

PROPERTY, BUILDING AND GROUNDS COMMITTEE

March 4, 2015

The Property, Building and Grounds Committee met on Wednesday, March 4, 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; Avery Manning, Courthouse Maintenance Supervisor; Barb Scott and Jason Marshall, MIS; Julie Keller, County Treasurer; Susan Lawrence, District Attorney's Office; 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.

Motion by Van Vliet, second by Deets that the printed copies of the minutes for the February 4th meeting be approved. Motion carried.

The Committee discussed the appraisal of Tax Deed Parcel # 111-1312-4400 located in the Village of Cazenovia. Chairman Crofton reported that the water has been shut off to the house. Questions were raised regarding the condition of the parcel and what needs to be done to prepare it for sale. Motion by Turk, second by Clausius to enlist the services of Damon Anderson to help determine the value of this property. Motion carried.

Discussion continued regarding services needed when tax delinquent parcels are taken under the Tax Deed process.

County Treasurer Keller joined the meeting at this point.

Mr. Anderson suggested giving the Committee a Broker Price Opinion on the Cazenovia parcel. Chairman Crofton noted the need to padlock the back door to the house to secure the building. Motion by Van Vliet, second by Turk to table the discussion to allow Mr. Anderson time to determine a cost for his services to secure the parcel and provide a value. Motion carried.

Barb Scott addressed the Committee explaining that the new speaker installed on the Judge's desk in the Courtroom needs additional wiring so that incoming calls can be routed through it. The estimated cost of running the needed wiring through the conduit that exists under the courtroom floor is from \$516.00 and \$645.00. Motion by Turk, second by Clausius to approve the expenditure. Motion carried.

Motion by Van Vliet, second by Deets to approve the Richland Area Farmers Market request for the use of the courthouse grounds for the 2015 Farmers Market. Motion carried.

Motion by Van Vliet, second by Clausius that the County Clerk be authorized to sign the Professional Services Agreement with The Samuels Group for pre-construction services for the proposed renovation of the courthouse and jail. Motion carried.

Motion by Turk, second by Van Vliet that the County Clerk be authorized to sign the Professional Services Agreement with Jewell Associates Engineers for the Courthouse Security Windows project after Corporation Counsel Southwick has approved the Agreement language. Motion carried.

Motion by Van Vliet, second by Deets to take from the table and bring back onto the floor the discussion of the cost for Mr. Anderson's services to secure and provide a value for the Cazenovia Tax Deed parcel. Motion carried. Mr. Anderson indicated that his fee would be \$300.00 to secure the house and provide a Broker Price Opinion. Motion by Turk, second by Van Vliet to approve the fee and have Mr. Anderson do the work. Motion carried.

Chairman Crofton noted that at the April meeting the Committee will develop procedures to deal with issues surrounding tax delinquent properties on which the County may take a tax deed.

Mr. Anderson and Committee members briefly discussed the Venna Comar tax delinquent parcels.

Manning reported that the evening of February 18th a fire call was placed to the Richland Center Fire Department regarding smoke coming from the elevator. The fire department responded. The hydraulic pump to the elevator locked up because of a foreign object that was in the oil and got into the pump. If the pump had been running at the time, the object would have gone right through it. The technician from the Schumacher Elevator Company and Mr. Manning put a pipe wrench on the pump to get it to turn so that the object could be removed. New belts were installed on the pump. The oil was drained from the pump. Inspection of the oil found that there were beady pieces of metal and pieces of plastic in it. The system does not have a filter. Instead, it has a metal plate with half inch holes to stop things from going into the pump. The pump was put back together and the elevator was returned to service. Unknown at this time is the cost of the fire department response and the cost of the technician's time from the Schumacher Elevator Company. The roof vents were opened to remove the smoke.

The fire chief noted that the fire doors between the buildings must remain closed. Manning will be installing magnetic stops on the doors so that the doors will close when the fire alarm system is activated.

Chairman Crofton reported that individuals will no longer be able to use their personal credit card to make on-line purchases. Motion by Van Vliet, second by Turk that Manning be given authority to get a credit card for his department's use. Motion carried.

Manning reported that there were no employee work performance issues or public/staff interface issues to report.

The next meeting is scheduled for April 1st at 9:00 a.m.

Motion by Van Vliet, second by Clausius to adjourn. Motion carried. The meeting adjourned at 9:44 a.m.

Victor V. Vlasak, Richland County Clerk