

PROPERTY, BUILDING AND GROUNDS COMMITTEE

August 1, 2018

The Property, Building and Grounds Committee met on Wednesday, August 1, 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: Buford Marshall, Larry Sebranek, Chad Cosgrove, Richard McKee and Steve Williamson

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Tim Gottschall, Interim Health and Human Services Director; Angie Rizner, Health and Human Services Administrative Supervisor; Avery Manning, Courthouse Maintenance Supervisor; and County Board Chair Jeanetta Kirkpatrick.

Committee Chairman Marshall called the meeting to order.

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 Cosgrove, second by McKee for approval of the agenda. Motion carried.

Motion by Sebranek, second by McKee to approval the printed copies of the July 11th meeting. Motion carried.

Keller reported on tax delinquent Town of Richland Parcel # 022-2942-2000 owned by Vena Comar. The 90 days notification period will expire on approximately September 30th. A resolution for the County to take ownership of the parcel could be presented to the County Board at its October 30th session.

Keller reported that the Property Lister discovered that a certified survey had been completed by the Thelma Phillips family showing that Parcel # 022-2942-4000 should have been eliminated. The Phillips family owns the parcel and has been paying taxes on it.

Keller reported on tax delinquent Town of Richland Parcel # 022-2933-5000 owned by Vena Comar. Corporation Counsel Southwick has indicated that no action can be taken on the parcel until a meets and bounds legal description has been completed by the County surveyor.

Keller reported on tax delinquent Village of Lone Rock Parcel # 146-005-0900 owned by Brian and Louann Schmitz. Corporation Counsel Southwick emailed the attorney for the M&I Bank. M&I had the mortgage on the parcel. There was a foreclosure action taken and a lis pendens put on the parcel. Corporation Counsel Southwick is asking the attorney to remove the lis pendens so that the County can take action on the tax delinquent parcel.

Gottschall and Rizner addressed the Committee regarding snow removal and janitorial services. The Health and Human Services Department currently budgets just over \$50,000 for the services. A joint meeting of the County Property Committee and the City Parks Committee will be requested to discuss snow removal.

Job duties of the two leased maintenance positions at Health and Human Services have been shared with Manning.

Manning reported the following:

- The new courthouse custodian is doing an excellent job.
- An electrical thermal inspection found no problems with electrical boxes or switches.
- The heat pump in the Veterans Service office has been installed
- Action is being take to clean the basement hallway and the attic.
- Three jury chairs were repaired.
- Lawn fertilizer was purchase from Walmart.
- Manning will be on vacation half of the month of September.

Questions were raised regarding a written schedule for the maintenance of equipment and the replacement of filters. Manning noted that there are 95 air filters throughout the two buildings.

Manning reported at the July meeting that two of the air conditioning units in the bank of units for the courthouse addition are not working. It was suggested that estimates be brought back to the Committee for either the repair or replacement of the two units.

Motion by McKee, second by Sebranek to go into closed session under Section 19.85 (1) (c) (f) Wisconsin Statutes for the preliminary consideration of personnel evaluation data or specific personnel problems and that the County Clerk and County Board Chair remain for the closed session. Roll call vote. AYES: Sebranek, Marshall, Cosgrove, Williamson, McKee. Ayes 5. Noes 0. Total 5. Motion carried.

Closed session.

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

Motion by McKee, second by Sebranek to adjourn. Motion carried. The meeting adjourned at 4:23 p.m.

Victor V. Vlasak
Richland County Clerk