

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

May 7, 2014

The Property, Building and Grounds Committee met on Wednesday, May 7, 2014, 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 and Lew Van Vliet. Dave Turk was absent.

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Barb Scott, MIS Department; and Patrick Cleary, Cameron Aslaksen Architects, LLC.

Committee Chairman Crofton called the meeting to order.

The first order of business was the election of a Chairman, Vice Chairman and Secretary. Motion by Van Vliet, second by Deets that Crofton be nominated for Chairman, Clausius be nominated for Vice Chairman and County Clerk Vlasak be nominated for Secretary and that the Secretary be instructed to record that a unanimous ballot was cast for Crofton, Clausius and Vlasak. Motion carried.

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, a copy was faxed to The Richland Observer and a copy was sent by email to WRCO and Courthouse Department Heads.

Motion by Clausius, second by Deets to approve the agenda. Motion carried.

Motion by Van Vliet, second by Clausius to approve the printed copies of the minutes for the meeting held on April 2nd. Motion carried.

Patrick Cleary announced that one bid was received from Mz Construction, Linden, Wisconsin, in the amount of \$65,000.00 for the Courthouse Perimeter Drainage Improvement Project. The project was properly advertised. There was no addendum to this project. The bidder has the proper bid bond, references and signatures. Committee expectations were that bids would be under \$50,000.00. Chairman Crofton suggested that this project be made a part of the larger scope of improvements suggested for the courthouse complex. Motion by Van Vliet, second by Clausius to reject the bid. Motion carried.

Motion by Clausius, second by Deets to approve a request from the High School art teacher to allow chalk artwork on the courthouse sidewalk. Motion carried.

Manning reported that the driving rain from the east resulted in numerous leaks above the windows in the Register of Deeds office. Chairman Crofton suggested that a lift be leased so that maintenance staff could caulk above the windows. The lift could also then be used to install leaf guards on the eaves on the east side of the roof over the County Board room.

Chairman Crofton explained the concept of hiring a construction manager to assist in estimating costs and bidding out the improvements suggested for the courthouse complex. Motion by Van Vliet, second by Clausius that Chairman Crofton invite two firms to the June 4<sup>th</sup> Property Committee meeting to make presentations of their services. Motion carried.

The Committee discussed setting a value on the Lone Rock tax deed parcel located at 304 North State Highway 130. Chairman Crofton reported receiving notification from the Sheriff's Department that someone had broken into the building on the property. Motion by Clausius, second by Van Vliet that Chairman Crofton contact Damon Anderson requesting that he find someone to board up the windows and someone to appraise the property. Motion carried.

The Committee discussed the condition of the buildings on the Town of Henrietta tax delinquent parcel located at 15671 State Highway 80. Motion by Van Vliet, second by Deets to present a resolution for approval to take a tax deed on the property. Motion carried.

The Committee discussed the Richland Center tax delinquent parcel located at 991 East Haseltine Street. Motion by Clausius, second by Van Vliet to present a resolution for approval to take a tax deed on the property. Motion carried.

Manning reported that a leak in the water heater system was repaired. The lawn has been mowed for the first time. Flowers will be purchased for different areas around the grounds. Chairman Crofton suggested that the painting of various areas in the building should be kept on the list of maintenance tasks to complete. Chairman Crofton noted comments received about the need to clean the debris from the trench drains.

Motion by Van Vliet, second by Deets to adjourn to Wednesday, June 4<sup>th</sup> at 9:00 a.m. Motion carried. The meeting adjourned at 10:57 a.m.

Victor V. Vlasak  
Richland County Clerk