

RESOLUTION NO. 2011-12

**RESOLUTION BY THE PUBLIC WORKS, PARKS AND FACILITIES COMMITTEE
AUTHORIZING A LEASE WITH ATTORNEY MARY B. GROSSMAN IN HER CAPACITY
AS U.S. DEPARTMENT OF JUSTICE CHAPTER 13 STANDING TRUSTEE FOR THE
EASTERN DISTRICT OF WISCONSIN**

To the Honorable Members of the Racine County Board of Supervisors:

BE IT RESOLVED by the Racine County Board of Supervisors that a lease agreement with Chapter 13 Standing Trustee Mary B. Grossman (hereinafter "Lessee") under the following terms and conditions is authorized and approved:

- 1. Lessee shall pay Racine County \$1,565.00 for the term of the one year lease agreement. Annual rental rates may change but, will be determined and provided to lessee by September 30th of the year for the next year. Estimates could be provided before that date if needed for budgets.
- 2. The term of the lease shall commence on 1 June 2011 and shall expire on 31 May 2012 but, said lease can be extended if Lessee requests an extension and agrees with the annual rent increase and the Racine County Public Works Director approves.
- 3. During the term of this lease agreement either party may terminate the lease before the end of the term, by giving no less than forty-five (45) days written notice of its intention to do so. Lessee shall at the termination of the lease, completely remove from the premises all of her personal property placed thereon.
- 4. The premises shall be used only by Lessee and her invitee(s) for related and necessary Chapter 13 Trustee business.
- 5. Lessee shall, in the use of the premises, comply with all laws, ordinances, rules and regulations of the County of Racine and the State of Wisconsin.
- 6. Lessee shall, indemnify and save Racine County harmless from any and all claims for injury or death to any person or for damage to property of any person arising out of Lessee's use of said premises; excepting, however, any claims or actions arising out of negligence or willful acts on the part of Racine County and its agents and invitees.
- 7. Such other terms and conditions as the Corporation Counsel and the Public Works Director deem necessary and appropriate.

1 Resolution No. 2011-12
2 Page Two

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4 **BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that any
5 two of the Racine County Clerk, the County Executive and/or the Racine County Board
6 Chairman are authorized to execute any contracts, agreements or other documents
7 necessary to carry out the intent of this resolution.

8 Respectfully submitted,

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10 1st Reading _____ **PUBLIC WORKS COMMITTEE**

11
12 2nd Reading _____

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14 BOARD ACTION _____
15 Adopted _____
16 For _____

17 Against _____

18 Absent _____
19 Katherine Buske, Vice-Chairman

20 VOTE REQUIRED: Majority

21
22 Prepared by: _____
23 Corporation Counsel Mike Dawson, Secretary

24
25 _____

26 Daniel Sharkozy

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28 _____

29 Ken Hall

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31 _____

32 James C. Rooney

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34 _____

35 Donnie Snow

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37
38 **INFORMATION ONLY**

39
40 **WHEREAS**, Racine County is currently renting room space to “outside” government
41 or quasi-government entities; and

42
43 **WHEREAS**, Rental Rates are based on the actual costs for office maintenance.
44 Rental Rates are determined by dividing the actual costs by the square feet of office and
45 shared space, i.e., “cost recovery”; and
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6 **WHEREAS**, \$130.42, is payable by Chapter 13 Standing Trustee Mary B.
7 Grossman, monthly on the first day of each month, or the annual amount may be paid at
8 the beginning of the year/term; and

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10 **WHEREAS**, Rental rates include utilities, building cleaning and maintenance, yard
11 and parking lot maintenance; and

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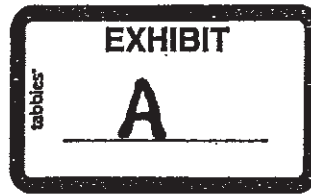
13 **WHEREAS**, the room Chapter 13 Standing Trustee Mary B. Grossman will be
14 leasing is the southwest leg of Ives Grove Complex 14200 Washington Avenue,
15 Sturtevant, WI 53177 – “Code” area meeting room; and

