

PROPERTY, BUILDING AND GROUNDS COMMITTEE

August 5, 2021

The Property, Building and Grounds Committee met on Thursday, August 5, 2021 at 3:00 p.m., virtually and 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 Williamson, and Dan McGuire.

Others present included: Tammy Wheelock, Deputy County Clerk; Clinton Langreck, County Administrator; Randy Nelson, Courthouse Maintenance Supervisor.

Committee Chair McKee called the meeting to order at 3 pm.

Clinton Langreck confirmed the Proof of Notification.

Motion by Williamson, second by McGuire for approval of the minutes from the previous meeting. Motion carried.

Request For Use Of Courthouse Grounds (Sept.4th-5th) by Richland Ministerial Association – Motion by Cosgrove, second by McGuire to approve the request from the Richland Ministerial Association to use the courthouse lawn for a community prayer and scripture reading event. Motion carried.

Appraisals For Tax Deed On Village Of Cazenovia Tax Parcels #111-1300-0823, 111-1300-0824 and 111-1300-0825 – Motion by Williamson, second by McGuire to set appraisal at \$1 per parcel, plus recording fees in conjunction with Richland County Economic Development.

Discussion And Possible Action Policy Regarding Pets/Animals In The Courthouse – No action. Policy pending further review by Langreck.

Discussion And Possible Action Regarding The Purchase Of Employee Break Equipment From The Employee Fund – Motion by Cosgrove, second by McGuire to replace refrigerator, chairs and picnic table using employee revenue fund.

Discussion And Possible Action Regarding Repair Of The Metal Siding On The Courthouse – Motion by Williamson, second by McGuire for Courthouse Maintenance Supervisor, Randy Nelson, to solicit bids for repair/replacement of metal siding and window framing on courthouse.

Courthouse Maintenance Budget – County Administrator Clinton Langreck, recommends call in pay for the two maintenance staff of the courthouse be added to the budget. Maintenance Supervisor, Randy Nelson, summarizes maintenance budget. Projects using capital improvement fund may include new windows, rubber roof repair/replacement, siding

replacement, new chiller system and lock & key project. Nelson continues to reduce use of contracted services by initiating repairs himself, creating cost savings. Williamson suggests cost of stumps and curbing removal in courthouse parking lot be added to the budget. Motion by McGuire and second by Cosgrove to accept budget and forward to Finance and Personnel.

Property Management Report

- a. Courthouse Key and Security Project – No new action
- b. DOJ Grant Second Round Application – No new action
- c. Historic Courthouse Roof Repair – Bidding ends August 19, 2021
- d. Pine Valley Farm Lease and Land Swap – In Progress-Property description will be done by county land surveyor once funding source identified.
- e. Space needs assessment of 1st floor – Ambulance will move to their new building next spring/summer, creating vacate space up for reallocation.

Future Agenda Items – Williamson noted repair of rubber roof be added to future agenda.

Motion by McGuire, second by Williamson to adjourn. Motion carried. The meeting adjourned at 3:22 p.m.

Tammy Wheelock
Richland County Deputy Clerk