

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

May 9, 2018

The Property, Building and Grounds Committee met on Wednesday, May 9, 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: Chad Cosgrove, Buford Marshall, Richard McKee, Larry Sebranek and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; and Damon Anderson, Anderson Realty.

Marshall called the meeting to order.

The first order of business was the election of a Chairman. Motion by Sebranek, second by McKee that Marshall be nominated. Motion by Sebranek, second by McKee that the nominations be closed and the Clerk instructed to record that a unanimous ballot was cast for Marshall as Chairman of the Property, Building and Grounds Committee. Motion carried.

The next order of business was the election of a Vice Chairman. Motion by Williamson, second by McKee that Sebranek be nominated. Motion by Williamson, second by McKee that the nominations be closed and the Clerk instructed to records that a unanimous ballot was cast for Sebranek as Vice Chairman of the Property, Building and Grounds Committee. Motion carried.

Motion by Sebranek, second by McKee the County Clerk be appointed as Secretary for the Property, Building and Grounds Committee. Motion carried.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by 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 Sebranek, second by McKee for approval of the agenda. Motion carried.

Motion by McKee, second by Williamson for approval of the printed copies of the minutes for the April 4<sup>th</sup> meeting. Motion carried.

Bindl reported that County Treasurer Keller has mailed out certified letters for the Comar parcel on Pine Tree and is waiting for the return cards. When the last response card is received, 90 days must pass before the tax deed process can start on the parcel.

Chairman Marshall noted that the Kummer parcel in the Village of Cazenovia is not saleable in its current condition.

The title report has been completed on the Schmitz parcel in the Village of Lone Rock. County Treasurer Keller is waiting for the Corporation Counsel's advice on who must be notified with certified mailings.

The Tax Deed has been recorded on the parcel in Cazenovia formerly owned by David Frey. Motion by McKee, second by Cosgrove to appraise the parcel for \$20,000.00 and advertise it for sale. Motion carried.

The courthouse budget was reviewed. Items discussed included the following:

- Trimming trees on the courthouse grounds.
- Custodial services are being contracted until June 1<sup>st</sup>.
- A heat pump is being installed.
- A small leak was discovered in the Register of Deeds office.
- A visitor's hygiene issue required cleanup.
- There is a dead mouse smell in the Sheriff's Department offices.
- Elevator issues continue. The problems are being narrowed down.
- New cable was run to the District Attorney's office computers. Some electrical issues developed.
- The picnic tables on the grounds need repair.
- A full scale fire department training was conducted in the building.
- The new pill box has been installed on second floor.
- The Focus on Energy tour took place.

The pop machine on the second floor was discussed. The machine dispenses a special size bottle that cannot be purchased in the store. Motion by Williamson, second by McKee that the machine be removed. Motion carried.

Motion by McKee, second by Williamson that the vacant Custodian position be advertised. Motion carried.

Motion by McKee, second by Williamson to adjourn to Wednesday, June 6<sup>th</sup> at 3:00 p.m. Motion carried.

Victor V. Vlasak  
Richland County Clerk