

PROPERTY, BUILDING AND GROUNDS COMMITTEE

October 3, 2018

The Property, Building and Grounds Committee met on Wednesday, October 3, 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, Richard McKee and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Mike Bindl, Zoning Administrator; Avery Manning, Courthouse Maintenance Supervisor; Todd Rummmler, County Surveyor, Driftless Area Surveying, LLC; Karen Knock, Veterans Service Officer; Denise Klingaman, District Attorney's office; and Damon Anderson, Anderson Realty.

Committee Chair 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 to approve the agenda, as amended. Motion carried.

Motion by McKee, second by Cosgrove to approve the printed copies of the minutes for the September 5th meeting, as amended. Motion carried. Williamson was not in attendance at the September 5th meeting.

County Treasurer Keller reported that the Tax Deed has been recorded on Town of Richland Tax Parcel No. 022-2942-2000 (Venna Comar parcel). The Committee discussed requiring the cleanup of the parcel by the purchaser. Zoning Administrator Bindl provided a history of the status of the septic systems on the parcel. Motion by Sebranek, second by McKee to advertise the parcel for sale as is. Motion carried.

Todd Rummmler addressed the Committee regarding providing a legal description for Town of Richland Tax Parcel No. 022-2933-5000 which is owned by Venna Comar. Mr. Rummmler will survey the parcel and provide the legal description at a cost not to exceed \$5,500.00. Motion by McKee, second by Williamson to forward the proposal to the Finance and Personnel Committee. Motion carried.

County Treasurer Keller provided an update on Village of Lone Rock Parcel No. 146-0005-0900 owned by Brian and Louann Schmitz. BMO Harris Bank has agreed to execute a Release of Lis Pendens. The County will need to release the mortgage on the parcel. The mortgage is from a loan from the County's Revolving Loan Fund. There are two Wisconsin Department of Revenue Income Tax Warrants against the parcel. There is also a possible

Federal Income Tax Warrant against the parcel. Motion by Sebranek, second by McKee to forward to the Finance and Personnel Committee a request for a release of the Revolving Loan Fund lien on the parcel. Motion carried.

Chair Marshall reported on the conversation he had with Jeff Ackerman, Department of Natural Resources, regarding funding to clean up possible continuation on a parcel in Hub City that was the site of a former gas station. Mr. Ackerman is requesting authorization to enter the parcel. Motion by Sebranek, second by McKee that Richland County authorizes the Wisconsin Department of Natural Resources and its agents and subcontractors to enter the real property in the Town of Henrietta, with Tax Parcel No. 014-3440-1009, to remove an underground gasoline and/or diesel storage tank system and determine the nature and extent of environmental pollution. Motion carried. Corporation Counsel Southwick has indicated that the County has the authority to allow access to the parcel.

Elimination of post office boxes for courthouse departments was discussed. County Treasurer Keller explained the advantages of having the post office box for her office for the receipt of tax payments.

Motion by McKee, second by Sebranek to refer the Professional Services Agreement from Jewell Associates Engineers, Inc. to the Finance and Personnel Committee. Motion carried. The Agreement is for providing services for installing security windows and door locks for the offices on the main floor of the original courthouse building. Design and documentation services costs under the agreement total \$7,800.00 and bidding and construction administration services costs under the agreement total \$6,500.00.

Manning reported that he has received one proposal from Reilly Plumbing & Heating, Inc. to replace the existing chilled water system for the courthouse. This vendor's recommendation is to replace the existing system with the same style of equipment. The new system would utilize R410A refrigerant in place of the R22 that is currently being used. The proposed cost to furnish materials and labor to complete the project is \$95,725.00. Manning is waiting from a second proposal from a different vendor.

The broom and snow plow, which were used on the skid steer, will be stored at the fairgrounds.

Copies of the January through September courthouse expenditure guideline will be emailed to Committee members.

Manning made the following Maintenance Supervisor's update:

- There have been no bats in the building this month. One hole in the attic door of the original courthouse has been blocked off.
- Scott Soltis has been contacted to repair bricks that are coming loose and breaking up on the outside of the building below the Zoning and Register of Deeds offices.
- The fire inspection passed. The north exit light needed to be repaired.
- The outside of the building is being power washed.

- A Mr. Ed door has been installed in the District Attorney's office.
- Issues with the boilers and heating system have been addressed.
- A battery powered towel dispenser has been installed in the third floor men's restroom.
- The fire alarm was set off. It was a false alarm. The fire doors closed properly. Dispatch was alerted before the fire department was paged out.
- The elevator passed its annual inspection.
- Problems with the speakers attached to the fire alarm system in the original courthouse building will be addressed.
- A discarded desk in the hallway of the original courthouse building will first be offered to departments and if not taken, then it will be disposed of.

Chair Marshall will contact Corporation Counsel Southwick regarding drafting the contract with the City for courthouse grounds snow removal and lawn mowing.

The trees in the middle of the parking lot will be removed. Details on the removal have not been decided.

The grant for trees has been submitted. The grant covers eight trees at a cost of \$300.00 each.

Sealcoating of the courthouse parking lot will be discussed in the spring.

Manning reported that the gas meter will be replaced. The bushes by the meter will be removed. A new line will be bored in under the parking from the street to the building. The line is located on the south side of the building.

Motion by McKee, second by Sebranek to go into closed session under Wisconsin Statutes Section 19.85 (1) (a) (c) to consider the performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility and that the County Clerk be allowed to remain for the closed session. Roll call vote: AYES: Williamson, McKee, Marshall, Sebranek, Cosgrove. Ayes 5. Noes 0. Total 5. Motion carried.

Closed session.

Motion by Williamson, second by Cosgrove to return to open session. Motion carried.

Motion by Williamson, second by Cosgrove to adjourn. Motion carried. The meeting adjourned at 4:27 p.m.

Victor V. Vlasak
Richland County Clerk