

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

April 4, 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 and Steve Williamson. Dave Turk was absent.

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

Chairman Buford Marshall called the meeting to order.

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 minutes for the March 7<sup>th</sup> meeting be approved. Motion carried.

Sheriff Jim Bindl addressed the Committee requesting approval for the installation of a second pill box. The second pill box would be installed on the second floor to the right of the mail box. Motion by McKee, second by Williamson that the request be approved. Motion carried.

Judge Sharp addressed the Committee regarding a second request for the use of the vault in the Register of Probate office as a private meeting space for counseling veterans. Judge Sharp explained that the vault is currently being used to store confidential records. Judge Sharp asked that the request for use of the vault be denied. Motion by Williamson, second by McKee to deny the request for use of the vault. Motion carried.

Judge Sharp explained the mandate that there be a Courthouse Security Committee. Clerk of Court Stacy Kleist made comments regarding security concerns. Judge Sharp indicated that a meeting of the Courthouse Security Committee will be scheduled. Kleist indicated that security windows would be a priority when determining security needs.

Motion by McKee, second by M. Marshall to approve a request for the placement of a World Elder Abuse banner and pinwheels in front of the courthouse from June 11-18, 2018. Motion carried. The pinwheels signify the number of people served.

Motion by M. Marshall, second by McKee to approve a request for the placement of pinwheels on the courthouse lawn on April 25<sup>th</sup> in observation of Sexual Assault Awareness Day. The pinwheels signify the number of survivors served by Passages. Motion carried.

Motion by Williamson, second by McKee to approve a request for the use of the area of the street between the Courthouse and the Park Apartments for the Richland Area Farmers Market for the 2018 season. Motion carried. The RFAM is scheduled to operate from Saturday, May 5, 2018 through Saturday, October 13, 2018 on Saturdays from approximately 7:30 a.m. to 12:30 p.m.

The Committee discussed the Town of Richland tax delinquent parcels owned by Vena Comar. Research has been completed on the parcel located on Pine Tree Lane. Keller reported that notifications will be going out on the Pine Tree Lane parcel. Corporation Counsel Southwick has indicated that a survey would be needed on the trailer court parcel.

The Committee did not discuss the tax delinquent parcels in the Village of Cazenovia which are owned by James Kummer.

The tax delinquent parcel of Brian and Louann Schmitz in the Village of Lone was discussed.

The Committee discussed the appraisal of Cazenovia Tax Deed Parcel # 111-1300-0822. Delinquent tax and interest on the parcel totals \$15,328.00. The parcel is assessed at \$69,500.00.

Williamson reported on the application period for awards from \$100 to \$5,000 that are available for replacement trees for the courthouse grounds. The trimming or removal of the trees in the parking lot was discussed.

Manning reviewed the 2018 courthouse budget.

Manning reported that a heat pump went out in the Veterans Service office. Replacement of the unit was discussed. The cost of the new unit is from \$3,400 to \$3,500. It was the Committee's recommendation that a new unit be purchased.

Manning reported on the maintenance of the elevator. An exact blueprint of the elevator has been requested.

Manning reported that the cleaning service is in the building Monday, Wednesday and Friday. Continued contracting for cleaning services versus filling the vacant custodian position was discussed. Combining maintenance services for the courthouse and Community Services Building was also discussed.

Motion by M. Marshall, second by McKee to adjourn. Motion carried. The meeting adjourned at 4:00 p.m.

Victor V. Vlasak  
Richland County Clerk