

Menominee County Buildings & Grounds Committee
Minutes of Meeting
December 21, 2016

*******APPROVED 1.10.17*******

The Buildings & Grounds Committee met on December 21, 2016 at 3:00 PM at the Menominee County Annex, Conference Room, Stephenson.

Others present at the meeting were Peggy Schroud, Marc Kleiman, Sheriff Marks; ex-officio Com. Meintz

Call Meeting to order: Commissioner Schei called the meeting to order at 3:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Larry Schei, Bill Cech, Dan Menacher, Tom Philipps, Jim Mekash; All present

Agenda was approved by Com. Schei and supported by Com. Cech to approve the agenda as written. Motion approved 5/0.

Previous Meeting minutes: There were no previous minutes. This was the first meeting of this committee.

Public Comment: None

Business:

a. **Election of Officers:**

1. **Chairman:** Jim Mekash nominated Larry Schei nomination seconded by Dan Menacher. Approved vote 5/0 - Larry Schei is the Chairman
2. **Vice Chairman:** Larry Schei nominated Dan Menacher nomination seconded by Tom Philipps. Approved vote 5/0. - Dan Menacher is Vice Chairman
3. **Secretary:** Larry Schei nominated Jim Mekash nomination seconded by Tom Philipps. Approved vote 5/0 – Jim Mekash is the secretary.

b. **Vestibule Addition occupied area (1st floor) Information: J. Mekash:** Final inspection was 12.15.16 @ 3:00 PM. We opened the doors to the public 12.16.16. On January 3, 2017 it will become the single point of entry. Security cameras are on order and the wiring is installed. Body scanner and package scanners are in place. Menominee County Sheriff security officer is at the station to greet patrons. Very positive experience at this time. The officer will also help direct patrons to offices. Request from **Peggy Schroud** to enter the discussion. She suggests contacting Mike Kaufman to obtain historic pictures to place on vestibule walls. **Schei:** that's a good Idea. The planter in the center is a nice touch also.

c. **Projects recently completed: J. Mekash:** New window installation is completed. Security fence is installed. Looking to have swipe card access for security still requires RFP and selection of a vendor. **Schei:** would like the security committee involved in this phase of the project. **Sheriff Marks:** We've had a consultant come and work with us to give us some solutions for a ball park price. We do have some grants outstanding that we can use. We have to build an RFP and get it out to the contractors to get a price.

d. **Planned Projects: J. Mekash:** Emergency exit door for Jail is to be installed once the fencing is secured. We have purchased the door to be installed. Postpone until the fence is secure. **Cech:** What

kind of security door? **J. Mekash:** A heavy duty prison door; a special door and lock for the prison/jail applications. **Cech:** is there a back up to the system for electricity? **J. Mekash:** there would be a “manual open” available just in case. (Charlie Meintz enters as public). Courthouse window escape route? Forward to the security committee. Security concerns of any courthouse first floor windows of persons entering the courthouse. **Schei:** are we putting in any landscaping in front of the fence? We have to be careful in placing shrubbery, people can hide within them. **Schroud:** First floor windows open...security issue. **Schei:** Suggest we send this to the Security committee for discussion. **Mekash:** Emergency Generator for courthouse; jail; and boiler room. Including backup for IT. The generator at the health dept. was provided by the health dept. for their refrigerators of medications needing to be kept cold. Consultant engineer is being used for generator and power system design. Consultant will be responsible for all of the state licensing/permits. **Menacher:** Public service will need to be notified, will need an engineered plan. **Mekash:** I don’t know if there are any grants available for the cost of the generator. You can get a diesel or natural gas generator. Diesel may be more costly, not as efficient. **Cech:** There was an allowance made for \$ put aside for the generator. **Mekash,** yes it has been budgeted...the cost of the generator is in the current budget. **Meintz:** What is state mandated as far as a generator in the jail? Currently the generator is wired to the IT closet in the jail. It will run the jail, but not the kitchen. Statute says we have to have a generator to run the jail. Engineering cost is \$4,000, fixed price.

- e. **Pending County Space needs in the next few months:** A lot of the space needs come from mandates for the jail. We have a mandate to the jail that by Feb. 2017, we have to provide a special lawyer/inmate area to be provided within the jail within a secure area. Recording equipment is not to be installed in this area. We discussed the sergeants’ area, because it is within the secured area of the jail. Then that would displace 3-4 people from that office. Road Patrol room now has investigators in there and they would be displaced if we use that area. They could use the area where the current probation and parole are located. The SOM Probation and parole office is too small for their staff needs. DNR building was investigated as a new site for purchase. This option has been deemed too expensive for rental, it is not for sale as we were previously informed. The Health Dept. option was presented (to use space in the health dept. for office space), and the idea was rejected.
- f. **Space availability in County owned buildings:** - Discussed above.
- g. **Proposal to meet needs and space available:** Commercial building @ 1000 9th Street. Description of the building was provided. List price was \$89,900 for 2112 Sq. ft. Tax roll value is \$92,400. Potential departments for relocation: Probation and Parole; Veterans officer; Detectives; E911. Recommendation to look at this building. Building will be toured on 12.22.16 @ 1:00 PM. Can write offer without earnest money per Karen Kloida, Broadway real estate. An offer of \$85,000 was made by Charlie Meintz with contingencies per approval of the county board and to contact the City building inspector. Location of this building is a major plus. Need to explore network and phone installation expenses. Courthouse floor plan handout. 2nd floor vestibule layout rationale: get departments in proximity. Register of Deeds – Clerk is supervisor of this dept. 2 Conference rooms for ROD computer access and/or lawyer/client use. Also a third computer for ROD files in open area. Courthouse office location changes recommended in a four page handout. **Tom P.:** Questions the traffic flow. **Mekash:** Further explains the lawyer/client meeting room opportunities. **Cech:** What is the current size of the Equalization Dept. **Mekash:** No calculations have been made as of yet. **Schei:** allows **Peggy Schroud** to speak. She suggests moving the EQ department and the IT person to the 2nd floor vestibule. Hire a third EQ person and have the IT person do the Equalization mapping. Veterans officer proposed to move to the building at 1,000 9th Street. **Sheriff Marks** – reduce size of the veteran’s officer waiting room, on proposal. **Marc Kleiman:** Move Veterans’ officer to new building; move equalization to the Admin office/Veterans’ office. 2nd floor plan OK; Check size of sq. footage vs current size. **Schei:** Other building should be the first thing to consider. Then rework drawings with actual size comparisons produced. **Sheriff Marks:** Veterans with PTSD may be a factor to affecting entering the Courthouse. **Peggy Schroud:** Storage Concerns for the Equalization Dept. **Meintz:** Veterans to the new building and Equalization needs a Mapping area. Review the

entire picture of space usage while trying to limit moving departments. Try to get Equalization Dept. and their storage files all in one location. **Schei:** Look into the 9th Street building, review all department change recommendations. Also we need to discuss the meeting fee to the public committee meeting. We will provide a form and it's up to the committee member to submit the form if desired. The meeting fee is \$50/meeting and the IRS rate for mileage (.535 as of 1.1.17). **Menacher:** recommends a person to take minutes. Possibly Sherry or another PT person.

Public Comment: Peggy Schroud: Has concerns with limited mobility to give people access to offices.

Next Meeting Date: None at this time.

Adjourn: Moved by Menacher supported by Com. Cech to adjourn the meeting at 5:08 P.M. Motion approved 5/0.