

PROPERTY, BUILDING AND GROUNDS COMMITTEE

December 3, 2020

The Property, Building and Grounds Committee met on Thursday, December 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: Richard McKee, Chad Cosgrove, Steve Carrow and Daniel McGuire. Steve Williamson remote

Others present included: Victor Vlasak, County Clerk; Julie Keller, County Treasurer; Stacy Kleist, Clerk of Court; Clinton Langreck, County Administrator; Randy Nelson, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; and Jenny Laue, Register in Probate.

Committee 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 for approval of the agenda. Motion carried.

Motion by Williamson, second by Cosgrove for approval of the November 4th minutes. Motion carried.

Town of Eagle – Tax Parcel # 010-1022-2000 – Tax Deed – Appraisal – Motion by Cosgrove, second by Williamson to appraise the parcel at \$14,400. Motion carried.

City of Richland Center – Tax Parcel # 276-2100-7522 – This parcel is owned by Bartlett Business Ventures, LLC and was used as a dry cleaner. Delinquent taxes and interest on the parcel total \$12,970.81. Obtaining title to a site that may contain possible contamination was discussed. Use of the Wisconsin DNR – Local Government Remediation and Redevelopment Program for site cleanup will be investigated.

City of Richland Center – Tax Parcel # 276-1684-8200 – Tax Deed – Possible action on the parcel includes:

- Economic development plan development for the parcel,
- City of Richland Center purchase of the parcel,
- Finance and Personnel Committee notification of the intent to sell to the City,
- WE Energies notification of gas line abandonment.

3:14 p.m. – McGuire joined the meeting at this point.

Motion by Cosgrove, second by Carrow to approve the proposed action plan for the Richland Center Tax Deed parcel. Motion carried.

Cazenovia Tax Deed Parcels Boundary Survey – Motion by Cosgrove, second by Williamson to enter into contract in the amount of \$1,600 with Driftless Area Surveying, LLC to identify the boundaries of the three parcels prior to demolition of the building. Motion carried.

Courthouse Lawn Tree Removal – Several trees have been identified as diseased and possible hazards. Motion by Carrow, second by McGuire to develop a plan for removal of the diseased trees on the courthouse lawn. Motion carried.

Law Library – Future use of the law library will be for office space. The proposal is to split the room into two offices to allow for spaces for attorneys to meet with their clients. The old printed materials would be removed from the library

Courtroom Wood Gallery Chairs – Most of the wood chairs would be removed and replaced. Motion by Carrow, second by McGuire to pursue an auction of the chairs. Motion carried.

Small Courtroom Improvement Project Change Order – Resolution No. 20-164 approved a contract in the amount of \$9,256.81 with Michael Marshall Carpentry and Decorating. The Administrator approve change orders for additional carpentry and electrical work associated with the project. Motion by Cosgrove, second by McGuire to approve the change orders and forward them to the Finance and Personnel Committee for an amendment of the contract with Michael Marshall Carpentry and Decorating. Motion carried.

Property Management Report

- Garage Doors – Installation date set.
- Small Courtroom Project – Completion December - January.
- Large Courtroom Project – February completion
- Courthouse Roof Repairs – Russell Mohns, Specialty Engineering Group, assessing the damaged areas.
- Bat Removal Project – Terry Falk, Wisconsin Bat Specialists to be on site December 10th.
- Vermin – No new findings at this time.
- Courthouse Repair Fund – Fund 43 – Current balance \$32,777.51.
- List of County Properties – No further progress.
- Energy Efficiency Audit – On hold until courtroom project completed.

Motion by Cosgrove, second by Carrow to adjourn. Motion carried. The meeting adjourned at 4:08 p.m.

Victor V. Vlasak
Richland County Clerk