

PROPERTY, BUILDING AND GROUNDS COMMITTEE

December 6, 2017

The Property, Building and Grounds Committee met on Wednesday, December 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 and Richard McKee. Steve Williamson attended the meeting by phone. Dave Turk was absent.

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

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 agenda. Motion carried.

Motion by McKee, second by M. Marshall to approve the printed copies of the minutes for the October 4th meeting. Motion carried.

The Committee discussed tax delinquent parcels # 111-1300-0823, 111-1300-0824 and 111-1300-0825 located in the Village of Cazenovia and owned by James Kummer. The Committee discussed the costs associated with the removal of the building on the parcels. No Committee action was taken regarding the parcels.

The Committee discussed tax delinquent parcel # 146-0005-0900 located in the Village of Lone Rock and owned by Brian and Louann Schmitz. A letter was received from Ms. Schmitz requesting that the County take a tax deed on the parcel. Treasurer Keller reported that there is a federal tax lien against the parcel. The IRS has indicated that the lien could be released if a certified letter was received requesting the release. Corporation Counsel Southwick will be asked for a recommendation on how to proceed.

The Committee discussed tax delinquent parcel # 196-0636-1400 located in the Village of Yuba and owned by Edwin J. Hall. Chairman Marshall reported on the condition of the building on the parcel. Motion by McKee, second by M. Marshall to present a resolution to the County Board to take a tax deed on the parcel. Motion carried.

The Committee discussed tax delinquent parcels # 022-2942-2000, 022-2933-4000 and 022-2933-5000 located in the Town of Richland and owned by Vena Comar. Damon Anderson provided information on the parcels. Keller reported on a 35 year land lease on one of the parcels. Motion by McKee, second by Williamson to proceed with giving the 90 day notice on all three parcels. Motion carried.

Manning reported that he is still working on getting cost estimates for the fire protection inspection and testing services.

Manning reported that the new water heater was installed at a cost of \$9,563.00. The old water heater was ten years old. The new water heater is a 275,000 BTU unit.

Soltis Restoration was contacted to repair a roof leak above the small courtroom. A small section of the roof had rotted away. The old materials were removed and the deck material was replaced with pressure treated plywood. An ice shield was installed over the plywood. Some new tile were placed. Some tile were replaced on the east side. There was question about the condition of the turret. The turret is shedding water. Manning inspected the attic and found no evidence of leaks.

Manning purchased used timed faucets from Sand Ridge Secure Treatment Facility, Mauston, The used faucets are being used to replace the current faucets in the bathrooms.

The water meter was changed because the old meter was not reading correctly. Schneider Plumbing and Heating, Inc. came in to change the plumbing to accommodate the requirements for the new water meter. The water to the entire building had to be shut off for the plumbing change. The result was rusty water for a period of time.

A fiber optic line for BadgerNet was brought into the building. A company came in to borough underneath the parking lot to install the service. BadgerNet is used by the Sheriff's Department. The company had to hand dig to get the pipes underneath the transformers. There was no cost to the County.

Simpson's Ford Tractor, Inc. delivered the skid steer that Manning uses to remove the snow from the courthouse parking lot. The unit had an oil leak last year. Manning was told that the leak was fixed. Hydraulic oil is still leaking from the unit.

Manning reported on a problem with absenteeism. The custodian is calling in sick once a week.

Chairman Marshall asked if the performance evaluation of the custodian has taken place. Manning reported that he has not conducted the evaluation. Chairman Marshall will participate in the evaluation when it is scheduled.

The maintenance checklists were briefly discussed.

Manning reported on the 2017 budget. Manning estimates that the budget should come in \$10,000 to \$15,000 under budget.

The next meeting is scheduled for Wednesday, January 3rd at 3:00 p.m.

Motion by McKee, second by M. Marshall to adjourn. Motion carried. The meeting adjourned at 3:53 p.m.

Victor V. Vlasak

Richland County Clerk