

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** *(Approval of Capital Borrowing Expenditures for Small Courtroom)*

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	7 July 2020	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open or Closed Session	<b>Authority:</b>	Committee Structure C
<b>Date submitted:</b>	2 July 2020	<b>Referred by:</b>	Property 1 July 2020

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Motion to approve expenditures from the capitol borrowing fund #75 amounting to \$15,959.57 for the improvements of the small courtroom.

\*This motion includes the reallocating funds designated for “Administrators Office” for the small courtroom improvement project.

**Background:** *(preferred one page or less with focus on options and decision points)*

The county is currently undertaking upgrade opportunities to both courtrooms and the county board room. Upgrades to the courtrooms and county board room include installation of digital court recorder systems (DAR) and video conferencing systems. These projects will include flooring, minor carpentry, wire conduit installation, replacing carpet, etc. The projects require coordination between several departments.

The current plan includes:

Phase One: Small Courtroom (Aug 2020) — DAR, conduit, carpentry, flooring

Phase Two: Large Courtroom (Sep-Oct 2020) — DRS, video conferencing, flooring

Tentative Timeline and Proceedings:

June 1<sup>st</sup> — Coordination meeting with departments

[Begin gathering cost estimates]

June 3<sup>rd</sup> — Property Committee action to delegate supervision

June 15<sup>th</sup> — Follow up with departments

July 1<sup>st</sup> — Present plan to Property Committee

July 9<sup>th</sup> -14<sup>th</sup> — Post for bids (Rule 14, Page 6)

July 7<sup>th</sup> — Spending authority from Finance and Personnel Committee fund 75

July 15<sup>th</sup> — Review any bids for Carpentry

July 14<sup>th</sup> — Action by the County Board

Authorization by Property Committee: June 3<sup>rd</sup>, 2020 ... “...County Administrator be delegated authority in the management of the upgrades to the courtrooms....

## Richland County Finance and Personnel Committee

### Agenda Item Cover

Approval of estimates by Property Committee: July 1<sup>st</sup>, 2020, pending bid on carpentry work. The carpentry work is in excess of \$5,000 requires county board action and bid posting. Lower/other bids may be considered.

#### Attachments and References:

~ Carpentry Improvement Bids	~Flooring Bid (Badger Land)
~Cable Chase Bid	~improvement diagram
~DAR Install Site Survey	~Property Committee Cover Letter

#### Financial Review:

(please check one)

X	In adopted budget	Fund Number	Fund 75: Capital Borrowing/Capitol Improvement
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

(summary of current and future impacts)

Funding will come from Fund 75 Capital Improvements /Capital Borrowing. Below is a breakdown of estimated costs and funding locations.

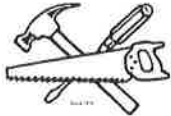
Cost:	Item / Service:	Funding Source:
\$ 9,256.81	Carpentry (Improvements)	Fund 75, Line 10 (Redistribution of Administrator Office)
\$ 2,287.00	Option A (Cable Chase)	Fund 75 Interest, Line 16 (Interest)
\$ 300.00	Wiring	Fund 75 Interest, Line 16 (Interest)
\$ 4,115.76	Flooring (Carpet Tile)	Fund 75, Line 03 (Courthouse ...carpet)
\$ 15,959.57	Total	

Approval:

Review:

\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)



