GENERAL SERVICES COMMITTEE  
Minutes – May 9, 2016

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, May 9, 2016 in Conference Room N-1, Rock County Courthouse East.

Committee Members Present: Supervisors Brill, Heidenreich, Homan, Yeomans and Zajac.

Committee Members Absent: None.

Staff Members Present: Carl Varga, Interim Facilities Management Director; Josh Smith, County Administrator; Nick Osborne, Assistant to the County Administrator; Jodi Millis, Purchasing Manager; Annette Mikula, Human Resources Director.


Approval of Agenda. Supervisor Yeomans moved approval of the agenda as presented, second by Supervisor Homan. ADOPTED.

Citizen Participation. Introductions were made.

Approval of Minutes. Supervisor Zajac moved approval of the minutes of May 3, 2016 as presented, second by Supervisor Heidenreich. ADOPTED.

Courthouse Security – Phase II Update – Potter Lawson: Mr. Smith gave a brief overview of the project to date.

Mr. Lawson handed out copies of a PowerPoint presentation they prepared and went through the presentation, which included the project goals, objectives, site analysis, and current conditions of the courthouse (attached). He presented five options: 1) two security screened entrances and two parking structures; 2) one first floor enlarged security screened entrance and two parking structures; 3) a single security screened and one enlarged parking structure on the west side; 4) a single security screened entrance for the public and employees, a central corridor to bring employees to the screening station, and two parking structures; and 5) two entrances, one with an external corridor to bring employees to the screening station, one security screening station, and two parking structures.

Supervisor Kraft said an option presented at an earlier meeting was to route employees from the east parking lot down to the second floor, put a second screening station where the Courthouse Conference Center is now, route the screened employees into the current hall on second floor, and move the conference center to the offices to the west.

Supervisor Yeomans suggested having a skywalk from the east parking structure to an enlarged single screening station on the first floor at the west entrance.

Supervisor Heidenreich suggested Option 3 but to build a screening station prior to entering the building. Supervisor Yeomans agreed and suggested building the parking structure to three levels. Supervisor Heidenreich suggested moving the loading dock to the east side of the building and to remove the existing parking lot.

Supervisor Podzilni suggested having a count done over the next few weeks on the number of people who enter and exit at both the east and west entrances.
Mr. Smith suggested putting this project on the next agenda for further discussion.

**Communications, Announcements and Information.** None.

**Adjournment.** Supervisor Heidenreich moved adjournment at 9:39 A.M., second by Supervisor Homan. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**
General Services Committee
Building Access and Weapons Screening
May 9th, 2016

Meeting Agenda

- Goals & Objectives
- Study Approach
- Site Analysis
- Current Conditions
- Conceptual Options
- Next Steps

GOALS:
- Improve Building Safety

OBJECTIVES:
- Increase Screening
  - To improve safety of Public & Employees
- Develop Alternatives/Options
- Assess Options

ASSUMPTION:
- Ability to access Public and Employees
Conceptual Options

- Two Building Entrances (West & East)
- Two Screening Locations
- Utilizing existing parking structures
- Move Screening from Level 2 to Level 1
- Enlarge West Entry to accommodate screening
- Construct New East Entry area to accommodate screening

Option 1: Multiple Screening Locations
Option 1: Multiple Screening Locations

- Single Entry for Public and Employees
- One Screening Location at West Entry
- Utilize existing parking structures
- Move Screening from Level 2 to Level 1
- Enlarge Level 1 Public Entry to accommodate screening
- All Accessible Parking located to west parking lot
- Employees utilize exterior City sidewalks to reach the building entrance
Option 2: Single Entry - Multiple Parking

ADVANTAGES:
- Utilization of existing parking structures
- Single screening location

DISADVANTAGES:
- Exterior sidewalks used to reach entry
- Safety of Potential to Entry - no provision of timeouts to entry
- Public Transportation Route to Entry

Option 3: Single Entry - Single Parking

- Single Entry for Public and Employees
- Demolish and enlarge west entry parking to accommodate Public and Employees
- Move Screening from Level 2 to Level 1
- Enlarge Level 1 Public Entry to accommodate screening
- All Accessible Parking at west parking lot
- East side parking?????
Option 3: Single Entry – Single Parking

**ADVANTAGES:**
- Single screening point
- Parking consolidated to one location for the building – wayfinding easier

**DISADVANTAGES:**
- Not utilizing existing parking structures
- Public transportation route to entry

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Option 4: Multiple Entries / Single Screening / Internal Building Circulation

- Separate Public and Employee Entries
- Single Screening Area for Public and Employees
- Utilize Existing Parking Structures
- All Accessible Parking at west parking lot
- Develop Internal Building Circulation Route to Single Screening Area on Level 2
- Enlarge Screening at Level 2

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Option 4: Multiple Entries / Single Screening / Internal Building Circulation

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- Separate Public and Employee Entries
- Single Screening Area for Public and Employees
- Utilize Existing Parking Structures
- All Accessible Parking at west parking lot
- Develop New Circulation Route outside of existing building to Single Screening Area on Level 2
- Enlarge Screening at Level 2

Option 5: Multiple Entries / Single Screening / New Circulation Route

ADVANTAGES:
- Single screening location
- Utilization of existing parking structures
- Public Transportation Route to Entry

DISADVANTAGES:
- Departmental modifications necessary
- Refine the Options
- Development Construction Phasing Scenario(s)
- Prepare Preliminary Cost Estimates
- Next Meeting

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