

PROPERTY, BUILDING AND GROUNDS COMMITTEE

July 1, 2020

The Property, Building and Grounds Committee met on Wednesday, July 1, 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: Richard McKee, Chad Cosgrove, Steve Carrow and Steve Williamson. Dan McGuire was absent.

Others present included: Victor Vlasak, County Clerk; Clinton Langreck, County Administrator; Julie Keller, County Treasurer; Randy Nelson, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; and Dane Kanable, Chief Deputy Sheriff.

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

Motion by Cosgrove, second by Williamson to approve the printed copies of the minutes for the June 3rd meeting. Motion carried.

Buena Vista Township Parcel Number 006-0543-2100 Appraisal – The assessed value of the parcel is \$34,200.00. The fair market value of the parcel is \$36,800.00. Unpaid taxes and interest total \$2,645.77. Cosgrove and Williamson will inspect the parcel and report back to the Committee at their August meeting.

Overhead Garage Doors Replacement Estimate – One ambulance bay garage door spring failed and cannot be repaired. The cost of a new overhead door is \$6,200.00. Garage Door Express has made a proposal to replace all five of the overhead garage doors for \$30,000.00. Motion by Cosgrove, second by Williamson to forward the proposal to replace all five of the overhead garage doors to the Finance and Personnel Committee. Motion carried.

Air Conditioning Units Replacement Estimate – Estimates have been requested for the cost to replace the current bank of air conditioning units for the courthouse addition.

Tax Deed Property Procedures – Administrator Langreck is gathering information from other counties.

Management of Upgrades to Courtrooms and County Board Room – Administrator Langreck reported on the estimates that have been received for upgrades to the small

courtroom. The estimate from Badgerland Flooring to replace the carpeting is \$4,115.76. The estimate from Strang for electrical upgrades using a newly constructed cable chase is \$2,287.00. The estimate for carpentry from Michael Marshall Carpentry & Decorating is \$9,256.81. Motion by Cosgrove, second by Williamson to forward the cost estimates for the project to the Finance and Personnel Committee for approval. Motion carried. Funding would come from the 2020 Capital Projects Fund (Fund 75). Due to the size of the carpentry portion of the project, an ad will need to be placed in The Richland Observer soliciting bids.

Courthouse Maintenance Chain of Command – Administrator Langreck recommended changing the Courthouse Maintenance Supervisors job description to make the position reportable to the County Administrator. Motion by Williamson, second by Cosgrove for approval of the change. The motion carried.

Courthouse Budget Update – Committee members were provided with copies of the Courthouse Budget Expenditure Guideline covering the period January 1, 2020 through June 30, 2020.

Wisconsin Department of Safety and professional Services Inspection – No new information was available.

Aramark Services Quote – Estimates of the cost for cleaning services for the entrance mats and dust mops will be brought back to the Committee.

Motion by Cosgrove, second by Williamson to adjourn to Wednesday, August 5th at 3:00 p.m. Motion carried.

Victor V. Vlasak
Richland County Clerk