

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

October 13, 2015

The Property, Building and Grounds Subcommittee met on Tuesday, October 13, 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; Julie Keller, County Treasurer; Jennifer Harper, District Attorney; Stacy Kleist, Clerk of Court; Amy Forehand, Assistant District Attorney; Patrick Metz, Health and Human Services Director; Avery Manning, Courthouse Maintenance Supervisor; Sandra McNamer, Register in Probate; Karen Knock, Veterans Service Officer; Andrea Fields, Victim Witness Coordinator; Mike Bindl, Zoning Administrator; Barb Scott, MIS Director; Kathy Sutton, Lead Child Support Worker; Nancy Tisdale, Child Support Clerical Assistant; and Paul Kardatzke, Jewell Associates, Inc.;

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

Motion by Crofton, second by Clary to approve the printed copies of the September 8th minutes. Motion carried.

Paul Kardatzke presented drawings of the floors of the old courthouse building based upon the measurements that have been taken. Options for the installation of an elevator or vertical lift in the old courthouse building were explained. Kardatzke noted that the biggest concern is altering of the exterior fabric of the building. If an elevator pit is put in, some of the front stoop would need to be removed.

The code minimums for the number restroom facilities required, based upon the seating capacity of the courtroom and the building size and use, were discussed. It was noted that there are limited changes that can be made to the structure without requiring that the building be sprinkled. Also discussed was the remodeling of the Judge's bathroom to make it more accessible.

The relocation of offices was discussed. Amy Forehand explained the importance of the Child Support Agency remaining in close proximity to the offices of the court and district attorney. Karen Knock said there was no opposition to moving the Veterans Service office to another location. Knock noted that there was however, opposition to moving the Veterans

Service office to the Community Services building. The removal of the vaults for addition space was mentioned. Kardatzke noted that the vaults are a part of the structure of the building. His plans did not propose moving any vault walls. Kardatzke is also recommending that the office doors on the main floor of the original courthouse building be left as is until a decision is made on a possible larger project. He noted that changing the doors would have a big impact on the historic character of the building and what that corridor looks like.

The installation of the security windows was discussed. Kardatzke indicated that the cost per window is around \$2,500 for the structural work as well as the window. The Veterans Service Office indicated satisfaction with the current office. The windows would have a pass thru and spit blocker. The windows would free up some office space by getting rid of the counters.

Motion by Clary, second by Crofton to proceed with designs for the installation of four security windows and for the remodeling of the Judge's bathroom, with an option for a bigger footprint for the bathroom, and that all of the departments remain in their current office space. Motion carried. Needed is a proposal for Jewell Associates to design it and take it through the bidding process.

Pat Metz noted that Coroner Rossing has not discussed with him moving the Coroner's office to the Community Services building.

The next meeting is scheduled for November 10<sup>th</sup> at 1:00 p.m.

Motion by Crofton, second by Clary to adjourn. Motion carried. The meeting adjourned at 2:29 p.m.

Victor V. Vlasak  
Richland County Clerk