



## **New Courthouse News from Roger Gilbert: Roger was on vacation**

### **Phase I Transition: 23 working days until the move**

#### **Tentative Office Move Timeline:**

Prior to 2/20/06 – Punch list signed off by owner - Communication Center equipment and furniture, new office furniture, telephone, a/v and server room equipment installed

2/13/06 – Com Center/Jail start testing equipment\*

2/20/06 – Monday: Holiday – Move Servers

2/21/06 – Tuesday: Recorder & IT

2/22/06 – Wednesday: Assessor & VA

2/23/06 – Thursday: Treasurer

2/24/06 – Friday thru Monday: Jury Room, Law Library, Clerk of Court, Judges, State misc. Courtroom,

2/28/06 – Tuesday: Auditor

3/1/06 – Wednesday: Sheriff\*\*

3/2/06 – Thursday: Supervisors, EMA, Community Services, Custodian and Misc. move – these days could be used for trailering items left behind.

3/3/06 – Friday: Misc. move

3/4/06 through 3/12/06: (9 days)– remove artifacts etc.

3/13/06 – Monday: Communication Center running live

3/13/05 – Monday: Asbestos removal starts

3/31/06 – Friday: Asbestos removal completed

4/3/06 – Monday: Old Courthouse demolition

4/28/06 – Friday: Demolition completed

\* Com Center training 2/13/06 to 2/20/06 & testing from 2/20/06 to 3/13/06 – 3 weeks testing not 4 weeks

\*\* Sheriff's office space will be used for the furniture staging area and will be set up last.

**Transition cont:** The moving process will be a color code system. Each office will have a color assigned. The list is as follows:

Law Library-GREEN	Case Coordinator-GREEN	Court System-GREEN
Veterans Affairs-BLUE	Auditor-YELLOW	Treasurer-RED
Clerk of Court-PINK	Recorder-ORANGE	Community Services-LIGHT YELLOW
Sheriff/911-LIGHT BLUE	Assessor-ROYAL	Information Technology-LIGHT YELLOW

Each office/basement storage area has a room/suite number. Items from the office whether it is boxes or furniture will be labeled with the appropriate color and room number. The movers will then use this system to move items to the appropriate area. Please keep in mind that there may be items that are not going to be used in your office in the new building that may be going to another office. Check with Beth Will for this list if you do not know what items in your office go to another. Items that are not going to be used in the new courthouse that will be auctioned also need to be labeled. The label is a white label with "AUCTION" on it. Labels may be picked up at the Community Services Office. The labels will be printed in their office for your use.

**Please remember EVERY item (box, furniture, equipment) must have a label of some sort on it!!!**

**New Courthouse Artwork:** David B. Dahlquist of RDG Dahlquist Art Studio in Des Moines has been hired by the Board to design various artistic elements within the new courthouse. The design phase includes related research, concept renderings to illustrate and communicate the imagery in relationship to the architecture, meetings, presentations and cost estimates of the actual work proposed. Dahlquist along with Megan Bell of RDG toured the courthouse and departments December 22, cataloguing via digital camera old maps and artifacts for possible use in framed displays. Generally, the themes of water and maps have emerged as recurring elements to be incorporated in different forms. Designs integrated into the terrazzo floors or a large mural on the front curved wall entrance are some concepts that will be explored. The bulk of the work will coincide with the completion of Phase II in 2007.

David, Megan, and Pam Jordon also met with Cindy Schubert and Steve Anderson at the Dickinson County Museum to research those archives for postcards, photos, maps and objects for possible inclusion in the new courthouse.

A Project Review Meeting with the Board of Supervisors and the Design Team is scheduled for January 19, 2006. Design Development is slated to be completed by February 16 to allow for preparation of state grants that help fund art in public buildings.

**Safety:** The safety committee met January 12<sup>th</sup>. Most discussion was directed toward safety during the move into the new Courthouse. Gary Mahood, coordinator Ia. Workers Com Assoc., said "**Most back injuries happen within the first 10 seconds of a lift.**" Stretching and conditioning beforehand helps to reduce injuries. Scott Transfer will be doing the move but County employees will be packing the boxes and are responsible for their personal items. Mike Reiner has these REMINDERS for you as you pack: Stop and think before you lift. He suggested keeping the packing box at waist level while you pack and stretch before you start! The eight commandment of lifting. 1. Plan your lift/test the load. 2. Ask for help. 3. Get firm footing. 4. Bend your knees. 5. Tighten your stomach muscles. 6. Lift with you legs 7. Keep the load close. 8. Keep your back upright.

**IT Department report by Alissa Julius:** The board of supervisors has approved the purchase of a new terminal server. Terminal services allows for more efficient access to data, reuse of old hardware and remote management along with many other benefits. The sheriff's office will be the first department to use the terminal server followed by some employees in the attorney's office and possibly other departments in the future. Because terminal services allows for the use of old outdated computers the county will save a large amount of money by only having to purchase **terminal** licensing which is much more cost effective than purchasing new updated computer equipment every 3-5 years. Alissa anticipates a savings of around \$18,000 for next year with each year continuing to bring more savings to the county. The new courthouse technology items including the phone, a/v and data systems will be installed by the end of the month. The servers will be moved prior to departments moving to the new courthouse on February 20 still allowing connectivity to all outlying buildings including the old courthouse.