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17 **WHEREAS**, Chapter 13 Standing Trustee Mary B. Grossman is responsible for
18 phone and computer services and all related expenses; and

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20 **WHEREAS**, Racine County Ordinance No. 2001-246 and adopted Policy on Public
21 Room Use governs the adoption of room use rules and regulations (See Exhibits A & B)



ORDINANCE NO. 2001-246

ORDINANCE BY THE PUBLIC WORKS COMMITTEE REPEALING AND RECREATING
CHAPTER 16, ARTICLE II OF THE RACINE COUNTY CODE OF ORDINANCES

To the Honorable Members of the Racine County Board of Supervisors:

The Racine County Board of Supervisors do ordain as follows:

Part 1

Chapter 16, Article II of the Racine County Code of Ordinances relating to the Highway and Office Building and Auditorium is hereby repealed and recreated to read as follows:

ARTICLE II. BUILDING AND ROOM USE

Sec. 16-21. Room Use Rules.

(a) The provisions of this article shall control the use of rooms in county-owned buildings by non-county entities. These policies, rules and regulations shall cover the use of meeting/conference rooms in all county-owned buildings that have not been leased or licensed to some other organization (i.e., the Racine Marina, Belle Harbor, the Ives Grove Golf Course, Brown's Lake Golf Course, the Burlington Senior Center).

(b) Subject to the provisions described below, rooms in county-owned buildings which are to be made available for use by non-county entities shall only be made available to and for:

- (1) Local Racine County or State governments or agencies thereof, holding government meetings or events;
- (2) Racine County government related functions;
- (3) Non-profit community service organizations that further a public interest or provide a public service;
- (4) Court related functions including administrative hearings and depositions.

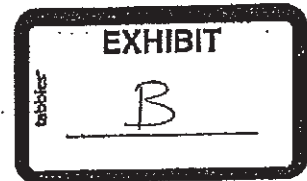
(c) The public works director shall compile a list of:

- (1) All rooms in county-owned buildings that are available for use by non-county entities;
- (2) The departments and/or persons who are designated to be in charge of the use of the rooms. (Said parties will have the responsibility for receiving applications for the use of particular rooms and calendaring the use of the rooms.

(d) The public works director shall develop initial room use policies, rules and regulations [together with the list developed under section 16-21(c)] and amendments thereto which shall be submitted to the county executive and the corporation counsel for their review and approval.

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5 (e) The room use policies, rules and regulations and any amendments shall then be
6 submitted to the public works committee for their approval and adoption.

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8 (f) Meeting/conference rooms not specifically listed for public use under section 16-
9 21(c) shall be reserved and scheduled by the appropriate county official or department head
10 designated by the county executive. At any such time, the use of these meeting/conference rooms
11 are authorized for general public use policies, rules and regulations adopted under this section
12 shall apply.
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Racine County Policy on Public Room Use

Section 16-21 of the Racine County Code of Ordinances requires that a list of rooms available to non-County entities be compiled along with the departments and/or persons responsible for receiving applications and calendaring the designated rooms. Section 16-21 also requires that room use rules and regulations be developed and adopted. This policy sets forth designated rooms for public use, the responsible departments, and rules and regulations regarding reservation and use of Racine County meeting rooms.

Racine County government designates certain meeting rooms in County buildings to be available for use by the general public in accordance with this adopted policy.

Rooms Available for General Public Uses:

COUNTY BUILDING	ROOM	DAYS AND HOURS AVAILABLE	AGENCY RESERVED AT; BY	ROOM CAPACITY
Racine County Service Center (Racine)	Public Meeting Room (1 st Floor SW)	Mon.- Thurs. 8:00 a.m.- 9:00 p.m. Fri. 8:00 a.m. – 5:00 p.m.	Human Services Department (Racine); Director of Human Services	30-50 Depending on set-up
Western Racine County Service Center (Burlington)	Eppers Room	Mon.- Fri. 8:00 a.m. – 9:00p.m.	Human Services Department (Burlington); Director of Human Services	130 max.
Racine County Highway and Office Building (Ives Grove)	Auditorium	M-F 7:30 a.m.- 10:00 p.m.	Public Works Department; Director of Public Works	100 max.
Racine County Highway and Office Building (Ives Grove)	Conference Room "C"	M-F 5:00 p.m.- 10:00 p.m.	Public Works Department; Director of Public Works	15 max.

