

PROPERTY, BUILDING AND GROUNDS COMMITTEE

July 13, 2016

The Property, Building and Grounds Committee met on Wednesday, July 13, 2016, 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, Dave Turk and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Jim Bindl, Sheriff; Julie Keller, County Treasurer; Ben Southwick, Corporation Counsel; Avery Manning, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; Karen Knock, Veterans Service Officer; Barb Scott and Jason Marshall, MIS Department; and Kerry Severson.

Chairman Buford Marshall 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 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 McKee, second by Marilyn Marshall that the agenda be approved. Motion carried.

Motion by Williamson, second by Marilyn Marshall that the June 1st minutes be approved. Motion carried.

Manning reported the receipt of a request from the Police Chief and the Sheriff for keys for each officer to the east door of the courthouse to allow for quick access to the building in case of an emergency. Motion by Turk, second by Williamson to grant the request for keys for the officers to the courthouse main floor east door. Motion carried. Severson announced that he has been given a copy of the list of keys needed for the Sheriff's deputies.

Barb Scott presented a proposal from OMNI Technologies for the replacement of the cameras in the main entrance hallway, the elevator and the outside camera that faces the main parking lot. The outside camera would be able to pan and zoom. The proposed system would be large enough to accommodate the cameras in the jail when they are replaced. Also noted was the request to have a camera installed in the small courtroom. The total project price proposed is \$8,977.00 with Richland County providing the server. Scott will get additional proposals for the project. Motion by McKee, second by Turk to approve the project at a cost not to exceed \$10,000.00 with funding coming from the Courthouse Repair Fund. Motion carried.

Manning will be assisting the Clerk of Court with the disposal of the excess storage cabinets in that office. Chairman Marshall indicated that the issue was presented to the Law

Enforcement and Judiciary Committee. Any cabinets not taken by County departments will be disposed of at L&M Salvage.

The Committee discussed Town of Richwood tax delinquent Parcel Number 024-3544-3300 owned by Danny Wessels. Zoning Administrator Bindl reported on the easements that are in place on the vacant parcel. Motion by McKee, second by Williamson to present a resolution for approval to take a Tax Deed on the parcel. Motion carried.

The Committee discussed the appraisal of Village of Lone Rock Parcel Number 146-0020-0500 on which the County has taken a tax deed. Motion by McKee, second by Williamson to set the minimum sale price for the parcel at \$10,000.00 and require the purchaser to escrow \$2,000.00 which will be returned to the purchaser when the building is removed and the site is cleaned up to the satisfaction of the County. Motion carried.

The Committee discussed the appraisal of Village of Lone Rock Parcel Number 146-0032-1100 on which the County has taken a tax deed. Motion by McKee, second by Turk to set the minimum sale price for the parcel at \$2,000.00. Motion carried.

The Committee discussed City of Richland Center Parcel Number 276-2100-1781 on which the County has taken a tax deed. Corporation Counsel Southwick explained the options available to secure the personal property of the previous owner. Bindl will notify the City Utilities to shut off water and electrical service to the house. Knock indicated that she has the cell phone number of the previous owner and will contact him to let him know that he has seven days to remove his personal property from the house.

Manning reported that there have been no reported issues with the courthouse elevator in the last four weeks. The relocation of the camera was suggested to allow dispatch a view of the elevator door used by the public. Dispatch needs to know if someone is getting on the elevator before they switch it over for use and access to the jail.

The Clerk discussed with the Committee the replacement of the deteriorating sidewalk which goes from beyond the east entrance of the courthouse and east towards the Park Hotel to the sidewalk on Seminary Street. Manning stated that he had taken no action on replacing the broken concrete because he was not sure if the County would be moving forward with the building water proofing project. Committee members did not indicate that any action would be taking place soon regarding the waterproofing project. Liability issues with the current condition of the sidewalk were noted. Motion by McKee, second by Marilyn Marshall that Manning get estimates for the replacement of the sidewalk. Motion carried.

Manning reported that he has purchased a used water fountain from the UW-Platteville to replace the first floor water fountain which is no longer working. He indicated that the used unit would be installed within the next couple of days.

The Clerk reported the receipt of complaints from the public regarding the condition of the courthouse grounds. Complaints included the accumulation of dead tree branches behind the air conditioning units; overgrown shrubbery that has not been trimmed; dead shrubbery that has

not been removed; and the large amount of weeds growing around the building and in and around the islands in the parking lot. Manning reported that he had taken no action regarding removing some of the dead shrubbery around the building because he was not sure if the County would be moving forward with the building water proofing project. Manning said that he would attempt to address the concerns. Knock will work with Manning on getting flowers.

The Clerk report the receipt of a complaint and suggestion from a County Board Supervisor that the damaged door handle on the first floor doorway to the stairway be replaced with a handicapped accessible door handle. Manning indicated that he has not replaced the door handle because the current door handle can be locked and a handicapped handle could not. Manning noted that the door could be held open magnetically with the magnet being attached to the fire alarm system so that the door would close automatically should there be a fire in the building. Manning will take care of the issue.

Manning reviewed the expenditure guideline for the courthouse account.

Manning noted the recent addition to the Administrative Manual that the oversight committee be provided with documental of expenditures for approval.

Manning noted the recent addition to the Administrative Manual which states that the “use of personal credit cards is not an approved method for County expenditures and their use is discouraged”. Manning explained some the situations where has used his personal credit card to purchase items for the courthouse.

Manning reported that Chad Kanable had pulled one of the fire alarms. Avery was not available so Lester Parker was called to reset the alarms. Parker will be receiving two hours of compensatory time for coming in to reset the alarms.

Manning reported that he purchased another microphone for the board room for Bob Bellman’s seat.

Manning reported that on December 1st the overtime rules change. He noted that he will be requesting that funds be included in the 2017 budget for overtime for his position.

Corporation Counsel Southwick reviewed his response to a review of the Professional Services Agreement with Jewell Associates Engineers, Inc. for proposed renovations to the original courthouse building. Jewell Associates will make some of the modifications to the agreement that were recommended by Corporation Counsel and submit a new hard copy of the contract to the Property Committee.

Motion by Marilyn Marshall, second by McKee to adjourn to Wednesday, August 3rd at 3:00 p.m. Motion carried. The meeting adjourned at 4:38 p.m.

Victor V. Vlasak
Richland County Clerk