

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

June 3, 2020

The Property, Building and Grounds Committee met on Wednesday, June 3, 2020 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: Steve Carrow, Chad Cosgrove, Daniel McGuire, Richard McKee and Steve Williamson.

Others present included: Victor Vlasak, County Clerk; elected officials, department heads and employees.

McKee 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 Williamson that McKee be elected Chair. Motion carried.

Motion by McKee, second by Williamson that Cosgrove be elected Vice Chair. Motion carried.

Motion by Cosgrove, second by Williamson for approval of the agenda. Motion carried.

March 4<sup>th</sup> Minutes Approval - Motion by Williamson, second by McGuire for approval of the printed copies of the minutes. Motion carried.

Buena Vista Township Parcel Number 006-0543-2100 - Appraisal – County Board Resolution No. 20-67 adopted on May 19, 2020 approved executing and issuing a tax deed on the parcel in favor of Richland County. County Treasurer Keller reported that the assessed value is \$34,200.00. The tax deed has not been recorded. No Committee action was taken.

Wisconsin Department of Safety and Professional Services Inspection – No new information was available. The asbestos and blood borne pathogens policies have not been completed by the Emergency Management Department.

Heating and Air Conditioning System Repairs Update – Precision Controls made repairs to the cooling system and air conditioning units for the courthouse addition. A leak in a coil caused the outside air conditioning units to ice up. The coil will need to be replaced. Several units were also low on Freon. Motion by Williamson, second by Cosgrove to get an estimate of the cost to replace the air conditioning units with one unit. Motion carried.

Courthouse Budget Update – Committee members received copies of the January 1, 2020 through May 31, 2020 Expenditure Guideline for the Courthouse budget.

Tax Deed Procedures – Motion by Cosgrove, second by Williamson that the County Administrator develop policies on handling tax deed properties once the County takes ownership. Motion carried.

Management of Upgrades to Courtrooms and County Board Room – Motion by Cosgrove, second by Williamson that the County Administrator be delegated authority in the management of the upgrades to the courtrooms and county board room. Motion carried. Upgrades to the courtrooms and county board room include the installation of digital court recorder systems and video conferencing systems. These projects will include flooring, minor carpentry, wire conduit installations and replacing carpet.

Small Courtroom – Digital Audio Recording System, conduit, carpentry and flooring.  
Large Courtroom – Digital Audio Recording System, video conferencing and flooring.  
County Board Room – Video Conferencing.

Courthouse Maintenance Chain of Command – Motion by Cosgrove, second by Williamson that the County Administrator develop a policy for review by the Committee. Motion carried.

The meeting adjourned at 3:56 p.m. The next meeting is scheduled for July 1<sup>st</sup> at 3:00 p.m. in the County Board room.

Victor V. Vlasak  
Richland County Clerk