

PROPERTY, BUILDING AND GROUNDS SUBCOMMITTEE

August 11, 2015

The Property, Building and Grounds Subcommittee met on Tuesday, August 11, 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: Fred Clary, Tom Crofton and Jeanetta Kirkpatrick.

Others present included: Victor Vlasak, County Clerk; Sheriff Jim Bindl; Sue Triggs, Register of Deeds; Patrick Metz, Health and Human Services Director; Avery Manning, Courthouse Maintenance Supervisor; Mike Bindl, Zoning Administrator; Barb Scott and Jason Marshall, MIS Department; Jennifer Laue, Register in Probate Office; and Gaylord Deets.

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 Crofton, second by Clary that the agenda be approved. Motion carried.

Motion by Clary, second by Crofton nominating Kirkpatrick as Chairman of the Subcommittee. Motion by Clary, second by Crofton that the nominations be closed and the Clerk instructed to record that a unanimous ballot was cast for Kirkpatrick. Motion carried and Kirkpatrick was declared elected Chairman of the Subcommittee.

Motion by Crofton, second by Kirkpatrick nominating Clary as Vice Chairman of the Subcommittee and that the nominations be closed and the Clerk instructed to record that a unanimous ballot was cast for Clary. Motion carried and Clary was declared elected Vice Chairman of the Subcommittee.

Motion by Clary, second by Kirkpatrick nominating Crofton as Secretary of the Subcommittee and that the nominations be closed and the Clerk instructed to record that a unanimous ballot was cast for Crofton. Motion carried and Crofton was declared elected Secretary of the Subcommittee.

The request from Judge Sharp to renovate the bathroom in his Chambers was discussed. Crofton noted that the Property Committee has no available funding for the renovation. He indicated that the renovation should be part of a larger planning project for the building.

Kirkpatrick reported on a complaint received from a former County Board member that attempts to call the Clerk of Court's office result in getting a busy signal all of the time. Crofton indicated that addressing concerns about the phone system should be part of a comprehensive rehabilitation project of the building. Scott indicated that there is a phone system that was put into Health and Human Services into which the existing lines in the courthouse could be put to alleviate the problem. Kirkpatrick indicated that this specific agenda items should go through either the Property Committee or Finance Committee.

Crofton provided a review the studies that have been conducted by the Property Committee. The first study was of the HVAC system. This study indicated that the system is on its last legs. There are also ventilation problems with the current system. The second study was a space needs study. This study illustrated the scope of the needs of certain departments. It was based upon the current functions of the offices. The third study was on the condition of the building. This study made recommendations regarding immediate needs and some outside work. This study showed that the vaults are too heavy for the way the building was built. There are drainage issues around the building and cracks from settling. Completion of the basement water proofing did not take place because the bids came in too high. The east side of the third floor of the addition has water leaks around the windows when there are heavy rains. The estimate to do the brickwork and to fix the leaks is \$50,000. The next study was a conceptual study of the complex. Suggested was a lobby addition with a different entrance to the complex. Recognized was the need for two new elevators to keep the court side separate. The last study was ideas on how to make security vestibules in the courthouse offices on the main floor of the old courthouse by cutting and installing security windows, replacing the doors and installing electric locks. Cost estimates are around \$20,000 to \$30,000 for the last study. A full rehab of the complex is estimated at ten million dollars.

Kirkpatrick noted that the expectation is that the security windows will be installed. The question is funding for the project. Crofton stated that the Subcommittee needs to decide if the large projects are acceptable and that parts can be implemented over time or decide if the Subcommittee does not like any of the studies and does not want to do anything.

Clary explained past studies and discussions regarding the jail. Any design change in the current jail will require the relocation of dispatch. This would create the need for increasing the staff which would in turn increase the operating budget.

Crofton explained his thoughts on staff reductions, the restructuring of departments and the combining of functions.

Metz reviewed the uses of the extra space in the Community Services Building. The Child Support and Veteran Service departments and the Chair of each of their supervising committees will be asked to come to the next subcommittee meeting for discussions on moving their departments to the Community Services Building.

Motion by Crofton, second by Clary to send the security piece to the Finance and Personnel Committee to determine if funding can be found and put on a project list for 2016. Motion carried.

The next meeting is scheduled for September 8th at 1:00 p.m.

Motion by Crofton, second by Clary to adjourn. Motion carried. The meeting adjourned at 2:34 p.m.

Victor V. Vlasak
Richland County Clerk