

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

January 2, 2019

The Property, Building and Grounds Committee met on Wednesday, January 2, 2019 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, Larry Sebranek and Steve Williamson,

Committee Chair 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 that the agenda be approved. Motion carried.

Motion by Williamson, second by McKee that the printed copies of the December 5, 2018 meeting be approved. Motion carried.

Motion by McKee, second by Cosgrove to go into Closed Session under Wisconsin Statutes, Section 19.85 (1) (c) to select a candidate to fill the position of Courthouse Maintenance Supervisor. Roll call vote. AYES: Williamson, McKee, Cosgrove, Marshall, Sebranek. Ayes 5. Noes 0. Total 5. Motion carried.

Closed session.

Motion by McKee, second by Williamson to return to Open Session. Motion carried.

Paul Kardatzke, Jewell Associates Engineers, Inc., Spring Green, addressed the Committee regarding the proposed changes to the main floor of the original courthouse building. The scope of the project is to redo the doors to get electronic locks and put in security windows in the offices. There will be no remodeling inside the offices. No offices will be moved around. The doors and frames would get changed to take the electronic locks. The wood doors with glass panels would be removed and replaced with steel framed doors. The doors currently are wood frame with a single pane of glass. The new glass would be tempered. The frames will need to be changed to handle the wiring. The door locks will be set up so that a future card reader system could be installed. No one has explored what is in the wall. Someone will need to find out what the header is above the proposed windows. A hole will be cut in the walls to see what is in there. Sebranek and Marshall will cut the hole. Paul will identify where the hole should be made. The doors and hallway will be substantially changed. Paul noted the ornate hinges on the current doors. The estimate will be based on per door per window.

Motion by Sebranek, second by McKee to approve Deanna Hunt's completion of her probationary period of employment. Motion carried. Her new hourly rate will be \$15.63.

The Clerk reported that there are a number of HVAC items that will be repaired by Precision Controls.

County Treasurer Julie Keller reported that the preliminary survey field work has been completed on Town of Richland Tax Parcel # 022-2933-5000. Copies of an email from Todd Rummmler were distributed to Committee members. Because the parcel is located within the City of Richland Center extra territorial zone, the Certified Survey Map must be approved by the City. Corporation Counsel will let the County Treasurer know who must be officially notified that the County is taking a tax deed on the parcel.

The Committee discussed Village of Lone Rock Tax Parcel # 146-005-0900. The Finance and Personnel Committee approved releasing the lien on the parcel that was placed there by the County because of funds borrowed by the owners from the County's Revolving Loan Fund. Keller reported that the Federal lien has been released. The State Department of Revenue has and income tax warrant against the parcel. The BMO Bank has agree to execute a release.

Keller reported that she has nine tax delinquent parcels that have been sent to Corporation Counsel Southwick for action.

The Committee asked the status of the City/County agreement for the removal of snow and mowing of grass for the courthouse and Community Services grounds.

The Committee discussed Richland Center Tax Deed Parcel # 276-2100-4783. Keller reported that the Tax Deed will be recorded. The parcel is vacant. The land is assessed at \$8,200. Total tax and interest, if paid this month, is 14,714.89. Motion by McKee, second by Sebranek to assess the parcel at \$6,000. Motion carried.

The Committee reviewed the December 31<sup>st</sup> Courthouse Expenditure Guideline.

Williamson reported that the grant came through for the trees. The grant was for \$2,400 for eight trees at \$300 apiece. The trees are three inches and need a 36 inch hole.

The next meeting is scheduled for February 6<sup>th</sup> at 3:00 p.m.

Motion by McKee, second by Williamson to adjourn. Motion carried. The meeting adjourned at 4:07 p.m.

Victor V. Vlasak  
Richland County Clerk