

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

August 7, 2019

The Property, Building and Grounds Committee met on Wednesday, August 7, 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; Ben Southwick, Corporation Counsel; Julie Keller, County Treasurer; Mike Bindl, Zoning Administrator; Randy Nelson, Courthouse Maintenance Supervisor; Barb Scott and Jason Marshall, MIS Department; and Rhonda Rott, Century 21.

Chairman Buford Marshall called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by either mail or 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 Sebranek that the agenda, as amended, be approved. The motion carried by unanimous vote.

Motion by Williamson, second by McKee that the minutes for the July 3<sup>rd</sup> meeting be approved. The motion carried by unanimous vote.

The sale of County-owned Tax Parcel # 022-3522-2000 located in the Town of Richland was discussed. Corporation Counsel Southwick noted that the parcel is not legally land locked. Corporation Counsel Southwick recommended against entering into an exclusive listing contract. Motion by Sebranek, second by McKee to enter into a contract with Rhonda Rott, Century 21 Affiliated and authorize the County Clerk's signature on the contract. The motion carried by unanimous vote.

Tax Delinquent Parcels # 111-1300-0823, 111-1300-0824 111-1300-0825 located in the Village of Cazenovia and owned by James Kummer were discussed. County Treasurer Keller noted that the 90 day notice period will expire on October 20<sup>th</sup>.

Tax Delinquent Parcel # 146-0005-0900 located in the Village of Lone Rock and owned by Brian Schmitz and Lou Ann Schmitz was discussed. County Treasurer Keller noted that the 90 day notice period expired August 14<sup>th</sup>. Motion by Sebranek, second by Cosgrove to present a resolution to the County Board to take a Tax Deed on the parcel. The motion carried by unanimous vote.

Tax Delinquent Parcel # 276-1671-4200 located in the City of Richland Center and owned by Ralph V. Markin was discussed. County Treasurer Keller reported that the 90 day

notification period has expired. Motion by McKee, second by Williamson to present a resolution to the County Board to take a Tax Deed on the parcel. The motion carried by unanimous vote.

Tax Delinquent Parcel # 276-2100-6040 located in the City of Richland Center and owned by Anita Courchaine Gray was discussed. County Treasurer Keller noted that the 90 day notification period has expired. Motion by Williamson, second by Cosgrove that a resolution be present to the County Board to take a Tax Deed on the parcel. The motion carried by unanimous vote.

Nelson provided an update on the written programs being requested by Ann M. Jurkowski, Industrial Hygienist, State Department of Safety and Professional Services.

- Asbestos – Ms. Jurkowski has sent a template to be used to develop a written program.
- Exit Routes, Emergency Action Plans and Fire Prevention – Nelson has sent a copy of the County’s Courthouse Building Emergency Plan to Ms. Jurkowski.
- Hazard Communication – Emergency Management Director Darin Gudgeon is working on the written program. Material Safety Data Sheets are being collected on chemicals. Nelson has a 100 of the MSDS collected so far.
- Bloodborne Pathogens – Emergency Management Director Darin Gudgeon is working on the written program.

Ms. Jurkowski has indicated that she still has to meet with her counsel to see what further action needs to be taken. She will let the County know the results of that meeting.

Nelson provided copies of an estimate received from Wisconsin Bat Specialist to address bats that are getting into the courthouse. The fee would be \$10,500 to be paid in one installment. A lift would be brought in to find and plug all of the holes. A couple of bat doors would be installed to allow bats to leave but not return. Harry Pulvermacher from Wil Kill also was contacted. Holes were found on both ends of the courtroom. Nelson will start patching some of the holes that he can reach. Nelson will bring a cost estimate to rent a lift to enable him to patch the holes on the upper floors.

Schumacher Elevator has asked for confirmation on the drawings for elevator modernization. Nelson has confirmed the power supply for the elevator. Scott and Marshall questioned cabling to tie into dispatch and for the emergency phone to call out. Scott and Marshall requested a copy of the drawings. Motion by Sebranek, second by McKee that the County Clerk be authorized to confirm the elevator modernization drawings. The motion carried by unanimous vote.

Motion by McKee, second by Williams to accept the low bid in the amount of \$31,300.00 that was received from Craig Johnson, CCJ Construction, LLC, Muscoda, Wisconsin to do the security upgrades to the entrance doors to the offices of the Circuit Court, District Attorney and Probate. The motion carried by unanimous vote.

The expenditure guideline for the Courthouse budget through July 31<sup>st</sup> was reviewed.

Motion by Sebranek, second by McKee to grant approval for Randy Nelson and Deanna Hunt's attendance at a Vendor Showcase in La Crosse which is being hosted by Dalco on August 22<sup>nd</sup>. The motion carried by unanimous vote.

Nelson reported on a roof leak that has occurred in the County Clerk's office in the area of the mail machine. The flat roof about the area is a rubber roof covered by rock. Patching has been done. Leaks continue to occur around the area where the cooling tower, which is no longer used, is located. Motion by Williamson, second by McKee that Nelson get estimates of the cost to put a metal roof over the top of the old cooling tower. The motion carried by unanimous vote.

Motion by McKee, second by Sebranek to grant approval for the placement of a sign on the courthouse grounds in recognition of the Master Gardens Display. The motion carried by unanimous vote.

Recycling and shredding was discussed. Motion by Sebranek, second by Williamson that Nelson check into increasing the number of containers for documents to be shredded. The motion carried by unanimous vote.

Motion by McKee, second by Williamson to adjourn to Wednesday, September 4<sup>th</sup> at 3:00 p.m. The motion carried by unanimous vote. The meeting adjourned at 3:59 p.m.

Victor V. Vlasak  
Richland County Clerk