

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

August 5, 2020

The Property, Building and Grounds Committee met on Wednesday, August 5, 2020 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: Richard McKee, Chad Cosgrove, Steve Carrow, Daniel McGuire and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Clinton Langreck, County Administrator; Ben Southwick, Corporation Counsel; Randy Nelson, Courthouse Maintenance Supervisor; Kerry Severson, County Parks Commission Chair; and Pastor Jonathan Young, Church of the Nazarene.

Committee Chair McKee 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 Williamson for approval of the amended agenda. Motion carried.

Motion by Williamson, second by Cosgrove for approval of the July 1<sup>st</sup> meeting minutes of the Property, Building and Grounds Committee. Motion carried.

Use of Grounds Request – The Richland County Ministerial Alliance is requesting approval for the use of the courthouse lawn beginning the morning of September 5<sup>th</sup> and continuing through the night into September 6<sup>th</sup>. Two small tents will be setup and a small PA system will be used for scripture readings. Discussion followed. Motion by Cosgrove, second by Williamson for approval of the request. Motion carried.

Buena Vista Township Parcel Number 006-0543-2100 Appraisal – The County Board adopted Resolution No. 20-67 on May 19, 2020 taking a Tax Deed on the parcel. The assessed value of the parcel is \$34,200.00. Fair market value is \$36,800.00. Motion by Cosgrove, second by Williamson to appraise the parcel at \$12,500.00. Motion carried.

McGuire arrived at this point in the meeting.

Richland County-owned Real Estate near Pine Valley – Parcel # 022-3522-2000 – The County Board adopted Resolution No. 19-58 on June 18, 2019 authorizing listing for sale and selling the parcel which is located in the Town of Richland. The resolution authorized the County Clerk's signature, on behalf of the County, on any listing contract with a local broker which was approved by the Property, Building and Grounds Committee. At the August 7, 2019 meeting of the Property, Building and Grounds Committee Corporation Counsel Southwick advised against entering into an exclusive listing contract. The Committee approved entering into a contract with Rhoda Rott, Century 21 Affiliated. On October 9, 2019, Corporation Counsel Southwick commented on his review of the contract with Ms. Rott. Ms. Rott included in her listing contract a requirement that the seller provide "easement access for ingress and egress". Corporation Counsel Southwick responded that "there's no need for this provision" and that "the parcel is not landlocked." Ms. Rott indicated on October 4, 2019 that she had provided forms to Mr. Southwick and that no response was received. The County Clerk was never provided with a final approved contract to sign.

Supervisor Severson addressed the Committee with a recommendation that ownership of the parcel be retained by the County and that the parcel be used as a County Park. The question of access to the parcel was questioned. Mr. Severson noted that while the parcel is not legally landlocked, it is physically land locked. Options to make the parcel accessible were discussed. Motion by Williamson, second by McGuire to refer the issue to the County Parks Commission to research the options. Motion carried

Overhead Garage Doors Replacement – The Committee, at its July 1<sup>st</sup> meeting, approved and forwarded to the Finance and Personnel Committee the proposal from Garage Door Express, Lone Rock, to replace all five of the overhead garage doors for \$30,000.00. Corporation Counsel Southwick advised that the replacement of the garage doors must be advertised for bids for at least one week before the contract for the project is awarded. One garage door was replaced at a cost of \$6,200.00 because the door spring for the ambulance bay garage door failed and could not be replaced. Motion by Cosgrove, second by Williamson to place an advertisement for bids to replace the remaining four overhead garage doors. Motion carried.

Air Conditioning Units Replacement – Nelson is continuing to gather information and estimates of the cost to replace the ten air conditioning units for the courthouse addition.

Entry Rugs and Mop Heads Cleaning Service – Nelson requested estimates of the cost to clean the entry rugs, dust mop heads and mop heads. Aramark provided a price of \$195.80 per month for the service. Cintas provided a price of \$233.28 per month for the service. Motion by Cosgrove, second by Williamson to go with Aramark through the end of the year. Motion carried.

Wisconsin Department of Safety and Professional Services Inspection – Nelson reported that the work on the asbestos and blood borne pathogens policies is continuing. The Safety Data Sheets Station has been installed on the first floor inside the entry way to the courthouse building.

Management of Upgrades to Courthouse and County Board Room – A contract has been awarded to Marshall Carpentry to begin work on the small courtroom project. The large courtroom project is on hold pending the confirmation of available dates regarding the scheduling of large trials.

Fearings Audio Video Security, Madison, has offered to design, at no charge, the project specifications for the large courtroom Digital Audio Recording System / video conferencing system if they will be allowed to bid the project. Corporation Counsel Southwick has indicated this would not be a conflict of interest provided the project specification design is general enough to allow other vendors the opportunity to bid the project. Motion by Williamson, second by McGuire to accept the offer from Fearings Audio Video Security to design the project specifications for the DARS / video conferencing system. Motion carried.

One of the requirements for resuming in-person court proceedings is the installation of HEPA grade air purification equipment. Motion by Cosgrove, second by Williamson to authorize advertising for bids for the equipment. Motion carried. Nelson explained that the equipment will be required for both units in the County Board room, the ceiling unit in the jury room, the two courtroom heating units, the units in the small courtroom and for the law library.

Motion by Cosgrove, second by Williamson to authorize advertising for bids to replace the carpeting in the large courtroom and the lobby. Motion carried.

Motion by Williamson, second by McGuire to adjourn to Wednesday, September 2<sup>nd</sup> at 3:00 p.m. in the County Board room. Motion carried. The meeting adjourned at 4:20 p.m.

Victor V. Vlasak, Richland County Clerk