

PROPERTY, BUILDING AND GROUNDS COMMITTEE

March 6, 2019

The Property, Building and Grounds Committee met on Wednesday, March 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; Julie Keller, County Treasurer; Ben Southwick, Corporation Counsel; Mike Bindl, Zoning Administrator; Jenifer Laue, Register in Probate; and Andrea Ring, Jewell Associates Engineers, Spring Green.

Chair Marshall called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by either mail or 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, as amended, be approved. Motion carried.

Motion by McKee, second by Williamson to approve the printed copies of the minutes for the meeting held on February 6th. Motion carried.

The reappraisal of Town of Richland Tax Deed parcel # 276-2100-4783 was discussed. The parcel had been appraised at \$6,000.00. No bids were received on the parcel at the February 12th Tax Deed sale. Motion by McKee, second by Sebranek to appraise the parcel at \$4,000.00 and advertise it for sale. Motion carried.

The Committee discussed tax delinquent Village of Lone Rock Tax Parcel # 146-0005-0900. County Treasurer Keller reported that the 90 day notification period will be up on May 15th. Corporation Counsel Southwick reported that the bank has released its lis pendens on the parcel. County Treasurer Keller reported that she has received the signed card from the Department of Revenue.

The Committee discussed tax delinquent Town of Richland Tax Parcel # 022-2933-5000. Corporation Counsel Southwick reported that the metes and bounds survey on the parcel has been accomplished. The survey has been sent to the title company with a request for a title report. Todd Rummeler has turned the metes and bounds description into a certified survey map which he has recorded. When the title report is received, Corporation Counsel Southwick will advise the County Treasurer of the people of interest on the report that notifications should be sent to.

Sebranek reported that paths have developed in the attic where people have walked on the insulation. More blown insulation will be needed. Insulation should then be put down for people to walk on. No roof leaks were found.

Chair Marshall reported that there are two furnaces in the attic and duct work that goes over the courtroom. There is bare metal in places. When the hot air hits the bare metal where the diffusers are, the result is condensation. Additional insulation is needed.

There is also a cold air intake for the chiller that was propped open. That door was closed.

The condition of the chairs in the well of the courtroom was discussed. The chairs are in need of repair and reupholster.

The Committee discussed getting a dumpster to remove discarded item currently being stored in various areas of the courthouse.

Andrea Ring, Jewell Associates Engineers, Spring Green, addressed the Committee regarding installing security glass and locks in the doors for the District Attorney and Clerk of Circuit Court offices. A window for an existing door is available. It would be custom made to fit into the existing opening. To get a cost estimate the door width, the size of the window and the size of the tray will need to be determined. Options for door locks were discussed. One option is for key pad access with a card. It would require surface mounted wiring on the office side of the door. The Clerk requested that the locks also enable the use of the master key for the original courthouse building. Corporation Counsel Southwick noted that the bidding statutes will apply if the estimated cost of the project is \$5,000.00 or more. Motion by McKee, second by Cosgrove that Ms. Ring come back with a cost estimate for the project. Motion carried.

The Committee reviewed reports on the 2018 and 2019 courthouse budget. The 2019 expenditure report includes the cost of the new heat pump that was installed on the west end of the main floor to the original courthouse.

The Committee discussed the proposal from Schumacher Elevator Company to modernize the hydraulic elevator in the courthouse.

Motion by Cosgrove, second by McKee to approve a request by the Richland Area Farmers Market to use the courthouse grounds for the 2019 season. Motion carried.

Motion by Sebranek, second by McKee to go into closed session under section 19.85 (1) (c) (f) of the Wisconsin Statutes to consider the employment of a public employee and that the County Clerk and the Corporation Counsel be allowed to remain for the closed session. Roll call vote. AYES: Cosgrove, Sebranek, McKee, Williamson, Marshall. Ayes 5. Noes 0. Total 5. Motion carried.

Closed session.

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

The Committee discussed problems with the current system of garbage pickup for the courthouse. Sebranek will talk to the current provider of the service to see what options are available.

The next meeting is scheduled for April 3rd at 3:00 p.m.

Motion by McKee, second by Williamson to adjourn. Motion carried. The meeting adjourned at 4:02 p.m.

Victor V. Vlasak
Richland County Clerk