

PROPERTY, BUILDING AND GROUNDS COMMITTEE

September 4, 2019

The Property, Building and Grounds Committee met on Wednesday, September 4, 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 and Richard McKee. Steve Williamson was absent.

Others present included: Victor Vlasak, County Clerk; Jeanetta Kirkpatrick, County Board Chair; Julie Keller, County Treasurer; Stacy Kleist, Clerk of Circuit Court; Mike Bindl, Zoning Administrator; Randy Nelson, Courthouse Maintenance Supervisor; and Barb Scott and Jason Marshall, MIS Department.

Chairman Buford 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. The motion carried by unanimous vote.

Motion by Sebranek, second by McKee for approval of the printed copies of the minutes for the meeting held on August 7th. The motion carried by unanimous vote.

Resolution No. 19-92 was adopted by the County Board on August 20, 2019, approving a Tax Deed on Tax Parcel # 146-0005-0900 located in the Village of Lone Rock. The Tax Deed document has not been completed and filed with the Register of Deeds. Once the Tax Deed is filed with the Register of Deeds, Chair Marshall will take pictures of the parcel for the Committee to use in determining an appraised value.

Resolution No. 19-91 was adopted by the County Board on August 20, 2019, approving a Tax Deed on Tax Parcel # 276-1671-4200 located in the City of Richland Center. The Tax Deed document has not been completed and filed with the Register of Deeds. McKee reported that Neighborhood Housing Services is not interested in rehabbing the building due to concerns about the slate siding on the house. Once the Tax Deed is filed with the Register of Deeds, Chair Marshall will take pictures of the parcel for the Committee to use in determining an appraised value.

Resolution No. 19-90 was adopted by the County Board on August 20, 2019, approving a Tax Deed on Tax Parcel # 276-2100-6040 located in the City of Richland Center. The Tax Deed document has been completed and filed with the Register of Deeds. Outstanding taxes and interest on the parcel total \$9,747.64. The residential structure on the parcel has been raised.

That cost of raising the structure is not known at this time. The parcel consists of 0.200 acres. The assessed value of the land is \$13,500.00. McKee reported that Neighborhood Housing Services is currently not interested in vacant land. Motion by Sebranek, second by McKee to appraise the parcel at \$12,000.00. The motion carried by unanimous vote.

Keller reported that the ninety days is up on tax delinquent Town of Eagle Tax Parcel # 010-3312-2300, currently owned by Robert N. Schoener. The parcel consists of 0.79 acres. The parcel is assessed at \$11,100.00. Outstanding interest and taxes total \$4,526.71. Motion by Sebranek, second by McKee to present a resolution to the County Board for approval to take a Tax Deed on the parcel. The motion carried by unanimous vote.

Tax delinquent Village of Cazenovia Tax Parcels # 111-1300-0823, 111-1300-0824 and 111-1300-0825, currently owned by James Kummer, were discussed. The building on the parcels is crumbling. Chair Kirkpatrick explained that an entity has to declare the building blighted and then CDBG funds can be sought for removal of the building. Chair Marshall will contact village officials about bringing the issue before the village board regarding declaring the building blighted.

Keller reported that the ninety days is up on tax delinquent City of Richland Center Tax Parcel # 276-2177-0000 currently owned by RAM Rental Properties, LLC. The parcel consists of 0.98 acres. Outstanding interest and taxes total \$194.01. The parcel is assessed at \$1,000.00. Motion by McKee, second by Cosgrove McKee to present a resolution to the County Board for approval to take a Tax Deed on the parcel. The motion carried by unanimous vote.

Nelson provided an update on the Anonymous Complaint alleging Courthouse Health and Safety Issues. Nelson has not had any further contact with Ann Jurkowski, Industrial Hygienist, State Department of Safety and Professional Services. Emergency Management Director Darin Gudgeon is still working on the Hazard Communication written program and Bloodborne Pathogens written program. The Clerk noted that it was reported that Ms. Jurkowski would be watching the County web site for Property Committee agendas and minutes to monitor the County's progress in addressing the Complaint.

