

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

January 3, 2018

The Property, Building and Grounds Committee met on Wednesday, January 3, 2018, 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, Dave Turk and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Jeanetta Kirkpatrick, County Board Chair; Julie Keller, County Treasurer; Mike Bindl, Zoning Administrator; Avery Manning, Courthouse Maintenance Supervisor; and Damon Anderson, Anderson Realty.

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 M. Marshall, second by McKee that the agenda, as amended, be approved. Motion carried.

Motion by McKee, second by M. Marshall that the printed copies of the December 6, 2017 meeting be approved. Motion carried.

The Committee discussed tax delinquent parcel # 006-3044-2500 located in the Town of Buena Vista and owned by David A. King. Treasurer Keller reported that notifications have been made. Motion by McKee, second by Williamson to present a resolution to the County Board for approval to take a Tax Deed on the parcel. Motion carried.

The Committee discussed tax delinquent parcels # 022-2942-2000, 022-2933-4000 and 022-2933-5000 located in the Town of Richland and owned by Vena Comar. Corporation Counsel Southwick will begin working on the parcels when he returns from vacation.

The Committee discussed tax delinquent parcels # 111-1300-0823, 111-1300-0824 and 111-1300-0825 located in the Village of Cazenovia and owned by James Kummer. Chairman Marshall noted that funds are not available to cover the cost of the removal of the building on the parcels.

The Committee discussed tax delinquent parcel # 146-0005-0900 located in the Village of Lone Rock and owned by Brian and Lou Ann Schmitz. Corporation Counsel Southwick has ordered an updated title report on the parcel. No action has been taken regarding the federal tax lien that is against the parcel.

The Committee discussed tax delinquent parcel # 196-0636-1400 located in the Village of Yuba and owned by Edwin J. Hall. The County Board approved taking a Tax Deed on the parcel. Appraisal of the parcel will take place after the Tax Deed is filed with the Register of Deeds.

Manning reported the receipt of a price quote in the annual amount of \$5,377.00 from Simplex Grinnell to provide fire protection inspection and testing services for the courthouse. Manning will seek other price quotes for an inspection service and not a maintenance contract.

Manning reported that the District Attorney's office is requesting additional security for entry into the office. Motion by Williamson, second by McKee to approve the installation of a gate at the end of the island that is located in the office. Motion carried.

Manning reported that the cold weather is affecting the operation of the clock. It is also affecting the operation of the elevator when the oil gets cold. Heat tape and insulation will be installed to help with the operation of the elevator. The lighting updates in the jail are half done. Manning has accrued vacation time which he needs to use up in the next two months.

Manning provided the check lists for the last month for viewing. No changes in performance were noted. Manning has not conducted the performance evaluation for the custodian. Chairman Marshall noted that he will be going around to the offices to see if there are any problems.

Manning reviewed the 2017 budget guideline. Carpet cleaning is being handled internally instead of using an outside cleaning service.

The Committee discussed Town of Eagle tax parcel # 010-3312-2200 owned by William L. Howard and Town of Eagle tax parcel # 010-3312-2300 owned by Robert N. Schoener. Mr. Schoener has passed away. Mr. Howard has indicated a willingness to gift parcels to the County. Bindl reported that a Certified Survey Map from 2004 puts the two parcels together. Keller indicated that the parcels have been turned over to the title company for a title report. Motion by McKee, second by Williamson to start the process of taking a tax deed on the parcels. Motion carried.

Motion by McKee, second by Turk to adjourn. Motion carried. The meeting adjourned at 3:31 p.m.

Victor V. Vlasak  
Richland County Clerk