

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

February 4, 2015

The Property, Building and Grounds Committee met on Wednesday, February 4, 2015, at 9:00 a.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: Tom Crofton, Carol Clausius, Gaylord Deets and Lew Van Vliet. Dave Turk was absent.

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Barb Scott and Jason Marshall, MIS; Mike Bindl, Zoning Administrator; Sandra Kramer, Veterans Service Officer; Sandy McNamer, Register in Probate; Amy Forehand, Assistant District Attorney; Julie Keller, County Treasurer; Stacy Kleist, Clerk of Circuit Court; Andrea Fields, Victim Witness Coordinator; Jennifer Harper, District Attorney; and Damon Anderson, Anderson Realty.

Committee Chairman Crofton 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 Van Vliet, second by Deets that the agenda be approved. Motion carried.

Motion by Deets, second by Van Vliet that the printed copies of the minutes for the January 7<sup>th</sup> meeting be approved. Motion carried.

Representatives were present to request permission for the use of the courthouse grounds on Saturday, June 6<sup>th</sup> between the times of 9:00 a.m. and 6:00 p.m. in conjunction with the Ocoochapalooza downtown celebration. Motion by Van Vliet, second by Deets to approve the request. Motion carried.

Chairman Crofton reported that Corporation Counsel Southwick has approved a simplified agreement between the County and The Samuels Group for professional services.

The following Maintenance Supervisor's report was presented:

- The main pump for the heating system went out in January. Both the motor and pump were replaced.
- Because of the volume of old records being disposed, the paper shredding pickup has been moved from every eight weeks to every four weeks.
- The break room faucet was replaced.
- New duress alarms are being installed. The units still must be programmed.
- The Cross-connection inspection was completed.
- The 2014 courthouse budget will end the year with a surplus.

Clausius joined the meeting at this point.

- Manning reported that when the water heater was replaced two years ago the vent system was not hooked up to allow fresh air in for combustion. The issue with the vent system has been corrected.
- A request for a credit card will be placed on next month's agenda.

Chairman Crofton outlined on the chalk board the process the County follows in taking tax deeds on tax delinquent parcels. Procedures need to be established to address questions once the County takes ownership of a parcel by tax deed. Someone needs to view the parcels and determine what is needed to make them ready for sale. Discussion also needs to take place regarding determining the value of the parcels before they are advertised. The Finance and Personnel Committee will be asked to address assistance needed when tax deeds are taken on tax delinquent parcels.

Julie Keller addressed the Committee regarding tax delinquent parcels # 22-2933-4000, 22-2933-5000, 22-2942-1000 and 22-2942-2000 located in the Town of Richland. Zoning Administrator Bindl outlined in an email to Ms. Keller the issues with the septic systems on the parcels. Motion by Van Vliet, second by Deets to postpone indefinitely action on the tax delinquent parcels pending more research. Motion carried.

Paul Kardatke, Jewell Associated Engineers, Inc., Spring Green, addressed the Committee regarding security concerns and possible solutions for the main floor area of the old courthouse building. The proposed agreement is for \$1,600 for measurements and drawings of the main level corridor and offices and \$4,500 for the initial design narrative, drawings and budget estimate. Chairman Crofton will take the Agreement to Corporation Counsel Southwick for review and approval. Motion by Van Vliet, second by Clausius to present a resolution for approval to enter into a Professional Services Agreement with Jewell Associates Engineers, Inc. for an amount not to exceed \$6,100. Motion carried.

The next meeting of the Courthouse Security Committee is March 4<sup>th</sup> at 3:30 p.m.

The next meeting of the Property, Building and Grounds Committee is March 4<sup>th</sup> at 9:00 a.m.

No employee work performance issues were reported. The only public/staff interface issue was an employee complaint regarding the parking lot being slippery.

Motion by Deets, second by Clausius to adjourn. Motion carried. The meeting adjourned at 10:41 a.m.

Victor V. Vlasak  
Richland County Clerk