# MICHAEL MARSHALL CARPENTRY & DECORATING

24133 CTY HWY A  
RICHLAND CENTER, 53581  
(608) 647-2708

## ESTIMATE

DATE	ESTIMATE #
6/12/2020	2020.007

NAME / ADDRESS
RICHLAND COUNTY GOVERNMENT

PROJECT

DESCRIPTION	QTY	COST	TOTAL
SMALL COURT ROOM CHANGES			
1 x 6 - 8 # 2 Pine	2	4.79	9.58
1 x 8 - 8 # 2 Pine	2	6.89	13.78
1 x 4 - 8 # 2 Pine	4	2.99	11.96
2 x 6 - 12	4	10.39	41.56
2 x 4 - 12	6	6.99	41.94
2 x 4 pre cut studs	20	4.14	82.80
2 x 4 - 8	6	4.92	29.52
4 x 8 - 3/4 Oak plywood	6	96.45	578.70
1 x 6 - 12 Oak board	4	44.44	177.76
1 x 8 - 8 Oak board	4	42.10	168.40
4 x 8 3/4 underlayment	1	38.50	38.50
Oak outside corner moulding	8	5.79	46.32
Laminate counter tops for wall caps and desk units, approximately 5-6 pieces	1	1,799.00	1,799.00
Oak base cabinet with 3 self closing drawers for under desk counter tops one unit for each space with on extended side panel	3	712.00	2,136.00
quart stain	1	20.99	20.99
gallon polyurethane	1	55.00	55.00
primer and paint for electrical/data cabling chase	1	55.00	55.00
Misc counter top supports and hardware	1	125.00	125.00
electrical materials for installing new electrical outlets in new half walls	1	425.00	425.00
Dump fee	1	25.00	25.00
Labor to Remove old half walls from around raised platform, cut in holes for data and electrical wiring, extend raised platform approximately 6 inches to the east to accommodate for wiring. Build new half walls with oak faces and trims. install desk units and counter tops including finished laminate rolled tops for walls. Build chase in corner north of fireplace for electrical and data cabling from attic to floor. Removal of conduits and electrical outlets for wall and installing new electrical outlets in new walls. New half walls stained and finished.	45	75.00	3,375.00

Note: 1/2 Payment at start or Full Payment within 10 Days of completion

Estimate is good for 60 days. Thank you for considering us!

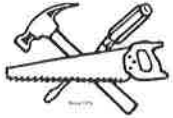
**Total**

**\$9,256.81**

michaelmarshallcarpentry@gmail.com

Unforeseeable cost not included.





**MICHAEL MARSHALL  
CARPENTRY & DECORATING**

24133 CTY HWY A  
RICHLAND CENTER, 53581  
(608) 647-2708

**ESTIMATE**

DATE	ESTIMATE #
6/12/2020	2020.008

NAME / ADDRESS

RICHLAND COUNTY GOVERMENT

PROJECT

DESCRIPTION	QTY	COST	TOTAL
SMALL COURT ROOM DATA CABLING ACCESS			
4 X 8 3/4 underlayment	1	38.50	38.50
2 X 4 - precut	4	4.14	16.56
Misc screws and fastners.	1	35.00	35.00
Labor to make access to raised portion of room, cut out floor and patch in for carpet, drill through floor and replace flooring ready for carpet. Requires 2 trips to patch in after data cable installed to cover up.	24	75.00	1,800.00
Estimate is good for 60 days. Thank you for considering us!		<b>Total</b>	<b>\$1,890.06</b>
michaelmarshallcarpentry@gmail.com		Unforeseeable cost not included.	



# Badgerland Flooring of Southwest WI, LLC

1475 US Hwy 14 East  
Richland Center, WI 53581  
(608) 649-3567  
Badgerlandfloor@mwt.net

## Estimate

Date	Estimate #
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6/4/2020

1189

Name / Address

Richland County Courthouse  
Randy Nelson  
181 West Seminary St  
Richland Center WI 53581

Project

Description	Qty	Rate	Total
Mohawk carpet tiles 100% Nylon. (\$3.59 Allowance)	864	3.59	3,101.76
Adhesive		150.00	150.00
Tear out of out flooring and dispose of it, Installation of new carpet tiles		864.00	864.00
Small Courtroom			
		<b>Subtotal</b>	\$4,115.76
		<b>Sales Tax (5.5%)</b>	\$0.00
		<b>Total</b>	\$4,115.76



# STRANG

HEATING • ELECTRIC • PLUMBING • TELECOM  
6 Veterans Drive, Richland Center, WI 53581  
PHONE (608) 647-2855 • FAX (608) 647-5309

June 11, 2020

Richland County Courthouse  
181 W Seminary St  
Richland Center, WI 53581

## Proposal for CCAP Cabling Upgrades to Small Courtroom

**Option A: Using Newly Constructed Cable Chase.** This proposal is for the installation of data cabling to small courtroom in a new cable chase. This proposal includes rerouting the existing cables into the new cable chase. One of the existing low voltage metal raceways will be shortened and utilized for camera location (optionally camera could be mounted on new cable chase wall). The other low voltage raceway will be removed from wall. A total of four new cat 6 data cables will be installed to locations including rack, Judge's desk, plaintiff/defendant tables and camera. These cables will be routed back to Clerk of Court's rack. All cables will be terminated, tested and labeled. A patch panel will be provided for new rack in the small courtroom.

