

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

October 2, 2019

The Property, Building and Grounds Committee met on Wednesday, October 2, 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; and elected officials, department heads and employees.

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 Cosgrove, second by McKee that the agenda, as amended, be approved. The motion carried unanimously.

Motion by McKee, second by Sebranek for approval of the printed copies of the September 4 meeting minutes. The motion carried unanimously.

Village of Lone Rock Tax Delinquent Parcel Number 146-0005-0900 - The County Board approved taking a tax deed on the parcel on August 20, 2019 by Resolution No. 19-92. Outstanding taxes on the parcel total \$35,682.19. The estimated fair market value of the parcel is \$121,700.00. Chair Marshall reported on the condition of the building. Motion by McKee, second by Williamson set an appraised value on the parcel of \$30,000.00. The motion carried unanimously.

Richland Center Tax Delinquent Parcel Number 276-1671-4200 - The County Board approved taking a tax deed on the parcel on August 20, 2019 by Resolution No. 19-91. Outstanding taxes on the parcel total \$14,956.43. The estimated fair market value of the parcel is \$60,600.00. The land is assessed at \$14,400.00. Motion by Williamson, second by McKee to set an appraised value on the parcel of \$15,000.00. The motion carried unanimously.

Village of Cazenovia Delinquent Tax Parcel Numbers 111-1300-0823, 111-1300-0824 and 111-1300-0825 – James Kummer - Treasurer Julie Keller reported that the tax delinquent parcels are ready for tax deed. Chair Marshall reported that the building on the parcels is three stories, made of brick and partially collapsed. Motion by Sebranek, second by McKee to present a resolution to the County Board for approval to take a tax deed on the parcel. The motion carried unanimously.

Town of Richland Tax Parcel Number 022-2933-5000 – Vena Comar - Treasurer Keller reported that the tax delinquent parcel is ready for tax deed. Outstanding taxes total \$4,854.23. A survey of the parcel has been completed. The parcel contains a mobile home park. Motion by Sebranek, second by McKee to present a resolution to the County Board for approval to take a tax deed on the parcel. The motion carried unanimously.

Village of Lone Rock Tax Parcel Number 146-0009-0410 – Owner Unknown - Treasurer Keller reported that the tax delinquent parcel is ready for tax deed. Outstanding taxes total \$212.42. Motion by McKee, second by Cosgrove to present a resolution to the County Board for approval to take a tax deed on the parcel. The motion carried unanimously.

Richland Center Tax Parcel Number 276-2100-1682 – Dwight H. Gray - Treasurer Keller reported that the tax delinquent parcel is ready for tax deed. Outstanding taxes total \$6,231.33. The City had the house on the parcel demolished. That cost was added to the tax bill in 2008. Motion by Sebranek, second by McKee to present a resolution to the County Board for approval to take a tax deed on the parcel. The motion carried unanimously.

Richland Center Tax Deed Parcel Number 276-2100-6040 - Treasurer Keller reported that the City had the house on the parcel demolished. An invoice has been received from the City in the amount of \$6,750.00 for the removal of the house at 442 South James Street. The house was demolished and the debris removed by Gary Manning. Keller reported the receipt of a complaint from a neighbor of a tree on the tax deed parcel that is by the neighbor's garage. Keller received an estimate of \$1,200.00 for removal of the tree and \$300.00 to grind the stump. The estimate was received from M and M Tree Service, L. L. C., Hillsboro. Motion by Williamson, second by Cosgrove to forward the tree removal estimate to the Finance and Personnel Committee for funding. The motion carried unanimously.

Security Windows and Door Locks Project - Amy Forehand, Assistant District Attorney, reported that by the year 2021 the Child Support office will be required to have a security lock installed in the entrance door. The current lock on the door is not sufficient. A lock must be installed that will give staff the ability to control the lock and entrance into the office.

Courthouse Elevator Modernization - The Clerk reported that notification was received that the modernization project for the elevator would begin on Monday, October 28<sup>th</sup> and take approximately four weeks to complete.

Wisconsin Department of Safety and Professional Services Inspection - Darin Gudgeon, Emergency Management Director, gave an update on the development of hazard and blood borne pathogens policies. Courthouse Maintenance Supervisor Randy Nelson will be developing a lock-out, tag-out standard and purchasing the hasps.

Bats in the Courthouse - The agreement has been approved. The lift has been delivered.

Ambulance Garage/Jail Plumbing Issue - Gudgeon reported on a complaint that was received regarding sewage entering the ambulance bay when drains are plugged in the jail. Nelson reported that he has contacted Schneider Plumbing & Heating to look at the clean out for

the drains that are located in the ceiling of the garages to see if the configuration can be changed. Contaminated ceiling material will need to be removed and the area sanitized. Motion by Sebranek, second by Cosgrove that Nelson get estimates and that Chair Marshall be given authority to review and approve an estimate. The motion carried unanimously.

Rental of Lift for Outside Building Repairs - Nelson reported that the lift can be available with a two to three day notice. The rental cost is \$900.00 for use of the lift for one week. Motion by McKee, second by Williamson to approve the rental of the lift. The motion carried unanimously.

Custodian 40-Hour Workweek - The courthouse custodian position is currently a 35 hour per week position. The recommendation is to increase the hours of the position to 40 hours per week. Motion by Sebranek, second by McKee to forward to the Finance and Personnel Committee the recommendation that the hours worked by the courthouse custodian be increased from 35 hours per week to 40 hours per week. The motion carried unanimously.

Roof Leaks around Penthouse and above Clerk's Office - Nelson reported that he has patched the areas where the leaks occurred.

Courthouse Budget Update - The Committee reviewed the Courthouse budget guideline for the period January 1, 2019 through September 30, 2019.

Heat Tape Replacement - Nelson reported that he has found a box of new heat tape. The contractors have indicated that they will install the replacement heat tape when they replace the shingles on the jail building.

Cleaning Equipment Purchases Approval – Purchase decisions will be made in 2020.

Sale of County-Owned Parcel # 022-3522-2000 – No new information was available.

Security Windows and Door Locks Project – Williamson contacted Craig Johnson, CCJ Construction. Mr. Johnson indicated that he is waiting for the Corporation Counsel's review of the contract. The County Clerk will follow up on the status of the review.

Motion by McKee, second by Sebranek to adjourn to Wednesday, November 6<sup>th</sup> at 3:00 p.m. The motion carried unanimously.

Victor V. Vlasak  
Richland County Clerk