

PROPERTY, BUILDING AND GROUNDS COMMITTEE

September 5, 2018 (Amended)

The Property, Building and Grounds Committee met on Wednesday, September 5, 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, Larry Sebranek, Chad Cosgrove, Richard McKee and ~~Steve Williamson~~. Steve Williamson was absent.

Others present included: Victor Vlasak, County Clerk; and Avery Manning, Courthouse Maintenance Supervisor.

Committee Chairman Marshall called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by 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 Cosgrove, second by McKee for approval of the agenda, as amended. Motion carried.

Motion by Sebranek, second by McKee for approve of the printed copies of the August 1st minutes. Motion carried.

Manning will check to see what can be done about bats getting into the courthouse.

The Committee discussed the proposal from the City of Richland Center for lawn mowing and the removal of snow at the courthouse and the Community Services building. Snow plowing of parking lots, sidewalks, salting, and snow removal if needed would be at the rate of \$65.00 per hour per person. Lawn mowing at both locations would be at the rate of \$45.00 per hour per person. Motion by Sebranek, second by McKee to enter into the agreement with the city for lawn mowing and snow removal at the courthouse. Motion carried. The Health and Human Services Board will decide on entering into the agreement for the Community Services law mowing and snow removal.

The Committee briefly discussed shrub removal, flower planting and mulching.

Sebranek addressed the issue of sweating pipes when the weather is hot and humid on the first floor. The seating pipes are damaging the ceiling tile. Manning explained that the insulation could be replaced. However, it is time consuming to replace the insulation and there is a lot of it. Manning stated he will start working on it soon.

Sebranek also addressed the damaged metal tread plate on the corner cross walk on the southwest side and the need to either repair it or replace it. Manning stated that the City has been fixing those. Manning will contact the City regarding the damaged tread plate.

The condition of the bank of air conditioners was discussed. Manning reported that all of the units are currently working. Manning said it was just a matter of resetting a couple of the units because they overheated. The units had to be taken apart to reset them. Quotes have been requested to replace all of the units. The quotes should be available soon.

Motion by Sebranek, second by McKee to approve replacement of the towel dispenser in the third floor restroom with a touch free unit. Motion carried.

Manning distributed a schedule that is being used for equipment maintenance and air filters replacement. There is a calendar and a check list. Eventually this schedule will be replaced with an electronic version. There is one sheet for every month for every machine that has an air filter. This maintenance schedule is in progress.

Chief Deputy Chad Kanable presented an estimate from Michael Marshall Carpentry and Decorating in the amount of \$3,135.00 for replacement of the walk-thru door down by the garage. The estimate is for a new door, new frame, electronic door strike, painting and weather seals. It was suggested that Kanable get a second bid on the project. Motion by Sebranek, second by McKee to approve replacement of the walk-thru door and that Kanable decide which estimate to accept. Motion carried. Funding will come from the Courthouse Repair Outlay.

County Treasurer Julie Keller addressed the Committee regarding Town of Richland tax delinquent Parcel # 022-2942-2000 (Venna Comar). Corporation Counsel Southwick has recommended that a resolution be presented to take a tax deed on the parcel. The ninety day notification period with end on September 27th. Motion by McKee, second by Cosgrove to present a resolution for approval to take a Tax Deed on the parcel. Motion carried.

Keller reported that Comar Parcel # 022-2942-2000 has an assessed land value of \$18,850 and improvements of \$124,400 for a total value of \$143,250. The condition of the buildings on the parcel was discussed. Damon Anderson reported on the damages to the buildings, the condition of the four mobile homes on the parcel, the failed septic systems and the high pressure gas line that goes through the property. Motion by Sebranek, second by McKee to appraise the parcel at \$50,000. Motion carried.

The Committee discussed Town of Richland tax delinquent Parcel # 022-2933-5000 (Venna Comar). Corporation Counsel Southwick has indicated that a survey will be required on the parcel before a Tax Deed can be taken. Motion by Sebranek, second by Cosgrove that an ad be placed requesting bids to complete a survey of the parcel. Motion carried.

No new information was available regarding tax delinquent Village of Lone Rock Parcel # 146-0005-0900 (Brian and Louann Schmitz). Keller will contact Corporation Counsel Southwick for an update on the parcel.

Manning reviewed the 2018 budget.

A five year capital improvements list was presented. No cost estimates were included on the list.

Manning presented a proposed 2019 Courthouse budget. Two twenty year major costs graphs were presented. There are 37 heat pumps in the courthouse. A suggestion was made that one new heat pump be purchased from the 2018 budget to be used as a backup.

Manning reported on a roof leak that he repaired. Sebranek suggested that the plug located where the Sheriff's cars are parked be repaired. Sebranek also suggested removal of the waste can located in the same area.

Motion by McKee, second by Sebranek to adjourn. Motion carried. The meeting adjourned at 4:02 p.m. The next meeting is scheduled for October 3rd at 3:00 p.m.

Victor V. Vlasak
Richland County Clerk