

**ADAMS COUNTY PROPERTY COMMITTEE**  
**Monday, May 10, 2010 9:00 a.m.**  
**Room A260, Courthouse**  
**Friendship, WI 53934**

**Call to order** Barbara Petkovsek, Administrative Coordinator called the meeting to order at 9:00 a.m.

**Was the meeting properly announced?** Yes

**Roll Call** Present were Supervisors Renner, Kotlowski, Allen, Griffin and Miller. Also present were Barbara Petkovsek, Tracy Hamman and MaryAnn Bays.

**Elect a Chairman/Vice Chairman –**

Petkovsek declared nominations for Chairman in order. Supervisor Allen nominated Supervisor Renner for Chairman. There being no other nominations, motion by Supervisor Kotlowski seconded by Supervisor Griffin to close the nominations and cast a unanimous ballot for Supervisor Renner. Voice vote. Motion carried.

Nominations declared in order for a Vice Chairman, Supervisor Miller nominated Supervisor Kotlowski for Vice Chairman. There being no other nominations, motion by Supervisor Allen seconded by Supervisor Renner to close the nominations and cast a unanimous ballot for Supervisor Kotlowski. Voice vote. Motion carried.

Nominations declared in order for a Secretary. Supervisor Allen nominated Supervisor Griffin for Secretary. There being no other nominations, motion by Supervisor Kotlowski seconded by Supervisor Allen to close the nominations and cast a unanimous ballot for Supervisor Griffin. Voice vote. Motion carried.

Petkovsek will serve as the Recording Secretary.

**Approve the Agenda –** Motion by Kotlowski seconded by Allen to approve the agenda. Voice vote. Motion carried.

**Approve Minutes – April 13, 2010 –** Motion by Kotlowski seconded by Griffin to approve the April 13, 2010 minutes as printed and read by Petkovsek. Voice vote. Motion carried.

**Public Participation on Agenda Items -** None

**Discuss/act on request by 4-H Leaders Association to repair food stand –**

Karen Bays appeared regarding 4-H Leaders Association and the need for repairs to the food stand at the fairgrounds. Bays reported that the windows in the front need repair, frames need replaced and bids have been received to put some steel in the front of the building. The windows have been donated but approximately another \$1200 is necessary to complete the project. Discussion held regarding the project and Tracy Hamman said that he has adequate money in the maintenance budget at this time to cover the \$1200. Motion by Kotlowski seconded by Allen to

allocate \$1200 in the maintenance budget for materials cost for maintenance to the 4-H food stand. Voice vote. Motion carried.

**Discuss/act on county owned properties for possible sale –**

MaryAnn Bays explained the In Rem process regarding properties with taxes that are in arrears for three years or more. Bays explained that there are 11 properties left from previous year's foreclosure action and that in the current year 89 properties have gone to court and to date 20 properties having the taxes redeemed since the publication. The court date for foreclosure is June 22<sup>nd</sup> and then the committee will need to assess a value to the property. Committee concurred that Bays should have aerial maps and photos available for those parcels that have vacant land and then view those with dwellings. A meeting date was set for June 30<sup>th</sup> at 8:30 a.m. to view the properties.

She also reported to the committee on the property in the City of Adams (next to Croke's Law Office) that has been foreclosed on and has a lot of "stuff" inside. A decision will need to be made on how to clean out the building.

**Discuss/act on additional key for parks department –**

Tracy Hamman explained the key policy to the committee that each department gets two outside keys for their offices. Fred Nickel, Parks Department appeared regarding his desire to have additional keys for the office. Committee concurred that the policy should be followed and the parks department should only have two keys.

**Buildings/Facilities Report – current status/long range planning –**

Barbara Petkovsek distributed the Space Needs Study that was completed by Ayres Associates in 2009. Committee will review study and some of the facilities will be toured next meeting and the item will be placed on the next meeting agenda.

**Report on Appliance Minimization Plan –**

Petkovsek and Hamman reported to the committee the Appliance Minimization Plan that had recently been adopted by the committee and will be implemented on June 1<sup>st</sup>. It was also reported that a grievance had been filed regarding the plan. Committee concurred that the plan should go forward on June 1<sup>st</sup>.

**Report on Solicitation Policy –**

Petkovsek reviewed with the committee the new Solicitation Policy that was recently adopted by the County Board.

**Update on sign for Community Center –**

Hamman reported that there are some small details being worked on for the sign at the Community Center.

**Update on maintenance items – Tracy Hamman**

Hamman reported that the state inspectors will be coming to inspect the jail and the inmates are doing some repainting. Also the lights, electrical and plumbing are being inspected to make certain things are in working order.

Hamman reported that each year a certain amount of dollars are budgeted in an effort to maintain our buildings – carpet is replaced on a rotational schedule, three furnaces are budgeted to be replaced at the H&HS building

**Set next meeting date and agenda items** – Next meeting date will be June 7<sup>th</sup> at 8:30 a.m. Committee requested Hamman to look at costs for atomic clocks in offices.

**Adjournment** – Motion by Allen seconded by Griffin to adjourn at 11:00 a.m. Voice vote. Motion carried.

Deena Griffin, Secretary

Barbara Petkvosek, Recording secretary

**MINUTES ARE UNOFFICIAL UNTIL APPROVED BY COMMITTEE.**