

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

November 2, 2016

The Property, Building and Grounds Committee met on Wednesday, November 2, 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 and Steve Williamson. Dave Turk was absent.

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

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 M. Marshall, second by McKee that the agenda, as amended, be approved. Motion carried.

Motion by Williamson, second by McKee that the October 5<sup>th</sup> minutes be approved. Motion carried.

Judge Sharp addressed the Committee requesting approval to purchase a large wooden bookcase that was discarded from the District Attorney's Office. Motion by McKee, second by Williamson to approve the sale of the bookcase to Judge Sharp for \$50.00. Motion carried.

Approval was requested by the President of the Pine Valley Repeater Amateur Radio Club to add another antenna to the antennas that are already on the courthouse roof. The antenna would be used to finish out the array with the State of Wisconsin for ARES/RACES communications. The coax cable has already been run from the previous antenna installation. The new antenna will not interfere with any other communications. Motion by Williamson, second by McKee to approve the request. Motion carried.

Scott addressed the Committee regarding the courthouse entry camera system. The quote for the new equipment was \$8,997.00. This quote does not include the cost of running new cable. The current cameras in the entryway are functional. No action was taken on the agenda item.

Tax Deed Parcel # 014-3440-1430 located in the Town of Henrietta was discussed. Keller reported that the assessed value is \$10,100 with \$5,100 improvements. Motion by McKee, second by Williamson to appraise the parcel at \$4,000.00. Motion carried.

Tax Deed Parcel # 024-3544-3300 located in the Town of Richwood was discussed. Keller reported that the assessed value is \$4,800.00. There are numerous easements attached to the parcel. Motion by McKee, second by Williamson to appraise the parcel at \$2,000.00. Motion carried.

Tax Deed Parcel # 276-2100-1781 located in the City of Richland Center was discussed. Corporation Counsel Southwick reviewed the statutory language regarding the sale of the parcel and the disposal of the personal property. Motion by McKee to appraise the parcel at \$2,000.00 and require an escrow in the amount of \$4,000.00 to insure proper removal the house and contents and cleanup of the site. County Clerk Vlasak noted that the City Utilities have been contacted regarding disconnecting the electrical and removing the meter. Motion carried.

Manning reported that a leak has developed in the roof over the office of Court and Community. Great Lakes Roofing was contacted and gave a rough estimate of not to exceed \$10,000.00 with the work to be completed on a time and material basis. A local roofer also looked at the leak. The source of the leak appears to be up the valley. A section of the roof will need to be removed in order to find the source of the leak. Motion by McKee, second by M. Marshall that bids be requested for the repair of the roof. Motion carried.

Manning reported that water is leaking from the top of the window in the Register of Deeds office. The problem may be with the flashing above the window. Manning will bring more information regarding the problem to the Committee at their next meeting.

Manning reported that he has replaced the faucet on the sink in the Judge's bathroom. To replace the faucet it was necessary to take the sink off of the wall. Because there was no shutoff valve for that sink, the water to the entire building had to be shut off. There is still an odor in that bathroom. The toilet will need to be replaced sometime in the future. The tank for the toilet is hanging on the wall.

Manning reported that he has patched the hole that was in the wall opposite the entrance to the bathrooms on the third floor.

Manning reported that he is in the process of changing all of the air filters in the building. There are 95 filters. The filters vary in size and are special order.. Replacement filters must be ordered by the box full.

Manning reported that the chairs and carpeting in the Board room have been cleaned. Several stains could not be removed.

Snow and ice removal was discussed. Manning reported that he has been removing the snow and ice for the last 15 years. He reported that four years ago the County stopped paying for his time above 35 hours per week that it takes for snow and ice removal because he is designated as a department head. Manning has been keeping a record of extra hours worked and taking flex time during the pay period. He accumulates more extra hours than he can take off during a pay period in the winter months. Manning suggested that an addendum to the Handbook be written

to allow his position to accumulate compensatory time. Motion by M. Marshall, second by Williamson to present the issue to the Finance and Personnel Committee. Motion carried.

The proposed contract with Jewell Associates Engineers, Inc. for renovation of portions of the original courthouse building was discussed. Chairman Marshall noted that the formulation of the 2017 budget and the current financial condition of the County does not allow for funding for the project. Motion by McKee, second by Williamson to take no action on the proposed contract at this time. Motion carried.

Motion by McKee, second by Williamson to go into closed session under section 19.85 (1) (b) (c) and (f) of the Wisconsin Statutes to discuss maintenance concerns and that County Clerk Vlasak and Maintenance Supervisor Manning be allowed to remain for the closed session. Motion carried.

Closed session.

Motion by McKee, second by Marshall to return to open session. Motion carried.

Manning reported that he has replaced the corroded flush valve in the second floor men's room bathroom with a new flush valve.

Motion by Williamson, second by McKee to adjourn. Motion carried. The meeting adjourned at 4:17 p.m. The next meeting is scheduled for December 7<sup>th</sup> at 3:00 p.m.

Victor V. Vlasak  
Richland County Clerk