

## **Minutes from the May 16, 2018 Courthouse Security and Facilities Committee**

The Courthouse Security and Facilities Committee met Wednesday, May 16, 2018 at 2:00 p.m. in the Small Court Room, Room 301, 181 W. Seminary Street, Richland Center, Wisconsin. In attendance:

County Board Chair Jeanetta Kirkpatrick  
Victim/Witness Coordinator Andrea Fields  
Courthouse Maintenance Supervisor Avery Manning  
Angie Rizner, Health and Human Services  
State Public Defender Lisa McDougal,  
Richland Center Chief of Police Luke Clements  
Sheriff's Department Chief Deputy Sheriff Chad Kanable  
County Clerk Victor Vlasak  
County Treasurer Julie Keller  
Register in Deeds Sue Triggs  
Family Court Commissioner Debra Schwarze  
County Board Security Committee Representatives Melissa Luck and Kerry Severson  
County Board Property Committee Chair Junior Marshall  
County Board Law Enforcement and Judiciary Committee (LEJC) Chair Marty Brewer  
Courtroom Security Officer Marsha Machotka  
Richland County Bar Association President Dominic Anderson  
District Attorney Jennifer Harper  
Barb Scott and Jason Marshall from County IT  
Clerk of Circuit Court Stacy Kleist.

The meeting was called to order at 2 p.m. by Judge Sharp.

Judge Sharp noted the meeting was properly posted.

Motion by Melissa Luck, second by Julie Keller to approve the minutes of the last meeting, circulated prior to this meeting via email. Minutes approved.

### **Reports of any recent threats or incidents/physical security improvements, protective windows for offices:**

DA Jennifer Harper and Clerk of Court Kleist explain disturbances that have occurred on second floor. Many of these disturbances involve mentally-ill individuals. Harper details an incident earlier this week involving disturbance at the Veterans Office with a customer who was complaining that he was being denied services for his involvement in the War of 1812. Harper notes that these individuals are coming into the DA and Clerk of Court offices, often at the same time as other customers, including victims, witnesses, and general members of the public. Melissa Luck asks the DA what she proposes. Harper suggests a physical barrier, buzzer door, and the ability to find out how much such renovations would cost. Kleist notes that most courthouses, including those around Richland County, have service windows to the hallway. Harper notes that these discussions have occurred before and money that was supposedly ear-

marked for security enhancements was used by the county board for other budget areas (not security). Angie Rizner notes that HHS recently renovated to address security; the work was done by a local vendor, with tempered glass, for \$2250; notes these renovations were done after threats and incidents similar to what has been happening in the courthouse. Melissa Luck asks about grant opportunities. None are known but could be explored. Chief Clements notes security upgrade at the RC Utilities Office; that's a bullet-proof window and one like it will also be installed at the City Clerk/Treasurer Office. Harper notes she's looking for a barrier, like that in the sheriff's department, something that gives staff more reaction time. Chad Kanable notes that having customers in the hallway gives law enforcement better response opportunities in the event an incident occurs. Severson asks Kleist where window for CoC office would be. Kleist suggests window in the wall that's adjacent to the hallway. Jeanetta notes a space study that was done which is accessible to all county board members on their ipads. Through the discussion that followed, it appeared that this particular study may not be the one which address security/safety windows and the latter may be one that was conducted while Tom Crofton was Property Chair. It is not certain where that study is stored or even if it was drawn out.

Harper notes this item has been in front of Property, has been noted on LEJC agenda, and is now here for a recommendation back to those committees. Barb Scott states that specifics have to be noted so that she can seek costs. Judge Sharp asks Jeanetta Kirkpatrick what funds might be available for renovations. Kirkpatrick explained that there are two accounts from which money could be allocated, however, not all of the money in these accounts is available for security as it must be used for other necessary project. The accounts are Courthouse Repairs (\$107k, but not all available) and Capital Projects (\$57K, but not all available).

Motion by Harper to move forward to get a bid on security windows in the offices on the 2<sup>nd</sup> floor, broken out by office, and door buzzers, and that this motion be taken back to Property; second by Severson.

Discussion: Harper notes that some offices have indicated they don't want the windows; allowing them to opt out may cause liability issue for the county if an incident happens in an opted-out office. Harper also notes that county can face a liability issue for fact that the courthouse does not have the same security as other county buildings.

All in favor. None opposed. Motion passes.

### **Registrar in Probate Assistant money to be used for security:**

Judge Sharp stated that he's not asking for the assistant position in the RIP/JA office to be filled at this time. Though he is not asking for termination of the position, he is asking that the money which would have funded this position to be allocated to Courthouse Security. Kirkpatrick says this particular money cannot be used for security enhancements because it's money that was intended for operations and any leftovers would have to go to the General Fund to help replenish areas such as courthouse repairs, etc. Victor Vlasak said the Judge's suggestion would present an accounting problem.

### **Law Enforcement access to Courthouse:**

Chief Clements reported that law enforcement officers now have keys to the courthouse.  
Discussion.

Motion by Chad Kanable to have Kerry Severson research Knox Box including price of it, to represent to Property; seconded by Debra Schwarze. All in favor.

Motion amended to ask Property Comm for permission to buy box and have installed on east doors of the courthouse. All in favor. Motion passes.

Discussion about cameras in the building and monitoring of those cameras by dispatch. Judge Sharp notes that, in Vernon County, court security officer can see everything on the laptop he carries.

Judge asks 3<sup>rd</sup> floor if there have been incidents up there. Julie Keller notes 3<sup>rd</sup> floor is also having visits from JL.

### **Recommendations for new business/issues at next meeting:**

Chief Deputy Kanable asked for an item regarding the “defeat bars” on doors on 1<sup>st</sup> floor being unlocked at night, unknown to sheriff’s department, when they have meetings in the building. Kleist notes that the building must be left open during jury trial deliberations and dispatch should be notified of that requirement. Discussion about doors being locked or unlocked at night meetings such as County Board meetings. Concerns raised by Vlasak.

Next meeting: TBD.

Motion by Dominic Anderson; second by Sue Triggs to adjourn. All in favor. Meeting adjourned at 3:20 p.m.

Minutes taken and respectfully submitted by Stacy Kleist.