**Option A Investment ..... \$ 2,287.00**

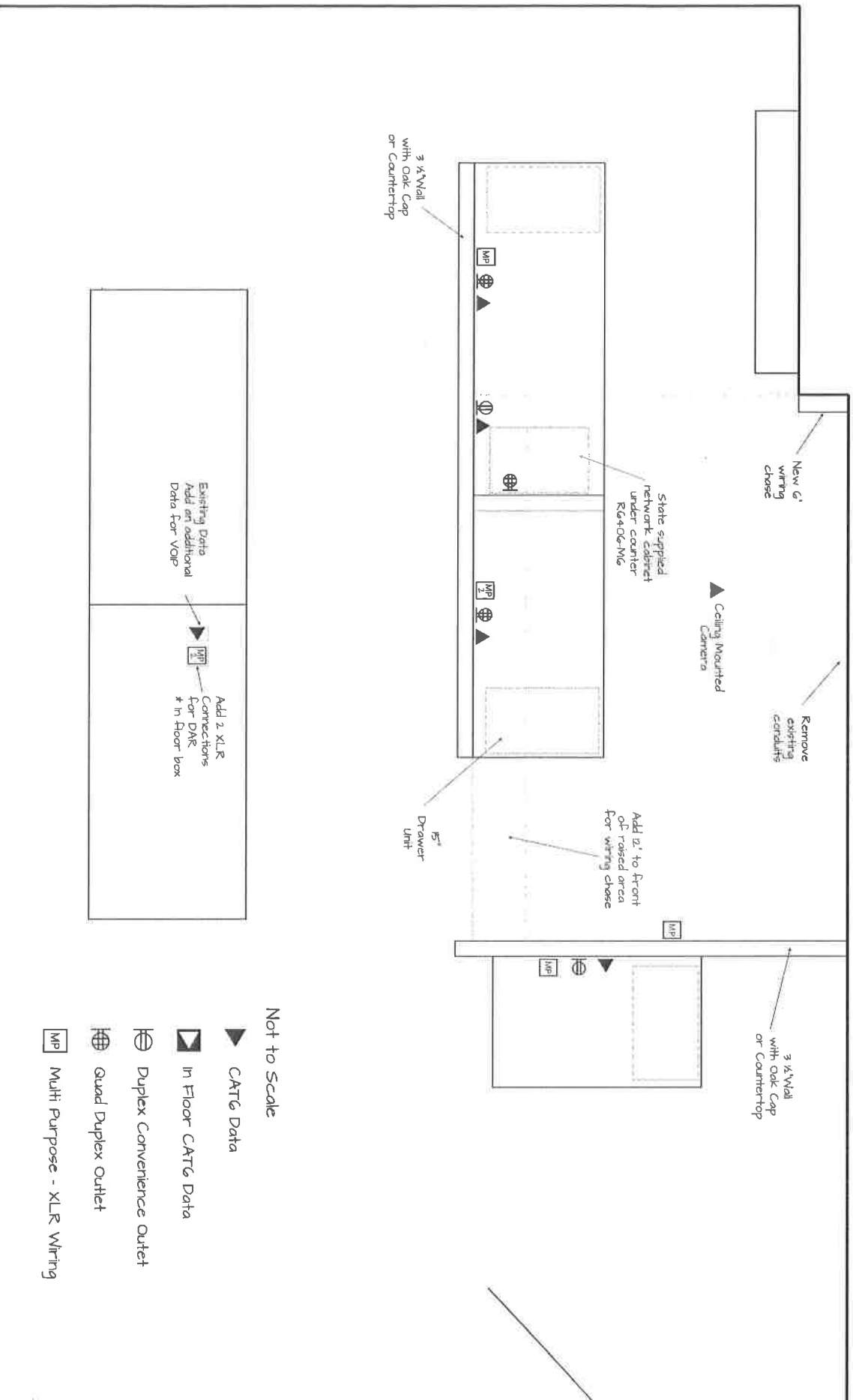
**Option B: Installing Wiremold Raceway for New Cables.** This proposal is for the installation of data cabling to small courtroom in a new metallic Wiremold Raceway. This proposal includes installing another metallic raceway next to the existing raceway. An additional metallic raceway will be installed for camera location. A total of four new cat 6 data cables will be installed to locations including Judge's desk, plaintiff/defendant tables and camera. These cables will be routed back to Clerk of Court's rack. All cables will be terminated, tested and labeled. A patch panel will be provided for new rack in the small courtroom. Seven cables for microphone locations will be installed in provided cable paths (to be terminated by others).

