

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

June 7, 2017

The Property, Building and Grounds Committee met on Wednesday, June 7, 2017, at 2:30 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; Pat Metz, Health and Human Services Director; and Barb Scott, MIS Director.

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, as amended. Motion carried.

Motion by McKee, second by Williamson to approve the printed copies of the minutes for the meeting held on May 3<sup>rd</sup>. Motion carried.

Chairman Marshall announced that bids would now be accepted on County owned land located at 32951 Fulton Street, Gotham, Town of Buena Vista. A minimum bid of \$1,500.00 had been set on the parcel. The top oral bid of \$3,000.00 was received from Andy Sedlak, Aries Sun, Inc. No written bids were received. Motion by Williamson, second by McKee to accept the bid from Mr. Sedlak. Motion carried.

Chairman Marshall gave a report on the condition of the three tax delinquent parcels located in the Village of Cazenovia. The parcel numbers are: 111-1300-0823, 111-1300-0824 and 111-1300-0825. Further information on the parcels will be brought to the Committee's July meeting.

County Treasurer Julie Keller provided the Committee with information on tax delinquent parcels owned by Venna Comar and located in the Town of Richland. Motion by Williamson, second by McKee to proceed with the notification process regarding the tax delinquency. Motion carried.

Patrick Metz addressed the Committee and explained Judge Andrew Sharp's proposal to remodel the Law Library to create space(s) for the office of Treatment Court Coordinator and to maintain a small space for the Law Library. Engineering services would be required to draw up

proposed plans for the space and estimate costs for the project. Funding for the engineering services “may” come from the TAD Grant. Confirmation of the funding is not known at this time. Motion by McKee, second by Williamson to forward the proposal to the Finance and Personnel Committee. Motion carried.

Manning reported that information was received from Midwest Alarm Services to perform the fire alarm inspection services. Motion by McKee, second by Marshall that references be checked and reported back to the Committee at their July meeting. Motion carried.

The Committee discussed the questionnaires that departments completed regarding maintenance issues in the building and on the grounds. Manning addressed some of the issues that he has taken care of. Manning detailed problems with windows in the old courthouse resulting from the deterioration of the window sills. Chairman Marshall recommended that the maintenance staff work directly with the departments to address their concerns.

Manning distributed copies of the budget and expenses to date for the Courthouse.

Manning presented the following Maintenance Supervisor’s report:

- A part was replaced in the elevator to address a problem that occurred;
- The wall in the Chief Deputy’s office was cleaned in an area where mold had appeared;
- Carpeting in the District Attorney’s office was cleaned;
- Carpeting in the back Clerk of Court’s office was cleaned;
- The Property Tax Lister’s office furniture was moved to the County Treasurer’s office;
- No further leaks have been detected in the roof over the Victim Witness office.

Motion by McKee, second by M. Marshall to go into closed session under Section 19.85 (1) (c) (f) of the Wisconsin Statutes to conduct the Maintenance Supervisor’s performance review and that the 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.

The Committee members performed the performance review. Manning then joined the closed session to hear the Committee’s comments on his performance.

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

Motion by McKee, second by M. Marshall to adjourn. Motion carried. The meeting adjourned at 4:47 p.m.

Victor V. Vlasak

Richland County Clerk