

PROPERTY, BUILDING AND GROUNDS COMMITTEE

March 7, 2018

The Property, Building and Grounds Committee met on Wednesday, March 7, 2018, 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; Jason Marshall, MIS Administrator; Avery Manning, Courthouse Maintenance Supervisor; Dale Bender, Richland Center Municipal Electric Utility Superintendent; Damon Anderson, Anderson Realty; and James Schwingle, Senior Energy Services Representative at WPPI Energy.

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 printed copies of the February 9th minutes be approved. Motion carried.

James Schwingle, Senior Energy Services Representative at WPPI Energy, addressed the Committee regarding the availability of incentive programs to assist in increasing energy efficiency in county buildings. Loan funds of up to \$50,000 are available to assist with making qualifying energy-efficient improvements. Repayments are made in regular installments on your company's monthly utility bill.

Jason Marshall addressed the Committee requesting approval for an expenditure in the amount of \$955.00 to provide network and audio connectivity back to the current courtroom for the installation of CCAP recording equipment for the courtroom sound system. The State will be providing the equipment. Strang Electric will be installing the cable. Motion by McKee, second by M. Marshall that the request be approved. Motion carried. Funding for the expenditure will come from the courthouse budget.

Julie Keller reported that Tax Deed Parcel # 006-3044-2500 located in the Town of Buena Vista has been redeemed by the former owner David King. The tax deed ordinance allows for the redemption of a tax deed parcel by the former owner if all back taxes and interest, a \$1,000 fee and the \$30.00 recording fee are all paid. Mr. King has met the requirements of the ordinance to redeem the parcel. Motion by McKee, second by Williamson that the County Clerk be authorized to sign a deed returning ownership of the parcel to Mr. King. Motion carried. Property Committee Chairman B. Marshall noted that he had spent personal funds to purchase a lock for the door of the building on the parcel. Mr. Marshall will forward his claim to the County's Audit Committee for reimbursement approval.

Julie Keller provided an update on tax delinquent Town of Eagle Parcel Number 010-3312-2300 owned by Robert N. Schoener. The tax deed notification process will continue.

Damon Anderson addressed the Committee regarding Town of Richland tax delinquent Parcels Number 022-2942-2000, 022-2933-4000 and 022-2933-5000 owned by Vena Comar. Motion by McKee, second by Williamson to proceed with the Tax Deed process on the parcel located on Pine Tree Lane. Motion carried.

Motion by M. Marshall, second by McKee to present a resolution to the County Board for approval to take a Tax Deed on Tax Parcel # 111-1300-0822 located in the Village of Cazenovia and owned by David and Sharon Frey. Motion carried.

Julie Keller reported that an inquiry was received regarding Village of Cazenovia tax delinquent Parcels Number 111-1300-0823, 111-1300-0824 and 111-1300-0825 owned by James Kummer.

No new information was available regarding Village of Lone Rock tax delinquent Parcel Number 146-0005-0900 owned by Brian and Louann Schmitz.

Williamson provided an update regarding the ash trees on the courthouse grounds. Grant funds may be available to replace the diseased trees.

Manning reported that he has 62 hours of accrued vacation time that he has been unable to take. The Personnel Handbook requires that vacation must be used within 18 months following the employee's anniversary date. Avery's final date to use his accrued vacation time was March 3rd. Motion by McKee, second by Williamson to refer to the Finance and Personnel Committee extension of the deadline for Avery's use of his accrued vacation time. Motion carried.

Motion by McKee, second by Williamson to refer to the Finance and Personnel Committee an updated job description for the Courthouse Custodian position. Motion carried.

The Committee discussed contracting with a cleaning service until the Custodian position is filled. Gander Cleaning Service, LLC has quoted a price of \$30.00 per hour to provide the service. Motion by McKee, second by Williamson to contract with Gander Cleaning Service, LLC to provide cleaning services for twelve weeks at thirteen hours per week at the rate of \$30.00 per hour starting March 12th. Motion carried.

Manning reported that there are still occasions when the elevator does not stop at the correct floor. He suggested changing providers to inspect and maintain the elevator. The divider was torn from the wall in the first floor men's bathroom. A leak in the Register of Deeds office was due to a problem with the humidifier in the penthouse overflowing.

Motion by McKee, second by M. Marshall to adjourn to Wednesday, April 4th at 3:00 p.m. Motion carried. The meeting adjourned at 4:36 p.m.

Victor V. Vlasak
Richland County Clerk