebranek, second by McKee for approval of the agenda. Motion carried.

Motion by McKee, second by Sebranek for approval of the June 5th minutes. Motion carried.

Andrea Ring, Project Architect/Project Manager, Jewell Associates Engineers, Inc., presented the bid results for the door and security upgrade project. The low bid in the amount of \$31,300.00 was received from Craig Johnson, CCJ Construction, LLC, Muscoda, Wisconsin. Mr. Johnson will be asked to meet with the Committee regarding the project.

The sale of County-owned Town of Richland Tax Parcel # 022-3522-2000 was discussed. Motion by McKee, second by Sebranek to list the parcel for sale with Rhonda Rott, Century 21 Affiliated, Spring Green, Wisconsin. Motion carried.

Keller reported that she has no further information regarding the Cazenovia tax delinquent parcels owned by James Kummer. Attempts to locate Mr. Kummer have not been successful. Once he is notified, the 90 day time period can begin.

The job description for the position of Maintenance Supervisor for the courthouse was discussed. Motion by Sebranek, second by McKee to recommend to the Finance and Personnel Committee that the Handbook of Personnel Policies be changed so that the position is no longer listed as a department head and that the title of the position is Courthouse Maintenance. Motion by McKee, second by Sebranek to recommend to the Finance and Personnel Committee that the job description be changed to indicate that the position is a 40 hour per week position. Motion carried.

The Committee discussed the work scheduled of the courthouse maintenance position. The previous maintenance person worked from 6:00 a.m. to 2:00 p.m. with a one hour break for lunch. Nelson will start his shift at 6:30 a.m.

Chad Kanable presented an invoice in the amount of \$1,561.64 from Wallace Electric, LLC for electrical work in relation to the 911 project. Jason Marshall noted that air conditioning needs to be installed for the 911 room. Barb noted that the Law Enforcement and Judiciary Committee is waiting for a second bid on the air conditioning. The room will not require air conditioning until the server is in use. Motion by McKee, second by Sebranek to approve payment of the invoice. Motion carried.

Motion by McKee, second by Sebranek to forward the low bid for the door and security upgrade to the Finance and Personnel Committee. Motion carried.

The courthouse budget as of June 30th was reviewed. Heating and air conditioning maintenance costs have exceeded the budgeted amount for that line item. Discussion followed regarding issues with the heating and air conditioning pumps in different offices. Condensation issues have also occurred in different offices.

Motion by Sebranek, second by McKee to approving hiring Randy Nelson to fill the vacant courthouse maintenance supervisor position. Motion carried.

Jenifer Laue reported the receipt of a call from the Wisconsin Department of Safety and Professional Services regarding an anonymous complaint alleging that the courthouse contains health and safety issues. A building inspector from the DSPS will visit the courthouse on Tuesday, July 9th at 10:00 a.m. to investigate this complaint.

Motion by McKee, second by Sebranek to adjourn. Motion carried. The meeting adjourned at 3:37 p.m.

Victor V. Vlasak
Richland County Clerk