

## SECURITY COMMITTEE MEETING

July 8, 2015

Minutes

Location: Room 520 in the Courthouse

### **Next Meeting: October 14, 2015 ROOM 500 at Noon**

**Committee Members Present:** Judge Karen Seifert, Chief Deputy Clerk of Court Leigh Anne Kohls for Clerk of Court Melissa Konrad, Family Court Commissioner Lisa Krueger, State Public Defender Linda Meier, Victim Witness Coordinator Terri Vandellen, Facilities Director Mike Elder, Sheriff John Matz, Emergency Management Director Linda Kollmann, County Board Members: Bill Wingren and Bill Roh

Others Present: County Board Members: Paul Eisen, Larry Lautenschlager and Mike Norton

- I. Minutes:** Sheriff John Matz motions to approve January 14, 2015 Minutes. Seconded by County Board Member Bill Roh. Approved.  
County Board Member Bill Roh motions to approve April 22, 2015 Minutes. Seconded by Sheriff John Matz. Approved.
- II. Security Incidents:** No reported security incidents in last quarter. Discussion regarding disruption vs. endanger situations.
- III. Courthouse Security:** Joe Friday has been replaced by Mitch Grube. Now Mitch Grube and John Zimmerman are on duty for courthouse security.
- IV. Courthouse Security Project:** Update by Facilities Director Mike Elder. First part of project, Courthouse Security Addition: proposals were out, received six responses, he recommended Kontext Architects. Approved at this stage by the County Executive and also just this morning at the Facilities and Property Management Committee Meeting. Next stage is for approval in front of the County Board at the July meeting. Once that is done, will move ahead with design. Will want to meet with Sheriff's Office regarding design of the addition. Will move forward as quickly as possible.  
Second part of project, Relocation of County Departments: this step is to make room in the Courthouse for operation of court related functions. Non-court functions to Otter Street (CAB). Concerns to be worked out before we can move forward with that. Decisions would need to be made on who can be moved there. Parking is a factor for Otter Street. It will be a few years for this process. The perimeter lockdown of the Courthouse will be done well before any of that. Some identified non-court functions include County Clerk, Treasurer, Register of Deeds and General Services. Then plan would need to be made to reconfigure the Courthouse and determine high traffic volume needs for offices such as Child Support and Clerk of Courts and the vacating of current County offices in the

Safety Building. This includes Court Commissioner and Branch VI. Looking for Family Court Services to go to Otter Street (CAB). Additions of jury rooms, ADA restrooms and additional meeting rooms.

Information passed along that the Property Lister's Office has moved to Otter Street (CAB) and their area is being converted to a break room. There will not be a sink or refrigerator and the Courthouse basement vending machines will be moved into there. This takes away concern of locking down the tunnel between the Courthouse and the Orrin King Building. Courthouse employees use the break room in their basement.

- V. Duress Alarms Status Update:** The duress alarms will be addressed during the security addition project.
- VI.** If there is anything the committee can do to assist with the Courthouse security addition or reconfiguration, Facilities Director Mike Elder should let the committee know. Discussion.
- VII.** Sheriff John Matz informs the committee work is being done on the job description and standard operating procedures for screening personnel for the upcoming Courthouse security addition. They will be shared with the committee when they are completed.
- VIII. No Old Business.**
- IX. No New Business.**

County Board Member Bill Roh moves to adjourn. Emergency Management Director Linda Kollmann seconded. Meeting Adjourned.