

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

May 1, 2019

The Property, Building and Grounds Committee met on Wednesday, May 1, 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; Dennis Adelman, Cazenovia Village President; and Karen Knock, Veterans Service Officer.

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 for approval of the agenda, as amended. Motion carried.

Motion by McKee, second by Williamson for approval of the printed copies of the minutes for the April 3<sup>rd</sup> meeting. Motion carried.

Keller addressed the Committee requesting approval for the installation of a locked drop box for tax payments. The cost of the box is \$244.00. The box would be placed in the area around the end of the ramp. Motion by Sebranek, second by McKee for approval of the request. Motion carried.

The Committee discussed Village of Cazenovia delinquent tax parcels # 111-1300-0823, 111-1300-0824 and 111-1300-0825 owned by James Kummer. Cazenovia President Dennis Adelman addressed the Committee regarding the hazard being created due to the partial collapse of the building located on the parcels. A letter was received from the Village of Cazenovia requesting that the County take remedial action regarding the dangerous public hazard caused by the neglected condition of the Hess Hardware Building, 106-108 West Main Street, Cazenovia.

Corporation Counsel Southwick advises that section 75.17 of the Wisconsin Statutes does not apply to the Cazenovia parcel because there is no evidence that the site is contaminated. A Phase 1 environment assessment would have to be performed to determine if the site is contaminated. Options available to the county are:

1. Do nothing. The Village has the authority to raze the structure on this parcel;
2. The County could take a tax deed on the parcel and raze the structure at the County's expense after complying with the bidding statutes;

3. The County could have Health and Human Services to declare the parcel a human health hazard. If so declared, the County could assess the cost of razing the building against the owner.

Corporation Counsel Southwick will be asked for an opinion on the County's liability regarding the deteriorating condition of the building on the Cazenovia parcel.

The dumpster for disposal of the materials from the cooling tower update will be removed on May 6<sup>th</sup>.

Karen Knock, Veterans Service Officer, addressed the Committee requesting approval to designate a parking space in the courthouse parking lot for use by veterans. Motion by Sebranek, second by McKee for approval of the request. Motion carried. The designated parking area will be located next to the designated handicapped parking area. Parking in the space will be limited to two hours.

The County was awarded a grant in the amount of \$2,400.00 from the American Transmission Company for planting on the courthouse grounds. An estimate in the amount of \$2,835.00 has been received from Honey Creek Tree Nursery, Prairie du Sac, for eight trees. Motion by Cosgrove, second by McKee for approval of the estimate and the planting of the trees. Motion carried.

Security windows and locks, with key pad and push button entry, will be installed in entrance doors to the District Attorney, Clerk of Circuit Court the Register in Probate office. Jewell and Associates Engineers will prepare the bid documents for the project.

The Committee discussed listing for sale County-owned Tax Parcel # 022-3522-2000 located in the Town of Richland. Proceeds from the sale would be deposited in the Debt Service Fund and applied to the Pine Valley debt payment. Motion by Sebranek, second by McKee to present a resolution for approval to list the parcel with a broker and sell the parcel. Motion carried.

Motion by Williamson, second by McKee to go into closed session under section 19.85 (1) (c) of the Wisconsin Statutes to review applications received for the position of Courthouse Maintenance Supervisor and that the County Clerk be allowed to remain for the closed session. Roll call vote: Marshall, Cosgrove, McKee, Sebranek, Williamson. Ayes 5. Noes 0. Total 5. Motion carried.

Closed session.

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

Motion by McKee, second by Cosgrove to adjourn. Motion carried. The meeting adjourned at 4:35 p.m.

Victor V. Vlasak, Richland County Clerk