

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

September 8, 2015

The Property, Building and Grounds Subcommittee met on Tuesday, September 8, 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: Fred Clary, Tom Crofton and Jeanetta Kirkpatrick.

Veterans Service Commission members present included: Larry Sebranek and Dave Bee.

Others present included: Victor Vlasak, County Clerk; Sandra McNamer, Register in Probate; Avery Manning, Courthouse Maintenance Supervisor; Karen Knock, Veterans Service Officer; Mike Bindl, Zoning Administrator; Barb Scott and Jason Marshall, Management Information Systems Department; Gaylord Deets, Property Committee member; and Greg Jewell, President and Paul Kardatzke, Architect, both from Jewell Associates, Engineers, Inc.

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 Crofton, second by Clary that the printed copies of the minutes for the August 11<sup>th</sup> meeting be approved. Motion carried.

Scott reported that the Circuit Court office has elected not to make changes to their phone system at this time because when there is only one person in the office, the phone would be ringing constantly.

Crofton noted that at this time, the Property Committee does not have the funds to renovate the Judge's bathroom.

Crofton explained that Jewell Associates did the study on the security windows. He noted that their study needs to be coordinated with other possible work on the building. Crofton reviewed possible scenarios for changes to the complex. Paul Kardatzke suggested putting together a proposal to do a bid document for the security windows and then do an additional study on possible locations of an elevator in the old section of the courthouse. Greg Jewell noted that changes need to be made in coordination with the State and the Judge. Motion by Clary, second by Crofton to authorize Jewell Associates to develop bid specs for the installation of the security windows, check on the number of bathrooms required for the size of the complex and look at making sure that the installation of the security windows would not be impacted if an

elevator located at that end of the building. Motion carried. Kardatzke suggested that January would be a better month to bid the security windows installation. He noted that the doors that are there are functional.

The Committee discussed the possible relocation of the Veteran Service and Child Support offices. Kirkpatrick noted that the relocating of the Veterans Service office to the Community Services Building is a perception issue that veterans are receiving health and human services. The Child Support Agency's reason for not moving is one of convenience because of their proximity to the offices of the court. Kirkpatrick will meet with Child Support to discuss their possible relocation. Data would be needed on how much walking back and forth the Child Support staff would have to do if relocated to the CSB building.

The next meeting of the subcommittee is scheduled for October 13<sup>th</sup>.

Motion by Kirkpatrick, second by Crofton to adjourn. Motion carried. The meeting adjourned at 2:19 p.m.

Victor V. Vlasak  
Richland County Clerk