

PROPERTY, BUILDING AND GROUNDS COMMITTEE

December 7, 2016

The Property, Building and Grounds Committee met on Wednesday, December 7, 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; Julie Keller, County Treasurer; Avery Manning, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; Karen Knock, Veterans Service Officer; and Cheryl Dull, Zoning Office.

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 Williamson to approve the agenda. Motion carried.

Motion by McKee, second by M. Marshall to approve the minutes for the meeting held on November 2nd. Motion carried.

Manning reported that he received two bids to repair the leak in the roof in the area over the Court and Community office. One bid is for \$5,000 a day, with an estimate that it will take two days to complete the repairs because they may have to remove the shingles all of the way up and replace the flashing in the valley of the roof. The second bid is for \$2,700 to do an investigation. The second bidder wants someone there when they do the investigation to grant approval for the repairs. Chairman Marshall and Manning inspected the roof area. Manning reported that he purchased a storage tote to place in the attic to catch the water when it drips. No repairs will be made until funds are available.

Manning reported that Dave Bristol inspected the areas where the water is leaking in around the windows in the Register of Deeds office. Bristol says that he will have to grind out the lintel on the top and bottom because it is cracked the entire length. Bristol gave a price of \$9.50 per foot. It is 193 feet long. The cost would be \$1,833.50 to do that entire side and put in weep holes so that it drains properly. Motion by McKee, second by M. Marshall to proceed with making the repairs. Motion carried.

Keller addressed the Committee regarding a tax delinquent parcel in the Town of Westford. The parcel is the site of the old Bunker Hill cheese factory. The County has not taken a tax deed on the parcel due to concerns about possible contamination. Ownership of the parcel has changed over time, but the taxes still remain delinquent. No committee action was taken.

The Committee discussed Village of Lone Rock Tax Deed Parcel # 146-0020-0500. The parcel did not sell at the December 6th Tax Deed sale for the appraised value of \$10,000.00. Motion by McKee, second by Williamson to appraise the parcel at \$2,000.00, require an escrow of \$2,000.00 to assure cleanup of the parcel and advertise it for sale. Motion carried.

The Committee discussed Town of Henrietta Tax Deed Parcel # 014-3440-1430. The parcel did not sell at the December 6th Tax Deed sale for the appraised value of \$4,000.00. Motion by Williamson, second by McKee to appraise the parcel at \$1,000.00 and advertise it for sale. Motion carried.

The Committee discussed Richland Center Tax Deed Parcel # 276-2100-1781. The parcel did not sell at the December 6th Tax Deed sale for the appraised value of \$2,000.00. Motion by Williamson, second by McKee to appraise the parcel at \$1,000.00, require an escrow of \$4,000.00 to assure cleanup of the parcel and advertise it for sale. Motion carried.

Knock addressed the Committee requesting the creation of a schedule to assure annual shampooing of carpeting. Manning reported that there is a carpet cleaning machine for the courthouse. Manning indicated that he just needs the time to clean the carpets on a rotation basis say of one office per month. The problem is scheduling the cleanings to not conflict with the operation of the offices.

Manning reported that Precision Controls has been working on the heating system. A motor was replaced in the penthouse. A couple of valves also needed replacement.

Manning reported that there are still random problems with the elevator. At times it will go to the wrong floor. Any modifications to the elevator are estimated to cost \$100,000.00 because it would have to be brought up to today's standards.

Manning reported that if either himself or custodian Parker are gone there is no one to take up the slack. The result is that they are getting behind on stuff.

Dull addressed the Committee requesting the development of a regular schedule to empty garbage and paper recyclables. Manning stated that there is a recycling tub in the Treasurer's office. The tubs are picked up every four weeks for shredding and disposal of the contents.

Motion by McKee, second by M. Marshall to into closed session under section 19.85 (1) (b) (c) (f) of the Wisconsin Statutes to discuss building and grounds maintenance concerns and that the County Clerk remain for the closed session. Roll call vote. AYES: Williamson, McKee, M. Marshall, B. Marshall. Ayes 4. Noes 0. Total 4. Motion carried.

Closed session.

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

Motion by Williamson, second by McKee to adjourn. Motion carried. The meeting adjourned at 4:33 p.m.

Victor V. Vlasak

Richland County Clerk