

## GENERAL SERVICES COMMITTEE

Minutes – January 14, 2015

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 3:30 P.M., Wednesday, January 14, 2015 in the Courthouse Conference Center, Rock County Courthouse East.

**Committee Members Present:** Supervisors Brill, Heidenreich, Brien and Zajac.

**Committee Members Absent:** Supervisor Nash.

**Staff Members Present:** Rob Leu, General Services Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Sherry Oja, Finance Director; Captain Brent DeRemer, Sheriff's Office; Rita Costrini-Norgal, Mediation and Family Court Services; Kris Baker Ellis, Child Support Director; Randy Leyes, Register of Deeds; Donna Duerst, UW Extension; Jacki Gackstatter, Clerk of Courts; Lori Bienema, Deputy Clerk of Courts; Sue Balog, Senior Accountant/Assistant to Finance Director; Jodi Millis, Purchasing Manager; Colin Byrnes, Acting Planning Director; Cheryl Martin, Accountant, Planning; John Solis, Veterans Service Officer; Vicki Brown, Treasurer; Judge Alan Bates; Julie Pfister, Judicial Assistant.

**Others Present:** Supervisors Podzilni, Kraft and Mawhinney; Eric Nelson, Public Defender; Dan Murray, JBM Patrol and Protection; Jeff Pronchinske, Mead & Hunt.

**Approval of Agenda:** Supervisor Heidenreich moved approval of the agenda as presented, second by Supervisor Zajac. ADOPTED.

**Citizen Participation, Communications and Announcements.** None.

**Discussion of Courthouse Security Report.** Mr. Leu introduced Jeff Pronchinske, Mead & Hunt, the Security Consultant and Project Manager.

Mr. Pronchinske went over the highlights of the Security System Assessment. He said this is a holistic approach, which consists of three parts: electronic security, physical security and public access and screening. A non-proprietary approach was taken so the system would be non-restrictive as to which company or system the County would go with. Mr. Pronchinske went over the recommendations for the security control and monitoring system, voice communication system, duress alarm system, card access system, video surveillance system, emergency mass notification system, inmate transfer and holding, courtrooms, administrative agencies, public access and screening, and additional modifications/options (repurpose rear parking, renovation of screening area, relocation of information booth, installation of an additional elevator, card access at rear entrance, and a second screening station).

Mr. Pronchinske said, once a decision is made on what the County wishes to do, the design process would take 5-6 months, the bidding process would take a month, and construction would be approximately 9-12 months. The budget for the proposed project could amount to a total of \$2.7 million, including a 35-45% construction contingency.

Ms. Duerst asked how evening access is being proposed. Mr. Pronchinske said this would be with card access, which could expire that evening if programmed that way.

Captain DeRemer said security is for everyone's protection, it is not convenient and that is something we will all have to deal/live with. He added that there are presently 20 entrances to the Courthouse and it is proposed to have cameras and alarms at each entrance/exit.

Mr. Pronchinske said the 1999 addition was built to accommodate an additional two floors.

Mr. Kuglitsch said the video conferencing is not the best quality and asked if an upgrade to this was included. Mr. Pronchinske said this was not looked at but could be rolled into the project.

Mr. Smith asked if card access at other County facilities would be keyed the same. Mr. Pronchinske said this could be done.

Captain DeRemer said there are many options that can be utilized with using a card such as an alarm could go off if an unauthorized person tries to come through a secure entryway with an authorized person with a card.

Mr. Pronchinske said the Courthouse was built on a hill which causes some unique problems.

Judge Bates said the Courthouse Security Committee will look at the assessment and give their feedback.

Captain DeRemer reminded everyone that security is everyone's responsibility and to be aware of everything around you and to take security very seriously.

**Set Future Meeting Dates.** The Committee said next week's meeting agenda will include a discussion of the Courthouse Security Assessment.

**Adjournment.** Supervisor Heidenreich moved adjournment at 4:18 P.M., second by Supervisor Zajac. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**