**Option B Investment ..... \$ 2,986.00**

Submitted by,

Jim Luxton







## DAR INSTALL SITE SURVEY

Date: 3-10-20	Steno Court Reporters:
Courthouse: Richland County	Digital Audio Reporters:
Courtroom: 52-01	
System Rack Location: Under Judges Bench	Note:

New DAR Rack Equipment to be installed			
Description	Qty	Manufacturer	Model
Audio mixer (DSP)	1	Biamp	Tesira Forte AVB VI
Network switch	1	HP	1820
Recording PC	2	Dell	OptiPlex 5070 Micro
UPS	1	APC	Smart-UPS Li-Ion, 500VA

New In-Room DAR Equipment			
Description	Qty	Description	Location
Rack	1	Penn Elcom R6406-M6	Under Judges Bench
Clock	1	AudiCue Sync	Reporters desk
Camera	1	Axis M3057-PLVE	On Clerks desk.
Test Speaker	1	Cetacea Ensemble	Reporters Desk
DAR Workstation	1	HP t630 and 24" monitor	Reporters Desk
Mic - Gooseneck	7	Audio Technica ES 915	See Below
Mic - Boundary	1	Audio Technica U851RO	Bench Rail

Existing Equipment Information				
Description	Qty	Location	Model	Connector Type
Rack	1	Judges Bench		
-U available	7			
Mixer	1	Judges Bench	Yamaha MX 12	XLR
-Inputs	8			
-Outputs	4			
Amplifier	1	Judges Bench	Bogen	
Tele Conference	1		Crestron	
Video Conference	1	On a Cart	Polycom	
Reinforcement Speakers	5			
Monitor Speakers	1	Reporter		

Microphone Placement	Mic Length	Mic Cable Length	Mute Function	Existing Mic Model	Replace with CCAP?	Wiring needed	dBa at center of room	Comments
Judge	18"	6'		Shure MX418D/C		N		
Sidebar	Boundry					N		
Clerk	18"	6'				Y		
Witness	18"	6'		Shure MX418D/C		N		
Plaintiff	24"	6'		Shure MX418D/C		N		
Defendant	24"	6'		Shure MX418D/C		N		
Jury	18"	10'				Y		Mic Stand Needed
Reporter	18"	6'				N		



<b>Additional Info</b>				<b>Detail</b>				
Recording Location Name				52 - 01				
<u>Network wiring needed</u>				<b>Reporter:</b> Network cable ran from Judges Bench to Reporter Desk. <b>Clerk:</b> 2 Network cables ran from Network Closet to Clerk's desk.				
<u>Audio wiring needed</u>				<b>Sidebar:</b> XLR Cable ran from A/V rack to Jury (near the door) and terminated with XLR female connection. <b>Clerk:</b> Additional XLR Cable ran from A/V Rack to under Clerk's desk and terminated with XLR female Connection.				
<u>Electrical wiring needed</u>				None				
Network – existing wiring details (run locations, wiring closet running to, etc.)								
Audio - existing mic, wiring, jack details								
Electrical wiring details (available/needed outlets, amperage, voltage...)								
Mics excluded from amplification				Reporter, Sidebar and Jury				
Sidebar location/white noise								
Is each sound reinforcement speaker functional?				Yes				
What is the dBA in Courtroom and for reporter station?								
Are gallery speakers functional?				Yes				
Hardware needed for reporter thin client				None				
PoE Injectors needed				Yes				
Playback from thin client or FTR Rack				Either				
Are current amplification levels acceptable?				Yes				
Other				We highly recommend integrating our equipment with the new rack that will be installed for the Tele/video conferencing equipment instead of installing it under the Judges bench. This would require all microphone wiring rerouted to the new A/V				



	rack location. If this is agreed upon then a new assessment will need to be made.
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## DAR INSTALL SITE SURVEY – DELIVERABLES

Date: 03-10-2020

Courtroom: 52-01

Courthouse: Richland County

Work needed	Responsible Party	Initials	Completion Date
Network Wiring	County IT or Vendor		Prior to CCAP Install
Audio Wiring	County IT or A/V Vendor		Prior to CCAP Install
Camera mounting	County IT		Date of CCAP Install

