

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

June 5, 2019

The Property, Building and Grounds Committee met on Wednesday, June 5, 2019 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; Jeanetta Kirkpatrick, County Board Chair; and department heads.

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 Williamson for approval of the agenda, as amended. Motion carried.

Motion by Sebranek, second by McKee for approval of the printed copies of the minutes for the May 1<sup>st</sup> meeting. Motion carried.

Motion by Sebranek, second by McKee to grant approval for the placement of pinwheels and a banner on the courthouse lawn June 13<sup>th</sup> thru June 18<sup>th</sup> in recognition of World Elder Abuse Awareness Day. Motion carried.

Andrea Ring, Project Architect/Project Manager, Jewell Associates, Engineers, Inc., reported to the Committee that no bids were received on the Courthouse Door and Security Upgrades Project. One interested contractor indicated that he needed more time to get pricing on an alternate for the security window. Motion by McKee, second by Williamson to rebid the project. Motion carried.

The listing with a broker of County-owned Town of Richland Parcel # 022-3522-2000 was discussed. Kirkpatrick noted that Corporation Counsel Ben Southwick had an offer from a property owner located next to the parcel. Motion by Sebranek, second by Cosgrove to list the parcel with Rhonda Rott, Century 21 Commercial Real Estate Agent, after first checking with Mr. Southwick on the offer he had received and if the offer that Mr. Southwick has received is not acceptable, to then list the parcel for sale. Motion carried.

Chair Marshall read an email from County Treasurer Julie Keller regarding Village of Cazenovia tax delinquent parcels numbers 111-1300-0823, 111-1300-0824 and 111-1300-0825 owned by James Kummer. Ms. Keller indicates in her email that the updated title report was received and certified letters were mailed. Ms. Keller is awaiting the return of the receipts on the letters and then 90 days must pass before it can be turned over to the Property, Building and Grounds Committee to take action.

Sebranek reported on windows in the Zoning and Register of Deeds offices that have water leaks.

Chris Nelson, representing the Schumacher Elevator Company, reported on the elevator. A survey was conducted to determine the parts to order. It will take from six to eight weeks to receive the door equipment. Board Chair Kirkpatrick signed the February 28, 2019 quote for the Hydraulic Elevator Modernization on May 31, 2019. Once the equipment is received a crew will need to be scheduled to actually perform the modernization. The modernization will take eight to ten weeks to complete. During this time the elevator will not be available for use. Mr. Nelson found that the heaters in the elevator room which assist in its operation had been shut off by someone. The old componentry needs heat to operate. Mr. Nelson will keep the County Clerk updated on when the parts are received and the project is scheduled to begin. The expediting of the project would require a double crew which would be an additional cost. Nelson asked if the elevator is going to be on emergency power from the emergency generator. That question will need to be answered. Plans will need to be made for access to the building when the elevator is down for repairs.

Sebranek will get a lift from Simpson Ford for use in accessing the loose brick over the entrance to the sally port. The leaking windows will also be looked at.

Motion by Sebranek, second by Williamson granting approval for Cheryl Dull to purchase water hose and hose reels. Motion carried.

Karen Knock addressed the Committee requesting that the cigarette ash trays be relocated twenty five feet from the courthouse public entrances and public exits. Motion by McKee, second by Cosgrove that the request be approved. Motion carried.

The Courthouse Expenditure Guideline for January 1 through May 31, 2019 was reviewed. The Clerk reported that the repairs have been completed on the cooling tower for the original courthouse building.

The 2020 proposed expenditure budget for the courthouse was reviewed. The 2019 adopted budget is \$190,858.00. The proposed 2020 budget is \$206,408.54. The increase of \$15,550.54 is partially due to the new mowing and snow removal contract and the wage step increase and 27<sup>th</sup> payroll in 2020. Motion by Sebranek, second by McKee for approval of the proposed 2020 budget. Motion carried.

Motion by Sebranek, second by Williamson that the budget request for the Courthouse Repair Outlay be increased by \$20,000.00. Motion carried. The 2020 budget request would be for \$45,000.00.

Chair Marshall reported that he advised Chief Deputy Kanable to present the invoice for the wiring issues 'when' the work is completed.

Motion by McKee, second by Cosgrove to go into closed session under section 19.85 (1) (c) (f) to discuss the Courthouse Maintenance Supervisor position and that the County Clerk and County Board Chair Kirkpatrick be allowed to remain for the closed session. Roll call vote.

AYES: Cosgrove, Sebranek, Marshall, McKee, Williamson. Ayes 5. Noes 0. Total 5. Motion carried.

Closed session.

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

Motion by McKee, second by Williamson to adjourn to Wednesday, July 3<sup>rd</sup> at 3:00 p.m. Motion carried. The meeting adjourned at 4:24 p.m.

Victor V. Vlasak, Richland County Clerk