

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

June 6, 2018

The Property, Building and Grounds Committee met on Wednesday, June 6, 2018, 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; Judge Andrew Sharp; Jennifer Harper, District Attorney; Julie Keller, County Treasurer; Stacy Kleist, Clerk of Circuit Court; Chad Kanable, Chief Deputy Sheriff; Ben Southwick, Corporation Counsel; Tim Gottschall, Health and Human Services Interim Director; Barb Scott, Director and Jason Marshall, Administrator, Management Information Systems; Andrea Fields, Victim Witness Coordinator; Angie Rizner, Health and Human Services Administrative Supervisor; Avery Manning, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; Jennifer Laue, Register in Probate; and Kerry Severson, County Board Supervisor.

Chairman 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 McKee, second by Sebranek that the agenda, as amended, be approved. Motion carried.

Motion by McKee, second by Cosgrove that the printed copies of the minutes for the May 9<sup>th</sup> meeting be approved. Motion carried.

Treasurer Julie Keller reported that she is waiting for the return of one more card regarding the tax delinquent Comar parcel. After 90 days from the receipt of the last card the County can proceed to take a Tax Deed on the parcel. Corporation Counsel Southwick explained that the tax deed process cannot continue on the trailer park parcel until a meets and bounds survey is completed for a legal description.

Chairman Marshall reported that the Tax Deed Sale on Village of Yuba Parcel Number 196-0636-1400 resulted in the receipt of no written or oral bids. Motion by McKee, second by Sebranek to reappraise the parcel for \$20,000.00 and advertise it for sale for one week in both The Richland Observer and the Richland Center Shopping News. Motion carried.

Chairman Marshall reported that the Tax Deed Sale on the Village of Cazenovia Parcel Number 111-1300-0822 resulted in the receipt of no written or oral bids. Motion by Sebranek, second by McKee to reappraise the parcel for \$12,000.00 and advertise it for sale for one week in both The Richland Observer and the Richland Center Shopping News. Motion carried.

Corporation Counsel Southwick noted that there are federal and state tax liens as well as an apparent bankruptcy regarding the Schmitz parcel in Lone Rock resulting in many problems with the title to the property.

Corporation Counsel Southwick noted that the Kummer parcel in Cazenovia has a big building on it that the county does not want to pay to raise. Removal of the building would be a county cost.

Judge Sharp addressed the Committee requesting that the Property, Building and Grounds Committee move ahead with the installation of security windows and electronic door latches in all of the offices on the main floor of the original courthouse building. Board Chairman Kirkpatrick explained that Paul Kardatzke, Jewell and Associates, Spring Green, had drawn up plans in 2015 for a remodeling of the main floor and courtroom area. Motion by Sebranek, second by McKee that Mr. Kardatzke be contacted for a cost estimate to develop plans and bidding documents for the installation of the security windows and electronic door latches. Motion carried.

The installation of cameras in the main hallway of the original courthouse was discussed. Barb Scott noted that decisions would need to be made on the type of cameras before cost estimates could be provided. No action was taken.

Chief Deputy Chad Kanable addressed the Committee requesting approval for the installation of a Knox Key Lock Box on the east entrance of the original courthouse building. The Box would contain a key to allow entrance at that location by the fire department. Motion by McKee, second by Cosgrove to authorize the installation of the box. Motion carried.

Chief Deputy Kanable requested approval to get estimates for the replacement of the walk-thru door that is down the ramp by the garage entrance. Motion by Sebranek, second by McKee for approval of the request. Motion carried. The estimates will be brought back to the Property, Building and Grounds Committee for final approval.

Chief Deputy Kanable requested approval to get estimates to install additional electrical outlets in the office area of the Sheriff's Department. Motion by Sebranek, second by McKee for approval of the request. The estimates will be brought back to the Property, Building and Grounds Committee for final approval.

Tim Gottschall, Health and Human Services Interim Director and Angie Rizner, Health and Human Services Administrative Supervisor addressed the Committee regarding possible collaboration with winter snow removal and the maintenance of the courthouse building and grounds and the Community Services building and grounds. A joint meeting of the Health and Human Services Board and the Property, Building and Grounds Committee will take place on Thursday, June 14<sup>th</sup> at 5:00 p.m. at the Community Services building to discuss possible maintenance collaboration options.

Rizner distributed copies of the Focus on Energy report for the Community Services building and reviewed some of the highlights of the report. The report addressed LED lighting fixtures and lighting controls.

Manning noted the receipt of correspondence from City Utilities. Mid-June utility work and construction will begin on a portion of Haseltine Street which includes the section of the street that abuts the courthouse parking lot.

Chairman Marshall noted that a couple of the trees on the courthouse grounds are diseased.

Manning reviewed the expenditure guideline for the courthouse budget.

Manning reported that the air conditioning unit on the ground floor has been taken apart and cleaned. The unit is now functioning properly.

Sebranek noted that there are picnic tables at Pine Valley available if needed for the courthouse grounds. Manning noted that he has made repairs on the tables currently on the courthouse grounds.

Manning reported that the hail storm put a couple of holes in the roof not protected by the ballast stones resulting in a leak in the roof by the elevator. The holes have been repaired. The Clerk noted that there is a leak in the roof above his office above the wall on the north end.

The Committee will meet on June 14<sup>th</sup> at 4:00 p.m. to review the applications received for the courthouse custodian position.

Sebranek noted the following courthouse maintenance issues:

- Light bulbs and trash accumulating in the basement hallway;
- Trees are growing in the flower beds;
- The garage ramp drains are full of leaves and debris;
- The Veterans Service office heater has not been hooked up;
- The electrical outlet where the squad cars park is hanging down.

Motion by Cosgrove, second by McKee to adjourn. Motion carried. The meeting adjourned at 4:32 p.m.

Victor V. Vlasak  
Richland County Clerk