Other meeting/conference rooms not specifically listed for public use by this policy are covered by this policy shall be reserved and scheduled by the appropriate County official or department head designated by the County Executive. At any such time use of meeting/conference rooms are authorized for general public use, these rules and restrictions shall apply.

For the Designated Public Meeting Rooms the following policy is in effect:

A. General County Government Use

1. The designated public meeting rooms may be used during normal business hours by:
 - a. County Board and its Committees
 - b. County departments and agencies
 - c. Agencies leasing County space including employees working within the Workforce Development Center
 - d. Public meetings related to a Racine County-provided Services
 - e. Court related functions including administrative hearings
2. When used for the above listed groups and purposes, no limit is placed on the advanced scheduling.
3. Room reservations may be made by phone. Requests for special room or equipment setups should be made in writing giving the details of such request.
4. The designated rooms may be used by the above groups at times outside of normal business hours at all times provided that a authorized County official, County employee, or County provided security vendor is present at all times.

B. General Public Use

1. The designated public meeting rooms may be used during normal business hours by:
 - a. Non-Profit, Community organizations that further a public interest or provide a public service
 - b. State or local governments or agencies thereof, holding governmental meetings or events
2. The public meeting rooms shall not be used by groups of a partisan political, religious, or profit-making nature when the purpose of such groups meeting is to promote a partisan political perspective, engage in religious worship, and/or conduct a profit making activity. Exceptions may be granted only by the prior, written approval of the Public Works Committee.

3. Advance reservations are required. Minimum reservation 24 hours. Maximum 60 days in advance of the meeting or event.
4. Phone reservations will be made. The name, address and phone number of the responsible contact person shall be provided. Racine County reserves the right to cancel any room use/reservation if necessary for Racine County functions. All attempts will be made to notify the registered responsible contact person at the phone or address provided.
5. Requests for special room or equipment setups shall be made in writing, in advance of the event giving the details of such request. Requests will be honored based on reasonableness and availability of human and equipment resources.
6. An application form and agreement for each date may be required prior to the reservation. Racine County reserves the right to require a bond in an amount sufficient to pay for any potential damage to County property based on the anticipated use of the room. The amount of the bond shall be determined in advance by the County Executive or designee.
7. The responsible contact person is responsible for clean up of the room and for any and all damage to County property.
8. Youth groups are allowed only with adequate adult supervision as determined by the reserving agency.

C. General Rules

1. The use the facility for the consumption or preparation of food and the related appliances, food storage and preparation devices shall not be permitted without advance written permission from the agency making the reservation.
2. Audiovisual equipment and coffeepots may be available. Equipment requests must be made at time of reservation. (Coffee is not supplied). County departments or agencies may provide their equipment for use in the meeting rooms at their discretion.
3. Alcoholic Beverages are not permitted. Smoking is prohibited in any building.
4. Tables, chairs and equipment may not be removed from their assigned rooms without permission.
5. In the event any necessary cleaning or repairs of damage are required, the costs will be charged to the user group. No group with outstanding costs

charged against it may use any room again until all costs are paid in full. If damages are assessed to a user group on more than two occasions, their right to use the meeting rooms may be forfeited.

6. The use of the Auditorium at the Racine County Highway and Office Building by the Town of Yorkville as a polling place during scheduled elections is hereby authorized.
7. Rules regarding specific room arrangements, uses and equipment use may be made by the Department charged with taking the reservation.

Any appeal to this policy may be made to the Public Works Committee at a regularly scheduled Committee meeting.

Authorized and adopted by the Racine County Public Works Committee April 4, 2002.

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE
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CAPITAL PROJECTS

Building - Rent of County Property	662.4675	78,058	78,058
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2011 RENT RECEIVED FROM ROOM SPACE RENTAL \$782.46
2012 RENT RECEIVED FROM ROOM SPACE RENTAL \$782.46
FOR 6 MONTHS IN 2011 AND 6 MONTHS IN 2012

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____