

## PROPERTY, BUILDING AND GROUNDS COMMITTEE

January 7, 2021

The Property, Building and Grounds Committee met on Thursday, January 7, 2021 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 (virtually).

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Clinton Langreck, County Administrator; Randy Nelson, Courthouse Maintenance Supervisor; Jenifer Laue, Register in Probate; and Dave Fry, City Forester.

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 Carrow for approval of the agenda. Motion carried.

Motion by Carrow, second by Cosgrove for approval of the December 3<sup>rd</sup> and December 8<sup>th</sup> minutes. Motion carried.

**Town of Akan Parcel # 002-1534-2100** – Motion by Cosgrove, second by McGuire to present a resolution to the County Board to take a Tax Deed on the tax delinquent parcel. Motion carried.

**Elevator Inspection Contract** – The final contract will be brought back to the Committee for discussion and action at their February meeting.

**Roofing Contract** – Seven leaks have been found in the roof for the original courthouse building. Repair estimates range from \$45,000 to \$60,000. Replacement costs estimates range from \$100,000 to \$200,000. Engineering fees would be 10% of the lowest responsible bid if the roof is repaired and 8% of the lowest responsible bid if the roof is replaced. Motion by Cosgrove, second by McGuire to enter into an agreement with STR-SEG Specialty Engineering Group LLC for design development for the roof repairs. Motion carried.

**Courthouse Grounds – Ash Trees Removal** – City Forester David Fry is recommending the removal of the trees. Bids for their removal will be brought back to the Committee.

**Ambulance/Emergency Government Space Utilization** – The space currently utilized by the Ambulance/Emergency Government Department will be available when the new emergency services structure is completed. Recommendations for use of the space will be brought back to the Committee.

**County Clerk's Computer Room** – Motion by Carrow, second by Cosgrove to reassign the room for use by the County Administrator. Motion carried.

**Property Management Report**

- Garage doors – The doors will be delivered by the end of the month. Installation with then be scheduled.
- Small courtroom – The project is complete.
- Large courtroom – The anticipate completion date is March 1<sup>st</sup>.
- DOJ Grant – Phone Project – Completion is anticipated by March 1<sup>st</sup>.
- Bat removal – The bat specialist was on site December 10<sup>th</sup> to complete his part of the project.
- Vermin report – Wil-Kil Pest Control has set traps.
- Fund 43 – Courthouse Repair Outlay – The current cash balance is \$32,777.51. \$20,000 was included in the 2021 budget.
- Cazenovia Tax Deed – The survey of the parcel has been completed. The disconnects are completed. January 19<sup>th</sup> is the start date for demolition of the building.
- Pine Valley Farmland – A land swap is in discussion with the Unbehauns. This would allow access from County Trunk Highway O to the County-owned recreation area. The Trustees have taken action on the swap.
- Contaminated Richland Center Parcel– This is the former site of the dry cleaners. Glasbrenner is working on how to solve contamination issues and looking into possible funding sources for cleanup of the contaminants.

**Correspondence** – Duane Ewers is requesting access to the Tax Deed parcel located at 460 West First Street, Richland Center, to remove personal items. Motion by Cosgrove, second by McGuire that Mr. Ewers work with the County Administrator to set a date and time for removal of the items. Motion carried.

**Lone Rock Tax Parcel # 146-0009-0410** – No bids were received on the parcel at the Tax Deed sale held on January 5<sup>th</sup>. Treasurer Keller will contact Corporation Counsel Southwick to see if the parcel can be sold for \$100 to an interested party.

Motion by Cosgrove, second by McGuire to adjourn. Motion carried. The meeting adjourned at 4:01 p.m.

Victor V. Vlasak  
Richland County Clerk