

PROPERTY, BUILDING AND GROUNDS COMMITTEE

February 1, 2017

The Property, Building and Grounds Committee met on Wednesday, February 1, 2017, 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; Sue Triggs, Register of Deeds; Mike Bindl, Zoning Administrator; Avery Manning, Courthouse Maintenance Supervisor; Sandra McNamer, Register in Probate; Jeanetta Kirkpatrick, County Board Chairman; and County Board Supervisors Bob Bellman 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 M. Marshall to approve the amended agenda. Motion carried.

Motion by McKee, second by Williamson to approve the printed copies of the minutes for the meeting held on December 7, 2016. Motion carried.

Committee Chairman Marshall reported on his visit to the site of Henrietta Tax Deed Parcel # 014-3440-1430 located in Hub City. The parcel had been previously appraised at \$1,000.00. The parcel did not sell at the January 3rd tax deed sale. Motion by McKee, second by Williamson to recommend to the Finance and Personnel Committee that the parcel be listed with a realtor at a suggested sale price of \$1,500.00. Motion carried. Chairman Marshall noted that someone is using the garage on the parcel for storage. Chairman Marshall will inform them of the County's ownership of the parcel and direct that they remove their personal property from the garage.

Richland Center Tax Deed Parcel # 276-2100-1781 was discussed. The parcel had been appraised at \$1,000.00 with an escrow requirement of \$4,000.00 to ensure removal of the house and cleanup of the site. The parcel did not sell at the January 3rd tax deed sale. The Finance and Personnel Committee is recommending the demolition of the house on the parcel. Motion by McKee, second M. Marshall to advertise for bids for the demolition of the house. Motion carried.

A discussion followed regarding the invoice in the amount of \$388.00 from Badgerland Flooring of Southwest Wisconsin for the removal of the carpeting and the installation of new

plank flooring in the courthouse elevator floor. The Audit Committee had refused payment of the invoice because the Property, Building and Grounds Committee was not made aware of the decision to replace the flooring. Supervisor Bellman explained how he became involved in the discussion of the replacement of the flooring and in the type of covering to install. The installation was completed over the Christmas holiday because there would be minimum use of the elevator since the courthouse was closed. Chairman Marshall noted that Manning should have informed the Property, Building and Grounds Committee of the plans to replace the flooring. Motion by Williamson, second by McKee to approve payment of the invoice. Motion carried.

Maintenance of the courthouse tower clock was discussed. The hands on the clock are not moving and keeping time when the weather is cold. Lee Manufacturing Company provided a quote of \$425.00 to provide service on the clock. Manning reported that he has set the hands to the correct time. Motion by Williamson, second by McKee to hold off on any maintenance on the tower clock until it totally quits keeping time. Motion carried.

The next agenda item was discussion regarding the leak in the courthouse roof over the office for Court and Community. Manning reported that he checks in the attic every time it rains. So far no further leaks have been found.

Manning gave an update on the repairs to stop the leaks above the windows in the Register of Deeds office. The Committee had approved Dave Bristol's estimate to make the repairs. Mr. Bristol will be renting a lift from Simpson's to get to the site to grind out and replace the lential around the windows. Mr. Bristol does not want any moisture behind the lential. The repair work is on his schedule.

Copies were distributed to Committee members of a periodic maintenance schedule developed in 2012. Manning reported that the schedule has not been looked at in over four years because no one has ever asked or even commented on it. Manning noted there is another daily, weekly, monthly and yearly checklist made up. Motion by Williamson, second by McKee that the Committee be provided with copies of the daily, weekly, month and yearly checklists being used and that the item be place on the March agenda. Motion carried.

Chairman Marshall indicated that evaluations will be conducted individually with the Courthouse Maintenance Supervisor and the Courthouse Custodian.

The Clerk provided Committee members with a report detailing expenditures from the Courthouse Repair Outlay in 2016. The available cash balance as of January 1, 2017 is \$84,679.05. This amount includes \$25,300.00 that was transferred from the Contingency fund in 2016 for the engineering fees for the second floor remodeling. The remodeling project has been put on hold due to a lack of available funding.

Manning distributed copies of the final expenditure guideline for the 2016 courthouse budget. The County Clerk reviewed each line item in the budget.

Manning reported that he has been working on replacing the shower curtains in the jail. An inspection of the jail determined that there cannot be horizontal bars in the showers for the curtains. Holes have been drilled in the ceiling so that the shower curtains can be fastened directly to the ceiling.

Discussion took place regarding possible non-essential services. Manning suggested that there be no replacement of heat pumps from funds included in the 2017 budget. The Committee will discuss alternatives to the renting of the skid steer for snow removal next winter. The Committee will also discuss contracting for pest control, lawn care, landscaping and snow removal.

Manning presented costs associated with extra hours he has worked over the last four years that are above the 35 hour work week. He explained that the extra hours are the result of snow removal and times he must fill in for the custodian when he is off work. Manning's designation as a department head prevents him from receiving compensation for the extra hours worked above the normal work week. Motion by McKee, second by Williamson to forward the issue to the Finance and Personnel Committee for discussions regarding amending the Handbook of Personnel Policies to deal with this situation. Motion carried.

Chairman Marshall reported that he has viewed the vault adjoining the Veterans Service office. He noted that the request to make the space available to the Veterans Service Department is not an option due to the large amount of records from the Register of Probate that are stored in that vault. The Veterans Service Officer is seeking an area, with computer access, that can be used when meeting with veterans and conducting confidential discussions.

Motion by McKee, second by Williamson to go into closed session under section 19.85 (1) (b) (c) and (f) to discuss building and grounds maintenance concerns. Roll call vote. AYES: Williamson, McKee, M. Marshall, B. Marshall. Ayes 4. Noes 0. Total 4. Motion carried. The County Clerk, Board Chair Kirkpatrick and Supervisor Severson remained for the closed session.

Closed session.

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

Motion by Marshall, second by McKee to adjourn. Motion carried. The meeting adjourned at 4:25 p.m.

Victor V. Vlasak
Richland County Clerk