

PROPERTY, BUILDING AND GROUNDS SUBCOMMITTEE

November 10, 2015

The Property, Building and Grounds Subcommittee met on Tuesday, November 10, 2015, at 1:00 p.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Subcommittee members present included: Jeanetta Kirkpatrick, Fred Clary and Tom Crofton.

Others present included: Victor Vlasak, County Clerk; Stacy Kleist, Clerk of Circuit Court; Sandra McNamer, Register in Probate; Karen Knock, Veteran Service Officer; Paul Kardatzke, Architect, Jewell Associated Engineers, Inc.; and department heads and employees.

Subcommittee Chairman Kirkpatrick 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 Subcommittee 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 Clary, second by Crofton to approve the agenda. Motion carried.

Motion by Crofton, second by Clary to approve the printed copies of the October 13th minutes. Motion carried.

Crofton distributed to Clary and Kirkpatrick copies received from Paul Kardatzke of possible layouts. The plans resulted from discussions after the adjournment of the last meeting when District Attorney Jennifer Harper and Veteran Service Officer Karen Knock came back with ideas on switching their office spaces.

Patrick Metz, Health and Human Services Director, reported that Coroner James Manning is to come to the Community Services Building to view the space that is available.

Paul Kardatzke reviewed drawings for the second and third floors of the old courthouse with an option for a future internal elevator to get from the second floor to the third floor. The space for the elevator would require a different location for the window into the Probate office. The Veteran Service Office would be taking over the District Attorney's office space and the District Attorney's office would be moving to the Veteran Service office space. The expansion of the space to relocate the District Attorney would include using the stairway and the space between the current Veteran Service office and the stairway. The office in the DA office currently carved out of the Clerk of Court's office would be taken out and made available for additional space for the Clerk of Court's office. The plans would need to be reviewed with Judge Sharp. A building submittal and approval would be needed to remove the stairway. The wider east stairway is the vertical circulation exit route from the third floor. Replacement of the office doors was determined not to be necessary at this time. A heating engineer may be needed

because of the spaces being portioned off. The elimination of the west stairway makes space available for jury bathrooms. The security windows would be a laminated glass. Estimated cost of the proposed changes is \$100,000.00. The cost of the vertical lift is not included. Construction would require the temporary relocation of the affected offices. Discussion took place regarding replacing the furniture in the offices being remodeled.

Kardatzke will provide a more detailed budget, scope of work and timetable for the project. The contract for continued services from Jewell Associated Engineers was discussed. A contract for services will be available for the next meeting along with a clearer idea of the cost of the project and a phasing plan. Costs will also be presented to replace the existing furniture in the affected offices.

Motion by Clary, second by Crofton to proceed as planned with these documents, getting approval from judges and cost estimates for the project. Motion carried.

The next meeting is scheduled for December 15th at 1:00 p.m.

Motion by Clary, second by Crofton to adjourn. Motion carried.

Victor V. Vlasak
Richland County Clerk