

PROPERTY, BUILDING AND GROUNDS COMMITTEE

September 6, 2017

The Property, Building and Grounds Committee met on Wednesday, September 6, 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, David Turk and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Avery Manning, Courthouse Maintenance Supervisor; Damon Anderson, Anderson Realty; and Supervisor Don Seep.

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 that the agenda, as amended, be approved. Motion carried.

Motion by McKee, second by M. Marshall that the printed copies for the August 2nd meeting be approved. Motion carried.

Motion by Williamson, second by McKee to approve the request for the use of the courthouse grounds for Homecoming/Center Color Fiesta on October 7th. Motion carried. The downtown will be blocked off for the event. The courthouse grounds will only be used for overflow events, if they arise.

Motion by Turk, second by Williamson to approve the request for the use of the courthouse grounds for the Rosary Rally scheduled for October 14th. Motion carried.

The Committee discussed taking a tax deed on delinquent Tax Parcels # 111-1300-0823, 111-1300-0824 and 111-1300-0825 located in the Village of Cazenovia. James Kummer is the current owner of the parcels. Costs associated with the removal of the building on the parcels was discussed. Corporation Counsel Southwick will be asked for advice on alternatives available if the County takes a tax deed on the parcels.

The Committee discussed Tax Deed Parcel # 111-1300-0410 located in the Village of Cazenovia. The Committee reviewed the Memorandum Agreement developed by Corporation Counsel Southwick in which the Village of Cazenovia will be given a Quit Claim Deed to the parcel in exchange for the Village paying the delinquent real estate taxes on the parcel and releasing the County from any further obligations regarding the property. Motion by McKee, second by M. Marshall that the terms of the Agreement be approved. Motion carried.

Corporation Counsel with send the Agreement to the Village for their approval. The Agreement will then be taken to the County Board for approval.

The Committee discussed delinquent Tax Parcels # 022-2942-2000, 022-2933-4000 and 022-2933-5000. Venna Comar is the current owner of the parcels. Damon Anderson reported that a survey has been completed on Parcel # 022-2942-2000 located on Pine Tree lane. Discussion followed regarding the issues associated with each of the three parcels. Motion by M. Marshall, second by McKee to start the process of taking a tax deed on Tax Parcel # 022-2942-2000. Motion carried. Motion by McKee, second by M. Marshall to start the process of taking a tax deed on Tax Parcel # 022-2933-4000. Motion carried.

Manning reported that Corporation Counsel Southwick has reviewed the proposal from Ahern to provide fire protection inspection and testing services and has indicated that the proposal is not in the best interests of the County.

Manning received an estimate from Fire Protection Specialist, La Crosse, to provide the inspection and testing services. The estimate for the services is \$1,035.00. Manning sent a description of the services being requested. Notification will need to be made to the current provider of the service, cancelling their contract. Motion by McKee, second by Williamson to proceed with cancelling the current agreement with SimplexGrinnell. Motion carried. SimplexGrinnell will be given an opportunity to provide an estimate for continuation of the service agreement.

Manning provided the following update:

- An update of the email software has resulting in some initial problems when receiving and sending emails;
- September is the month when air filters are changed in the heating and air conditioning units;
- Many light bulbs were changed in August;
- Bulbs were changes on the east side of the garage and the third floor of the courthouse edition.

Chairman Marshall was provided with copies of the check lists.

The 2017 budget was reviewed.

The proposed 2018 courthouse budget was reviewed. The 2017 adopted budget is \$205,561.44. The proposed 2018 budget is \$190,858.00. The proposed budget contains reductions in the areas of lights, fire system maintenance and new equipment. Motion by Turk, second by M. Marshall to recommend the proposed 2018 courthouse budget of \$190,858.00 to the Finance and Personnel Committee. Motion carried.

The Committee discussed the request to purchase a chair for the courtroom to accommodate a request made under the Americans with Disabilities Act. Motion by McKee, second by Turk to refer the purchase request to the Finance and Personnel Committee for a recommendation on a funding source. Motion carried.

Motion by McKee, second by M. Marshall to adjourn to Wednesday, October 4th at 3:00 p.m. Motion carried. The meeting adjourned at 4:01 p.m.

Victor V. Vlasak
Richland County Clerk