

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

April 6, 2016

The Property, Building and Grounds Committee met on Wednesday, April 6, 2016, 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: Buford Marshall, Gaylord Deets, Carol Clausius, Tom Crofton and Dave Turk.

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Cathy Cooper, County Conservationist; Mike Bindl, Zoning Administrator; Julie Keller, County Treasurer; Chad Kanable, Chief Deputy Sheriff; Barb Scott, MIS Director; and Damon Anderson, Anderson Realty.

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 Clausius, second by Turk that the agenda be approved. Motion carried.

The March 2<sup>nd</sup> minutes were approved as presented.

Cathy Cooper addressed the Committee regarding the recreational trail. The City has applied for a grant to make improvements to the part of the trail which lies within the City limits. A requirement of the grant is that the City owns the land which is the recreational trail right-of-way. The request is that the County deed to the City that portion of the recreational trail between County Trunk Highway O and Foundry Drive. Motion by Turk, second by Deets to approve the request and present a resolution for approval to deed that portion of the trail to the City. Motion carried.

The Committee discussed Tax Deed Parcel Number 008-1942-1100 located in the Town of Dayton. Motion by Turk, second by Clausius to contract Daniel Erickson, Appraisal Center, for an appraisal of the parcel. Motion carried.

The Committee discussed Tax Deed Parcel Number 276-2100-1781 located in the City of Richland Center. Motion by Marshall, second by Clausius to proceed with the eviction of the occupant of the home on the parcel. Motion carried.

The Committee discussed tax delinquent Parcel Number 146-0020-0500 located in the Village of Lone Rock and under the ownership of James Kast. Motion by Clausius, second by Marshall to present a resolution for approval to take a Tax Deed on the parcel. Motion carried.

The Committee discussed tax delinquent Parcel Number 146-0032-1100 located in the Village of Lone Rock and under the ownership of Stanley and Eleanor Glaser. Motion by Clausius, second by Turk to present a resolution for approval to take a Tax Deed on the parcel. Motion carried.

Chairman Crofton reviewed the tax deed procedures.

No new information is available regarding possible PECFA funding for tax delinquent parcels which may contain contaminated soils.

The Professional Service Agreement with Jewell Associates Engineers, Inc. for the courthouse renovations has been referred to Corporation Counsel Southwick for review and approval.

Motion by Deets, second by Clausius to approve the request for the Richland Area Farmers Market for use of the courthouse grounds along Central Avenue for the 2016 Saturday Farmers Market. Motion carried.

Motion by Marshall, second by Turk to approve the request of the Richland County Ambulance Association for access to and use of the courthouse grounds and building on May 21<sup>st</sup> from 9:00 a.m. to 3:00 p.m. for a celebration of EMS Week. Motion carried.

Chairman Crofton reported that electronic copies of all studies regarding the courthouse structure have been sent to Management Information Systems Department to be made available to Supervisors through their lap top computers.

Manning presented the following Maintenance Supervisor's report:

- The fire inspection was conducted by the Fire Chief. No violations were reported.
- The fire alarm system inspection found that one blower turned on when it was not suppose to when the artificial smoke was entered into the system. The HVAC people will be asked to check the blower.
- Mobile Glass has been called to replace the broken glass in the downstairs door.
- The elevator is not working properly. The elevator technician has been replacing relays in an attempt to determine the problem. There are 120 relays in the system.
- The skid steer has been taken to the fairgrounds.
- The Conservation Congress meeting will be held in the courtroom.
- A heat pump required repairs.

Chairman Crofton noted that upcoming issues include: Repairs to the rubber roof on the newer wing; completion of the foundation water proofing project; installing security locks as a part of the remodeling project; tuck pointing on the newer wing; painting of bathrooms and hallways; cleaning of the ductwork in the jail; and the ongoing replacement of heating/cooling units that fail.

Barb Scott reported to the Committee that the camera system for the entrance to the building is no longer functioning. Estimates for a replacement system will be brought back to the Committee at a future meeting.

Manning reported that there were no employee work performance issues.

Motion by Clausius, second by Marshall to adjourn. Motion carried. The meeting adjourned at 9:55 a.m.

Victor V. Vlasak  
Richland County Clerk