

PROPERTY, BUILDING AND GROUNDS COMMITTEE

August 3, 2016

The Property, Building and Grounds Committee met on Wednesday, August 3, 2016, 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, Marilyn Marshall, Richard McKee and Dave Turk. Steve Williamson was absent.

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; Karen Knock, Veterans Service Officer; and Cheryl Dull, Zoning Department.

Chairman Buford Marshall called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by either mail or 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 Marilyn Marshall, second by McKee that the agenda be approved. Motion carried.

Motion by Turk, second by McKee that the printed copies of July 13th minutes be approved. Motion carried.

The first agenda item discussed was the Richland Center Tax Deed parcel formerly owned by Dale Burnham. Bindl drafted a letter regarding the remaining personal property in the home and mailed it to Mr. Burnham at his last mailing address. Chairman Marshall reported that Veterans Service Office Karen Knock has been in touch with Mr. Burnham. Mr. Burnham has told Ms. Knock that he does not want any of the remaining personal property in the home. Bindl questioned if his was the proper department's letterhead to use to send the notice. Bindl reported that the electricity and water has been turned off. The City Utilities would remove the meters if the request is made. The Committee will wait for a written release from Mr. Burnham regarding the remaining personal property in the residence before any further action is taken. Corporation Counsel Southwick will be consulted regarding the drafting of the letter regarding the remaining person property and the proper method for delivery to Mr. Burnham.

The Committee reviewed bids received for the replacement of a section of sidewalk that goes from the east entrance of the courthouse towards the Park Apartments.

The Clerk explained a bid in the amount of \$900.00 received from TMS Masonry, La Farge, to remove 30 foot of old sidewalk, fix the sub grade and compact and pour a new six inch thick sidewalk. Copies of the bid were distributed to Committee members. The grade will be put back as it is and no seeding or mulching of the area will be done.

The Clerk explained a bid received from Randall Brown Masonry and Concrete, Richland Center, in the amount of \$1,500.00 to remove the old 38 foot long by 5 foot wide sidewalk, dispose of the waste material, pour a new five inch thick sidewalk with a ½" rebar down the middle. An optional bid of \$1,625.00 was received for a 38 foot long by 6 foot wide sidewalk to make it wide enough for removal of the snow by the skid steer. A bid of \$425.00

was given to replace two sections of sidewalk along Central Avenue that are below grade. Committee members received a copy of the bid.

Manning reported on a bid received from Burch Concrete and Construction, Lone Rock in the amount of \$1,274.00 for demolition of the existing concrete sidewalk, cleanup and restoration of black dirt and seeding of the edges. Manning noted that Burch is bringing the new sidewalk up to level with the rest of the yard. This bid is for the replacement of 38' X 5' of sidewalk. Manning noted that Burch has a State Contractor's license. It was also noted that if the replacement sidewalk is high enough it will accommodate the removal of snow by the skid steer without damaging the surrounding lawn.

Motion by McKee, second by Marilyn Marshall to accept the bid in the amount of \$1,274.00 from Burch Concrete and Construction Inc. for the removal and replacement of the 38' X 5' sidewalk on the east side of the courthouse building. Motion carried.

Manning reported that the first floor water fountain has been replaced.

Manning reported that the door knob on the first floor door to the stairway has been replaced with a locking handicapped accessible door handle. A problem has developed because the door is getting accidentally locked. Manning has recessed the button as far as it will go. He may need to take the locking button out. Manning reported that he is putting a magnetic catch on the door so the door handle will not be used as much.

Knock reported that she has talked to some of the departments regarding their involvement in making improvements to the grounds. She has also talked to the gardening community and two contractors to get recommendations. Any shrubs or bushes could still be planted this fall. Any other plantings would need to wait until spring. It was recommended that all of the shrubbery around the building be removed. Dull noted that there are people who are interested in making improvements to the grounds. Chairman Marshall encouraged involvement in making the improvements.

There was nothing new to report regarding the Jewell Associates Engineers, Inc. updated Professional Services Agreement.

Manning gave the following maintenance update:

- The police department keys have been made. The blanks for the sheriff's department were received today;
- The Clerk of Courts metal storage canisters will be taken to L&M Salvage;
- A shipment of LED lights has been received and will be put in different locations;
- The courthouse budget will be presented September 9th to the Finance and Personnel Committee.

Motion by McKee, second by Turk to adjourn to September 7th at 3:00 p.m. Motion carried. The meeting adjourned at 3:21 p.m.

Victor V. Vlasak
Richland County Clerk