

PROPERTY, BUILDING AND GROUNDS COMMITTEE

October 5, 2016

The Property, Building and Grounds Committee met on Wednesday, October 5, 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, Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Andrew Sharp, Circuit Judge; Ben Southwick, Corporation Counsel; Julie Keller, County Treasurer; Avery Manning, Courthouse Maintenance Supervisor; Barb Scott, MIS Director; Mike Bindl, Zoning Administrator; and Larry Sebranek.

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 Marshall, second by Williamson that the agenda be approved. Motion carried.

Motion by Williamson, second by Marshall that August 3rd minutes be approved. Motion carried.

The Committee discussed Richland Center Tax Deed Parcel Number 276-2100-1781 formerly owned by Dale Burnham. Chairman Marshall noted that there is no personal property left in the building that is of value. Motion by Williamson, second by McKee to set the minimum sale value at \$4,500.00 and advertise the property. Motion carried. Motion by McKee, second by Marshall to set the escrow value for the cleanup at \$4,000.00. Motion carried.

Judge Sharp addressed the Committee regarding the disposal of the wood book shelves on the second floor. Manning noted that the set on the first floor were removed.

Judge Sharp addressed the Committee requesting approval to display art on the walls of the second floor hallway of the courthouse. Motion by McKee, second by Williamson approving the request. Judge Sharp will monitor the display and cover any costs associated with it.

Corporation Counsel Southwick addressed the disposal of the personal property in the house on the Richland Center tax deed parcel. Mike Bindl and Chairman Marshall have inspected the personal property and it is their opinion that the personal property is of no value. Corporation Counsel Southwick recommended that the buyer be required to properly dispose of the items in the house.

The Committee discussed tax delinquent Parcel Number 014-344-1430 located in the Town of Henrietta and owned by Shawn Wallace. Motion by Marshall, second by McKee to

present a resolution to the County Board for approval for the County to take title to this parcel. Motion carried.

Barb Scott addressed the Committee regarding replacing the cameras in the first floor entryway into the building. Omni quoted the cost of a replacement system at \$8,977.00. If MIS buys the cameras and staff installs them, the cost would be \$6,339.00. The estimates do not include the cost of licensing. No Committee action was taken. The agenda item will be placed on the November Property Committee agenda.

Manning reported that he can repair the hole that was cut in the wall by the entrance to the bathrooms on the third floor.

Manning reported that he has an estimate from Jewell's in the amount of \$753.00 to clean all of the chairs and carpeting in the Board room. Motion by Williamson, second by Marshall to approve having the chairs and carpeting cleaned. Motion carried.

Committee members commented on concerns that have been received regarding maintenance issues that are not being addressed by the courthouse custodial staff. Sebranek read a list of concerns that he has received regarding building and ground maintenance issues. Also discussed was the current system for mail delivery to the courthouse departments and the time it takes the custodial staff to deliver the mail.

The Jewell Associates Engineers, Inc. Professional Services Agreement is to be reviewed by Corporation Counsel Southwick.

Manning made the following update:

- The elevator has passed inspection. Adjustments were made to address the operating problems being experienced and to make the door close faster.
- The condition of the flooring in the elevator needs to be addressed.
- The sidewalk repairs have been completed and the area was seeded.
- The Sheriff's Department is experiencing condensation issues with some of the pipes in the offices.
- There is a roof leak in the solo area at the end of the hallway of the building addition.
- Repairs were made to a leak in the rubber roof.
- There is a leak in the roof next to the chimney in the Court and Community office.
- Caller ID was added to the phone system for the District Attorney's office.
- Exit signs were installed in the Board room for the door above which the screen has been installed.
- More LED lights have been installed.
- New lights and an occupancy sensor have been installed in the third floor men's bathroom.
- The 2017 budget sheets were distributed to Committee members.

Motion by Marshall, second by McKee to adjourn. Motion carried. The meeting adjourned at 4:09 p.m.

Victor V. Vlasak
Richland County Clerk