

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

February 6, 2019

The Property, Building and Grounds Committee met on Wednesday, February 6, 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, Richard McKee and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Sheriff Jim Bindl; Julie Keller, County Treasurer; Jennifer Harper, District Attorney; Mike Bindl, Zoning Administrator; Barb Scott and Jason Marshall, MIS Department; Todd Rummmler, Driftless Area Surveying, LLC; Jennifer Lau, Register in Probate; and Cheryl Dull.

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 McKee, second by Sebranek for approval of the agenda, as amended. Motion carried.

Motion by McKee, second by Williamson that the printed copies of the January 2<sup>nd</sup> meeting be approved. Motion carried.

County Treasurer Julie Keller reported that certified letters have been mailed out on tax delinquent Lone Rock Tax Parcel No. 146-0005-0900. Ninety days after the cards are returned, the file will be turned over to the County Clerk. Corporation Counsel Southwick has one last thing to get from BMO Harris Bank.

Todd Rummmler, Driftless Area Surveying, LLC, reported that the survey of Tax Parcel No. 022-2933-5000 has been completed. Copies of the draft certified survey map were distributed to Committee members. The information was also provided to Corporation Counsel Ben Southwick. The markers are in and everything has been located. The City Clerk/Treasurer has indicated that this survey does not need the full approval of the City Council and the City Planning Commission. The City will sign off on the survey. Bill McCorkle, City Zoning Administrator, will need to sign the City approval sheet. County Zoning has reviewed the Certified Survey Map. The County review fee of \$125 has been waived. Mr. Southwick will have to review the survey to make sure it meets all of his requirements. A metes and bounds description was provided to Corporation Counsel Southwick for use in acquiring ownership of the parcel for the County. Once the City and the County sign off on the map, it can be recorded. The invoice from Driftless Area Surveying, LLC for the survey totaled \$5,337.25. The survey map has been provided to Lynn Newkirk for parcel mapping.

Cheryl Dull provided an update on the meeting of the Landscape Committee on February 21<sup>st</sup>. Trimming of the bushes is planned. Flower beds will be cleaned up. The benches will be painted. The civil war monument may be moved to the veteran's memorial site. The next meeting is scheduled for March.

Sheriff Bindl reported that a hot water pipe burst in the booking area of the jail. The pipe is pressurized by the boiler. It is estimated that one hundred gallons of water flowed freely until it was shut off. Jason Marshall and Mike Wertz were able to shut off the pressure and return water supply lines to the affected area. Precision Controls was called to make the repairs. It was noted that the tile floor may be affected in the future because of the hot water.

The Clerk reported that the new heat pump unit been delivered. The new unit will replace the nonfunctioning unit located at the west end of the hallway of the main floor of the original courthouse. Precision Controls will be installing the unit.

Sebranek reported that one of the cement tile roofing pieces has a hole in it. Harper reported that there is a leak in the law library and plaster has fallen from the ceiling.

Sheriff Bindl reported on an incident in the jail. Water was coming back up through the drain. Wertz Plumbing and Heating was contacted. It was discovered that toilet paper and paper towels were bunched up and blocking the drain.

Chairman Marshall reported that he had contacted Jewell Associates. Harper reported that the walls to the hallway on the main floor of the original courthouse are concrete and sixteen inches thick. The plan now is to replace the glass in the doors with security windows and a pass thru. Discussion took place regarding possible door lock systems that could be installed. Jewell Associates will be contacted for an update.

Copies of the expenditure guideline as of December 31, 2018 for the courthouse budget were distributed to Committee members. The report shows that \$5,617.50 remains available.

The Clerk noted that a major crack has appeared at the south end of the hallway near the fire escape for the third floor of courthouse addition.

Williamson clarified the size of the replacement trees for the courthouse grounds to be purchased through the grant. The trees will be three inches in diameter and will require a thirty six inch hole to plant them. Tree bags will need to be purchased for continuous watering of the trees

Motion by McKee, second by Williamson to adjourn to Wednesday, March 6<sup>th</sup> at 3:00 p.m. Motion carried. The meeting adjourned at 3:42 p.m.

Victor V. Vlasak  
Richland County Clerk