**Judge**

Signature

Date

**Clerk of Court**

Signature

Date

**District Court Administrator**

Signature

Date



## Richland County Property Committee

### Agenda Item Cover

**Agenda Item Name:** (9. Management of Upgrades to Courtrooms and County Board Room)

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	1 July 2020	<b>Action Needed:</b>	Votes and Resolution
<b>Disclosure:</b>	Open or Closed Session	<b>Authority:</b>	Statute and/or county board rule authorizing action
<b>Date submitted:</b>	01 July 2020	<b>Referred by:</b>	Property in June Meeting

**Recommendation and/or action language:** (summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)

1. Motion to approve flooring estimate with Badger Flooring in the amount of \$4,115.76 and award contract for work, with the county administrator as signature authority.
2. Motion to approve cabling upgrade (option A; cable chase) estimate with STRANG in the amount of \$2,287.00 and award contract for work, with the county administrator as signature authority.
3. Motion to recommend utilizing Fund 75 for a funding source and forward to Finance and Personnel Committee for confirmation and release.
4. Motion to approve carpentry estimate with Michael Marshall Carpentry & Decorating in the amount of \$9,256.81 and draft resolution with recommendation to the County Board to award contract in July, pending the required one week posting requirement is met and the bid remains the lowest.

**Background:** (preferred one page or less with focus on options and decision points)

The county is currently undertaking upgrade opportunities to both courtrooms and the county board room. Upgrades to the courtrooms and county board room include installation of digital court recorder systems (DAR) and video conferencing systems. These projects will include flooring, minor carpentry, wire conduit installation, replacing carpet, etc. The projects require coordination between several departments.

The current plan includes:

Phase One: Small Courtroom (Aug 2020) — DAR, conduit, carpentry, flooring  
Phase Two: Large Courtroom (Sep-Oct 2020) — DRS, video conferencing, flooring

Tentative Timeline and Proceedings:

June 1<sup>st</sup> — Coordination meeting with departments  
[Begin gathering cost estimates]  
June 3<sup>rd</sup> — Property Committee action to delegate supervision  
June 15<sup>th</sup> — Follow-up with departments  
July 1<sup>st</sup> — Present plan to Property Committee  
July 9<sup>th</sup> -16<sup>th</sup> — Post for bids (Rule 14, Page 6)  
July 7<sup>th</sup> — Spending authority from Finance and Personnel Committee fund 75

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## Richland County Property Committee

### Agenda Item Cover

July 17<sup>th</sup> — Review any bids for Carpentry

July 14<sup>th</sup> — Action by the County Board

Authorization by committee: June 3<sup>rd</sup>, 2020

“Motion by Cosgrove, second by Williamson that the County Administrator be delegated authority in the management of the upgrades to the courtrooms and county board room. Motion carried. Upgrades to the courtrooms and county board room include the installation of digital court recorder systems and video conferencing systems. These projects will include flooring, minor carpentry, wire conduit installations and replacing carpet. Small Courtroom – Digital Audio Recording System, conduit, carpentry and flooring. Large Courtroom – Digital Audio Recording System, video conferencing and flooring. County Board Room – Video Conferencing.” - Pending approval.

#### Attachments and References:

~ Carpentry Improvement Bids	~Flooring Bid (Badger Land)
~Cable Chase Bid	~improvement diagram
~DAR Install Site Survey	

#### Financial Review:

(please check one)

X	In adopted budget	Fund Number	Fund 75 Capital Improvements /Capital Borrowing
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

Funding will from Fund 75 Capital Improvements /Capital Borrowing. Below is a breakdown of estimated costs and funding locations.

<u>Cost:</u>	<u>Item / Service:</u>	<u>Funding Source:</u>
\$ 9,256.81	Carpentry (Improvements)	Fund 75, Line 10 (Redistribution of Administrator Office)
\$ 2,287.00	Option A (Cable Chase)	Fund 75 Interest, Line 16 (Interest)
\$ 300.00	Wiring	Fund 75 Interest, Line 16 (Interest)
\$ 4,115.76	Flooring (Carpet Tile)	Fund 75, Line 03 (Courthouse ...carpet)
\$ 15,959.57	Total	

Approval:

Review:

Department Head

Administrator or Elected Office (if applicable)