

PROPERTY, BUILDING AND GROUNDS COMMITTEE

July 5, 2017

The Property, Building and Grounds Committee met on Wednesday, July 5, 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, Dave Turk and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Ben Southwick, Corporation Counsel; Julie Keller, County Treasurer, Mike Bindl, Zoning Administrator; Avery Manning, Courthouse Maintenance Supervisor; Todd Rummler, County Surveyor, Driftless Area Surveying LLC; and Karen Knock, Veterans Service Officer.

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

Motion by Williamson, second by M. Marshall that the printed copies of the minutes for the June 7th meeting be approved. Motion carried.

The Committee discussed taking a tax deed on Parcels # 111-1300-0823, 111-1300-0824 and 111-1300-0825 located in the Village of Cazenovia. The owner of the tax delinquent parcels is James Kummer. The Committee discussed the condition of the multi-story building on the parcel and costs associated with its demolition. Motion by Williamson, second by McKee to postpone action on taking a tax deed on the parcels for one month. Motion carried.

The Committee discussed tax delinquent Parcels # 022-2942-1000, 022-2942-2000, 022-2933-4000 and 022-2933-5000 located in the Town of Richland. The owner of the parcels is Venna Comar. Ms. Comar has not resided on the parcels in the last five years and would not be entitled to the sale proceeds. There are no liens, judgments and or mortgages on the parcels. Corporation Counsel Southwick explained the challenges with developing a legal description for the parcel from which numerous sales have been made over the years. A survey of that parcel would be needed. Southwick recommended that a professional real estate appraiser be hired if the County takes a tax deed on the parcels. A survey will be required of the parcel from which twenty plus sales have taken place since 1990. Todd Rummler reviewed the costs of surveying the parcels. Parcels # 022-2942-1000 and 022-2942-2000 are contiguous and total approximately 27 acres. A legal description of the two parcels could be developed by Corporation Counsel Southwick without a survey. Motion by McKee, second by Williamson to proceed with the tax deed process on Parcels # 022-2942-1000 and 022-2942-2000. Motion carried. Southwick will get an estimate of the cost to appraise the two parcels.

The Committee discussed the Agreement received from Midwest Alarm Services for the annual inspection of the fire alarm system. Corporation Counsel Southwick has reviewed the Agreement and indicated that it would not be in the best interests of the County to enter into the Agreement. Manning will contact the company regarding Southwick's concerns with the Agreement.

Manning presented the following Maintenance Supervisor's report:

- The Custodian has been on vacation a portion of the month of June;
- LED lights have been purchased and installed in different areas of the building;
- New signage has been ordered for the Zoning office and County Treasurer's office due to the relocated of the Tax Lister from the Zoning office to the Treasurer's office;
- The broken light fixture in the District Attorney's office has been replaced;
- Precision Controls have been performing maintenance and repairs on the air conditioning units;
- Manning noted that not all departments are recycling.

Manning sent out an email to departments to find out about maintenance concerns. Three responses were received. One concern was about the trim by the ceiling in the back of the courtroom. The trim has loosened and mortar is slipping down into the cracks. A tall ladder will be needed to reach the area and make the repairs. Another concern was with the HVAC unit in the Veterans Service office and a concern that the unit needs to be cleaned. The unit would have to be taken apart in order to clean inside of it. Foam on top of the unit is disintegrating. A third concern was regarding painting the walls and cleaning the carpet in the Probate office.

Manning distributed the completed check lists that the maintenance staff uses. Both staff members use the same sheets. If one staff person is not able to complete the task the other person can follow up. Manning keeps track of the custodian's sick and vacation time usage. Rooms behind the Board room currently not being used are not being cleaned.

Manning has not given the custodian the results of his performance review.

Manning reviewed the Courthouse budget sheets and expenditures to date.

Manning noted that the HVAC unit in the Probate vault is not working. Originally there were two units in the vaults. The main purpose of the two units is to control the humidity in the vaults.

Discussion took place between Manning and Committee members on LED lighting.

Motion by McKee, second by M. Marshall to adjourn. Motion carried. The meeting adjourned at 4:08 p.m.

Victor V. Vlasak
Richland County Clerk