Kirkpatrick reported that at the Department Head meeting it became apparent that we have an issue with the bats in the courthouse. Bat feces have historically been associated with people getting respiratory conditions, particularly with people who have a compromised immune system. Kirkpatrick feels that people who have a compromised immune system are being put in jeopardy by the County not addressing the issue in a professional manner. An estimate of \$10,500.00 was received from Wisconsin Bat Specialist for a two year agreement. The proposed agreement and guarantee covers the rental of a lift, the sealing of roof trim boards, the sealing of dormer overhangs, the checking and sealing of vents and the installing of excluders. The Committee had proposed renting a lift and having Nelson plug any holes found in the building to prevent further entry by the bats. Nelson noted that he checks the courtroom every morning to check for bats. Maintenance staff cleans up any bat feces that are found. Motion by McKee, second by Cosgrove to recommend to the Finance and Personnel Committee that funds be appropriated to cover the cost of entering into the agreement with Wisconsin Bat Specialist. The motion carried by unanimous vote.

Vlasak reported that the approved submittal drawings for the courthouse elevator project have been returned to Suzanne Swanson, Engineering Project Coordinator, Schumacher Elevator Company. Ms. Swanson had indicated that the drawings had to be approved prior to beginning the manufacture of the order. Michael Mertens, Project Engineer, Jewell Associates Engineers, reviewed and approved the submittal drawings. Wallace Electric confirmed the power supply for the elevator. Cab interior laminate color selected was 961-fog. No start date has been provided for the elevator modernization project.

Nelson reported that Craig Johnson, CCJ Construction, Muscoda, along with his supplier, visited the courthouse and measured the entry doors for the District Attorney, Clerk of Court and Probate offices. During the conversation between Johnson and his supplier, Nelson thought it sounded like they were going to build all new doors for the inserts. Kleist reported that possible bidders on the project, who looked at her office door, had concerns about placing the inserts in the existing door. They suggested putting a window on the counter instead. Nelson said that there would be a remote mechanism under the counter to unlock the door under the current project plan. County Clerk Vlasak will call Jewell Associates to confirm that the original doors will not be replaced.

Nelson provided information on a carpet cleaner. The cost of the unit viewed is \$2,967.30. Nelson also provided information on a floor scrubber power mop which has roller brushes and a vacuum. The unit has a single handle that enables its use in tight spaces. Motion by Sebranek, second by McKee to approve the purchase of the carpet cleaner. The motion carried by unanimous vote. The cost of the floor scrubber purchase will be included in the 2020 capital projects budget.

The 2019 Courthouse expenditure guideline was reviewed by Vlasak. Maximum expenditures should be at 67% as of August 31st. Actual expenditures as of August 31st are at 53%. Payroll costs are down due to the vacancy in the Supervisor's position for a number of months. Repair costs are up for the heating and air conditioning system due to a number of equipment failures. Refuse collection costs are also over the budgeted amount. New equipment costs are up due to the need to purchase two new heat pumps. Only one invoice has been paid to the City for snow removal. An invoice has not been received for the spring snow removal and for summer lawn mowing.

No new information was available regarding the sale of County-owned Tax Parcel # 022-3522-2000. Rhonda Rott, Century 21, will be contacted regarding a possible interested party in the parcel.

The Committee discussed repairs needed around the penthouse cooling tower to prevent further water leaks. A suggestion was made to scrap out the cooling tower, as it is no longer in use. If the cooling tower is removed, provision would need to be made to provide for the exhaust vents that come from the air handling units. Nelson will bring back further information to the Committee at their next meeting regarding removal of the cooling tower.

Recycling and shredding container usage was discussed. Nelson reported that the containers are filling up quickly. Departments are placing all paper products in the containers. The containers are picked up for shredding once a month.

Nelson will get an estimate of the cost to rent a lift for use in cleaning the courthouse windows and eave troughs.

Nelson will get an estimate of the cost to replace the heat tapes on the east roof over the board room. The current heat tape no longer works.

Nelson requested authorization to apply for a credit card to use in purchasing supplies from vendors where the County does not have an established account. Motion by Sebranek, second by Cosgrove to authorize application for a credit card from the Richland County Bank with a credit limit of \$2,000.00. The motion carried by unanimous vote.

The next meeting is scheduled for Wednesday, October 2nd at 3:00 p.m.

Motion by McKee, second by Cosgrove to adjourn. The motion carried by unanimous vote. The meeting adjourned at 4:24 p.m.

Victor V. Vlasak
Richland County Clerk