

PROPERTY, BUILDING AND GROUNDS COMMITTEE

November 4, 2021

The Property, Building and Grounds Committee met on Thursday, November 4, 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 and Dan McGuire.

Others present included: Tammy Wheelock, Deputy County Clerk; Clinton Langreck, County Administrator; Randy Nelson, Courthouse Maintenance Supervisor.

1. **Call to Order:** Committee Chair McKee called the meeting to order at 3:00 p.m.
2. **Proof of Notification:** Langreck confirmed the meeting was properly noticed.
3. **Agenda Approval:** Motion by Cosgrove, second by McGuire for approval of the agenda. All ayes, motion carried.
4. **Previous Meeting Minutes:** Motion by McKee, second by Cosgrove for approval of previous meeting minutes. All ayes, motion carried.
5. **Discussion and possible action on entering a contract for air duct cleaning:** Nelson reports he reached out to three contractors with one returning a bid. Dirty Ducts of Madison bid \$14,082 to clean all ducts in courthouse, including jail. Work will be done by end of the year and funded through the DOJ grant. Motion by Cosgrove, second by McKee to approve and present to County Board. All ayes, motion carried.
6. **Discussion and possible action on purchasing of air purification systems:** Nelson reports Precision Controls estimated a cost of \$39,928 for air purification ionization systems for the courthouse, and an additional \$2,600 for the lobby area. The system removes airborne virus particles, such as Covid. Precision has previously installed the systems in the courtroom and court areas per court mandate. This new estimate is for the remaining areas of the courthouse and will be funded through the DOJ grant. Motion by Carrow, second by McKee to approve and present to County Board. All ayes, motion carried.
7. **Discussion and possible action on chapters one and two of drafted Strategic Plan:** Langreck summarized chapters one and two of the Strategic Plan draft for committee member's consideration and recommendations. Chapter one focuses on the county mission and layout of the county board, while chapter two focuses on goals, efficiencies, trainings and marketing. Carrow stated that under "Considerations," a question regarding life cycle costs and long term maintenance could be added. Motion to amend chapter two by Carrow, second by Cosgrove. Cosgrove motions to return chapter two draft to Strategic Planning committee with revisions, second by McKee. All ayes, motion carried.

8. Property Management Report:

- a. Courthouse Key and Security Project – No new information
- b. DOJ Grant Second Round – Projects include bottle fillers, air purification system, and air duct cleaning.
- c. Historic Courthouse Roof Repair – Contracts are signed, working on pinpointing spring start date.
- d. Pine Valley Farm Lease and Land Swap – Parks Department funding survey.
- e. Space needs assessment of 1st floor – Langreck will present plan at next meeting.
- f. HHS, Symons, and UW Campus roofing project – HHS and Symons roofs are complete. Campus roof is being finished up.
- g. Metal Siding Assessment – One contractor is working on a bid.

9. Future Agenda Items: Carrow would like the policy/process of soliciting bids reviewed.

10. Adjournment: Motion by McKee, second by Carrow to adjourn. All ayes, motion carried. The meeting adjourned at 3:29 p.m.

Tammy Wheelock
Richland County Deputy Clerk