

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

September 3, 2014

The Property, Building and Grounds Committee met on Wednesday, September 3, 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, Dave Turk and Lew Van Vliet.

Others present included: Victor Vlasak, County Clerk; Judge Sharp; Julie Keller, County Treasurer; Avery Manning, Courthouse Maintenance Supervisor; Barb Scott, MIS Department; and Damon Anderson, Anderson Realty, LLC.

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 Van Vliet, second by Clausius that the agenda be approved. Motion carried.

Motion by Turk, second by Van Vliet that the printed copies of the minutes for the August 6<sup>th</sup> meeting be approved. Motion carried.

The Committee discussed Town of Henrietta Tax Deed Parcel # 014-3440-1012 located in Hub City. No bids were received at the Tax Deed sale held on August 5th. Motion by Clausius, second by Turk to recommend to the Finance and Personnel Committee that the parcel be listed for sale with Anderson Realty, LLC. Motion carried.

Damon Anderson addressed the Committee regarding an email from Corporation Counsel Ben Southwick concerning Viola Tax Deed Parcel # 186-1833-1560 in which Mr. Southwick recommends that Tom Perkins change the locks and that Sheriff Berglin send an officer to enter the house to see if any personal property remains. Mr. Anderson described the condition of the grounds surrounding the house. Motion by Van Vliet, second by Clausius to authorize spending up to \$500.00 to make the property saleable. Motion carried.

Judge Sharp addressed the Committee requesting approval to install an additional speaker in the courtroom and locate it near the court reporters desk. Barb Scott indicated that the cost to purchase the additional speaker, and wire it into the system, would be \$906.00. Motion by Clausius, second by Turk to approve the request. Motion carried.

Corporation Counsel Southwick is in the process of reviewing the construction management services agreement from The Samuels Group, Inc.

Chairman Crofton explained that the deadline for submission of an Energy Planning Grant was moved up. Information could not be gathered in time to meet the new deadline.

Manning provided the following Maintenance Supervisor's update:

- A six foot broom was purchased for \$1,016.00 from Taylor County.
- A private service is available for shredding confidential documents. 68 gallon, locked bins are available for storage of the documents. The service shreds the documents on-site and gives a certificate when completed. The on-site service is provided once every eight weeks. The cost is \$45.00 for the first bin and \$22.00 after that. The contract would be for a minimum of two years.
- Carpet cleaning will be scheduled. The last professional carpet cleaning took place ten years ago.
- A self-propelled leaf vacuum was purchased.
- A credit application is being submitted to the new All American Do It Center.
- Shared custodial services between the courthouse and the Community Service building were briefly discussed.

Manning had no employee work performance issues to report.

Manning had no public/staff interface issues to report.

Motion by Deets, second by Van Vliet to adjourn to Wednesday, October 1<sup>st</sup>, at 9:00 a.m.  
Motion carried.

Victor V. Vlasak  
Richland County Clerk