

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

July 2, 2014

The Property, Building and Grounds Committee met on Wednesday, July 2, 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: Gaylord Deets, Lew Van Vliet, Tom Crofton and Carol Clausius. David Turk was absent

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Barb Scott and Jason Marshall, MIS Department; and Todd Osman, Executive Vice President, E3 Coalition.

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

Motion by Deets, second by Van Vliet that the agenda be approved, with the addition of one agenda item. Motion carried.

Motion by Van Vliet, second by Deets that the printed copies of the June 4<sup>th</sup> minutes be approved. Motion carried.

Todd Osman addressed the Committee with a proposal to provide the services of the E3 Coalition to write an energy planning grant for funding from the State Energy Office. The planning grant would be for all County-owned facilities. \$5,000 would be the possible total amount of the grant. A \$5,000 cash match would be required, as well as an in-kind match of \$5,000. The cost for the E3 Coalition to write the grant would be \$500. County departments would have to compile three years of energy usage data for the application. Implementation of the grant would be upon the next offering of funding available from the State Energy Office. The proposal to apply for the grant will need to be presented to each departmental supervising committee and confirmation will need to be received from each of them about participating in the data gathering and the writing of the grant application.

Barb Scott and Jason Marshall addressed the Committee regarding the installation of a camera above the Judge's bench in the courtroom. Wiring for the camera has already been installed. Judge Sharp has approved the installation.

The Committee discussed tax delinquent parcel number 146-0027-1100 located in the Village of Lone Rock. Van Vliet will view the parcel. Motion by Van Vliet, second by Deets to postpone action on the agenda item until next month. Motion carried.

The Committee discussed Tax Deed parcels number 014-3440-0560 and 014-3440-0570 locate in Hub City. Motion by Clausius, second by Van Vliet to advertise for bids for the

demolition of the structures, removal of the debris and removal of the foundations. Motion carried.

The Committee discussed Richland Center Tax Deed parcel number 276-2114-2040. Motion by Van Vliet, second by Deets to have the parcel appraised. Motion carried.

The Committee discussed Viola Tax Deed parcel number 186-1833-1560. Motion by Clausius, second by Deets that Locksmith Tom Perkins change the locks on the doors and that Damon Anderson supervise providing access to the home and take care of any clean up of the site that is needed. Motion carried.

Manning reported that hooking the elevator to the backup generator can only be done by Schumacher Elevator Company. Schumacher Elevator Company has been contacted. They will make a proposal on a safe way to operate the elevator during power outages. Manning did not get bids for hooking up the other locations to the backup generator as the cost was under \$500. Those locations include the ambulance electrical outlets, the building phone system and the lights in the generator room and the computer server room.

The proposal from The Samuels Group, Inc. for a preliminary concept evaluation of the current jail facility was discussed. The cost of their services is \$4,500. Motion by Van Vliet, second by Deets to present a resolution for approval to contract with The Samuels Group. Motion carried.

Manning distributed copies of a spreadsheet showing the ten year history of expenditures made from the Courthouse budget. He also handed out copies of the current year's budget.

Manning reported that he will be replacing a faucet in one of the women's bathrooms. The caulking of the windows in the Sheriff's Department is nearly complete. The skid steer will be used again this winter for snow removal

Manning noted that Custodian Parker will be retiring in 2015. The Committee discussed changing the job description of the position so that custodial services could also be provided for the Community Services Building as well as the Courthouse. The Health and Human Services Director will be contracted regarding the sharing of a position.

Manning reported the receipt of a complaint from a citizen that a branch was going to fall from one of the trees on the lawn.

Motion by Van Vliet, second by Clausius to adjourn to Wednesday, August 6<sup>th</sup> at 9:00 a.m. Motion carried. The meeting adjourned at 10:20 a.m.

Victor V. Vlasak  
Richland County Clerk