

Trempealeau County Board of Supervisors

36245 Main Street
Whitehall, WI 54773
715-538-2311

Dick Miller, Chairman

Paul L. Syverson, County Clerk

DATE: January 5, 2016

TO: Members of the Trempealeau County Facilities Planning Committee

FROM: Dick Frey, chair, Facilities Planning Committee

RE: January 7, 2016 committee meeting.

AGENDA

Facilities Planning Committee

8:30 a.m.

January 7, 2016

**Clearwater Conference Room, Trempealeau County Health Care Center,
Highway 121**

**(This room is at the main center. If people come to the main office, the office
staff will get them to the room. It is in the office complex.**

1. Call meeting to order.
2. Certify open meeting requirements have been met.
3. Adopt agenda.
4. Introductions if necessary.
5. Adopt minutes of 12/17/2015 meeting.
6. Tour of the TCHCC
7. Update on the following:
 - a. Jail Plans
 - b. Discussion of maintenance needs/plans – Bill and Jeremy
 - c. Survey of Department Heads
 - d. Data Connections – Dave and Cindy
8. Demographics discussion
9. Set next meeting date and identify agenda items
10. Adjourn

We look forward to seeing you on January 7th.

If you cannot attend the meeting please contact Michelle Rose at 715-538-2311 ext. 208.

Minutes of the Facilities Planning Committee

8:30 a.m.

December 17, 2015

Tremple Room, basement of the Trempealeau County Courthouse, Whitehall

PRESENT: Doug Winters, Cindy Currier, Sally Miller, Dick Frey, Jeremy Matheny, Mary Gullicksrud, Brian Bohn, Tony Baures, Sheree Nelson, Bill Kirschner, and Pat Malone

1. Meeting called to order at 8:42 a.m. by acting chair Doug Winters.
2. Winters certified that open meeting requirements have been met.
3. MOTION: Frey/Bohn to adopt agenda. CARRIED.
4. Introductions were made since new committee members were in attendance.
5. MOTION: Frey/Nelson to adopt minutes of 12/3/2015 meeting. CARRIED.
6. The committee went through the process of selecting officers. Dick Frey will serve as chair of the committee. Sally Miller will serve as vice chair. Malone will take minutes and send out agendas and minutes so committee members can focus on the business of the committee.
7. The committee reviewed the charge given to them by Dick Miller at our first meeting.
8. The committee began their review of existing plans and past alternatives considered. The main TCHCC facility is roughly 80,000 square feet while the courthouse is about 70,000 square feet. Matheny shared the courthouse layout and Kirchner shared the layout for the TCHCC. Frey shared the most recent plan developed for the jail; however, previous plans were not readily available. Frey will continue looking because there may be copies in the courthouse or with Ayres and Associates.
 - a. Courthouse – Matheny reviewed some of the main courthouse issues. They include breaker panels and plumbing issues. The boilers and fixtures were recently replaced. The roof will be replaced this year. There are currently no sprinklers. However, if we undergo significant renovations the building will need to be brought up to current code. We also spoke about the air quality issues in the basement.
 - b. TCHCC – Kirschner and Gullicksrud shared plans of the annex and current TCHCC facility. The TCHCC board doesn't have any major concerns about locating other agencies in the existing facility once they move out. The building was designed for 24 hour/day use and included kitchen and dietary facilities. These both added significantly to potential renovation costs. The main systems they were looking at updating were plumbing, HVAC, electricity and the kitchen and dietary center. They would have had to meet the requirements for 24 hour/day residency. The requirements would be less strict for a government facility. The boiler in the facility is functional but it is old and dates to the late 1960's.
 - c. Law Enforcement Facilities – Dick Frey and Matheny discussed some of the current jail issues. The inspector has reduced the number of beds we have available in our jail because of our deficits. There has been some upgrading; however, key

systems, such as the door locks, are out of date and no longer manufactured.

9. Department Head Survey – Cindy and Pat reviewed the proposed survey with the committee. Some questions were modified. The plan is to send the finished survey out to department heads on 1/4/16 or 1/5/16 and have it due by January 15, 2016.
10. Review and update timeline. The group discussed the timeline and additional information they feel they need. Baures requested a fairly in-depth demographic analysis including age, sex, immigration, birth rates, and so on. Malone will check with the Applied Population Analysis to see what kind of analysis we can get put together.
11. We discussed touring the courthouse. We will do it after we review the results of the department head survey so we can have a better idea of what we are looking at in the context of needs identified in the survey.
12. The next meeting will be January 7, 2016, at 8:30 a.m. at the Health Care Center. Mary will get a meeting room for us. She will also arrange for their IT head to be available to meet with us if possible. Malone will have at least some preliminary demographic data available.
13. Frey declared the meeting adjourned at 10:22 a.m.

Respectfully submitted,

Pat Malone