

## **PROPERTY, BUILDING AND GROUNDS SUBCOMMITTEE**

December 15, 2015

The Property, Building and Grounds Subcommittee met on Tuesday, December 15, 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.

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

Others present included: Victor Vlasak, County Clerk; Avery Manning, Courthouse Maintenance Supervisor; Lester Parker, Courthouse Custodian; Sue Lawrence, District Attorney's Office; Barb Scott, MIS Director; Darin Gudgeon, Emergency Medicare Services Director; Sandra McNamer, Register in Probate; Karen Knock, Veterans Service Officer; and Paul Kardatzke, Jewell Associates, Inc.

Committee 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 Property 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 Crofton, second by Clary to approve the agenda. Motion carried.

Motion by Crofton, second by Clary to approve the minutes for the November 10<sup>th</sup> meeting. Motion carried.

Lawrence reported that she did not have any cost estimates, at this time, for replacement furniture.

The relocation of the Coroner's office from the first floor of the courthouse building to available space in the Community Services building was discussed. Health and Human Services Director Patrick Metz reported via email that there is agreeable office space available in the Community Services building and it appears that the Coroner's office is also in agreement. The Law Enforcement and Judiciary Committee will take action to authorize the move.

The Professional Services Agreement – Extension 1 with Jewell Associates Engineers was discussed. The proposal is limited to a study of the courthouse entry and vertical circulation. Compensation for the design development will be \$4,500 with services to be billed monthly based on work completed to date. Motion by Crofton, second by Clary to pay the costs of the contract extension by using funds available in the Capital Projects Fund. Motion carried. The services to be performed include:

- a. As-built measurements of the third floor portion of the building which includes the courtroom, Judges Chambers, jury deliberation room and adjoining spaces.
- b. Preparation of design drawings of second floor office layout with revisions as discussed for relocation of the District Attorney and Veterans Services offices on the

- same floor. Preparation of design drawings of third floor Judges toilet remodeling and other remodeling to coordinate with the second floor revisions.
- c. Code analysis of proposed remodeling.
  - d. Attend one meeting with County representatives to discuss and review prior to beginning construction drawings.

The Committee reviewed budget estimates for the proposed remodeling project. The estimated costs, including contingencies, are \$147,475.00.

The Committee reviewed drawings of the proposed changes to the second and third floor of the courthouse building. The changes would include relocation of the District Attorney and Veterans Services offices; removal of the south stairwell and the exit doors to the outside stairway and enclosing the area for office space; space for a jury room bathroom; a new bathroom for the Judge; and a vertical lift.

The next Subcommittee meeting is scheduled for January 12<sup>th</sup> at 1:00 p.m.

Parker reported problems with some of the windows. Several have leaking gas from between the panes. One window in the small courtroom is ready to fall out. The wood around most of the windows is rotting. Crofton noted that these issues would have to be put on an agenda for a larger process.

Motion by Clary, second by Crofton to adjourn. Motion carried. The meeting adjourned at 2:10 p.m.

Victor V. Vlasak  
Richland County Clerk