



AGENDA

SPACE & PROPERTIES COMMITTEE

MEETING DATE:	Tuesday, April 3, 2018
MEETING TIME:	3:30 PM
MEETING LOCATION:	Portage County Annex Conference Room 5; 3 rd Floor, 1462 Strongs Avenue, Stevens Point, WI 54481.
AGENDA:	Call to Order Roll Call
PUBLIC NOTICE:	Members of the Public who wish to address the Space and Properties Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.
APPROVAL:	Meeting Minutes for March 6, 2018
CORRESPONDENCE:	Received letter from Mayor Wiza dated March 26, 2018 indicating the City of Stevens Point has vacated the portion of the County-City building that had been occupied by the Stevens Point Police Department.
DISCUSSION/POSSIBLE ACTION:	Approve Resolution to hire Architect chosen through RFP process for new Government Building.
DISCUSSION/POSSIBLE ACTION:	Assembly Bill 953 Interest in creating secure residential care centers for children and youth (SRCCCY) for juveniles to transfer into from Lincoln Hills/Copper Lake.
DIRECTOR'S REPORT:	<ul style="list-style-type: none"> Daily Operations
NEXT MEETING DATE:	Tuesday, May 1, 2018 at 3:30 p.m. in Annex Conference Room 5.
ADJOURNMENT:	
	A quorum of the Portage County Board Supervisors, or any committee thereof, may be present at this meeting. Any person who has special needs and plans on attending this meeting should contact Todd Neuenfeldt to request reasonable accommodations. Todd Neuenfeldt can be reached by telephone at (715) 346-1598, or by mail at 1462 Strongs Ave, Stevens Point WI 54481, or by e-mail at neuenfet@co.portage.wi.us

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
Fax: 715-346-1530



Mike Wiza
Mayor
mwiza@stevenspoint.com
715-346-1570

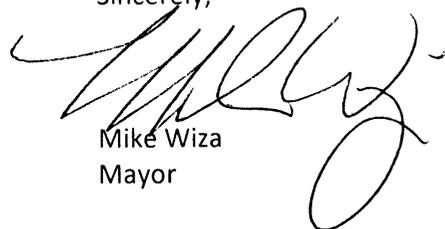
March 26, 2018

County Executive Dreier and Facilities Director Neuenfeldt:

The City of Stevens Point is hereby notifying Portage County that the City of Stevens Point has vacated the portion of the County-City Building that had been occupied by the Stevens Point Police Department.

The City's tenancy terminates effective March 31, 2018, however for planning purposes it is now available for Portage County's use.

Sincerely,



Mike Wiza
Mayor



**Minutes
SPACE & PROPERTIES COMMITTEE**

MEETING DATE:	Tuesday, March 6, 2018
MEETING TIME:	3:30 PM
MEETING LOCATION:	Portage County Annex Conference Room 5; 1462 Strongs Avenue, Stevens Point, WI 54481
MEMBERS PRESENT:	Jeanne Dodge, Dave Medin, Don Jankowski, and Jerry Walters per present. Don Butkowski was excused.
CALL TO ORDER:	Meeting was called to order by Dodge at 3:30 p.m.
ROLL CALL:	Revealed a quorum.
APPROVAL: Meeting Minutes for February 6, 2018	Motion to accept minutes by Walters as presented. Seconded by Medin. Vote – 3 Ayes and 1 abstention as Jankowski was not present. Motion carried.
CORRESPONDENCE: Cindy Piotrowski to present plaque at Space & Properties meeting for appreciation of the Facilities Department efforts in the remodeling project of the Aging & Disabilities Resource Center.	Cindy Piotrowski complimented and presented a plaque to Director Neuenfeldt which read: Presented to Portage County Facilities Department in recognition and appreciation for all of their hard work in remodeling the Aging & Disability Resource Center. The facilities staff went above and beyond in helping the ADRC staff attain the goal of making the building a warm and welcoming space for seniors and adults with disabilities With our many thanks, The Board and Staff of the Aging & Disability Resource Center. 2018.
CORRESPONDENCE: Update on Courthouse Security Conference Director Neuenfeldt and others attended February 20-22, 2018 in Oshkosh.	Director Neuenfeldt spoke about the Courthouse Security Conference: Explaining during a recent local disaster in another community; Courthouse officers were taken off the premises to respond. We cannot take away from Courthouse security and leave a Courthouse vulnerable. Officer's Safety and Health are important, PTS must be acknowledged. The Officers need to take care of themselves so they can do their jobs to take care of others. There was a session on remodeling old Courthouses. This comes with price and inconvenience. The example was a 150-year old Courthouse that was vacated, and remodeled with unexpected delays and expense. But when complete it did not solve all the problems. But it did make it better.
DISCUSSION/POSSIBLE ACTION: New Government building update; including update on RFP for Architectural/Engineering Design Services that is currently in the review	Director Winters indicated that he appointed Jerry Walters to the RFP review team. See attached memo from Corporation Counsel with clarification.

<p>process by Purchasing and the RFP review team.</p>	
<p>DISCUSSION/POSSIBLE ACTION: Approve Resolution and lease for CREATE Portage County in 1039 Ellis.</p>	<p>Motion by Medin to approve. Seconded by Jankowski. Walters on record that there is a concern about wood working that CREATE will need to control. Also recommended a record of use of the 3D printer for liability. All responsibility is on CREATE. Request to add language in the lease that there is no actual dollar amount for this lease. Motion carried with unanimous voice vote.</p>
<p>DIRECTOR'S REPORT:</p>	<p>Heath Care Center: The boilers are operating as expected. Facilities is installing new window sills in the Activities Kitchen, Dining Room and Activities Area. Facilities has installed a new blower motor on one of the water heaters.</p> <p>Annex: Conference Room 3 has been painted and new carpet will be installed in the near future. A defective muffler has been replaced on a combustion analysis has been completed on one of the boilers.</p> <p>Courthouse: The HVAC system is operating as expected. Facilities adding new door/access in DA office conference room. Facilities is working with CCAP on a new audio system. Access is being installed on one of Judge Shannon's chamber doors.</p> <p>Library: The HVAC Control installation is complete. The new LED lighting is nearly complete on the first and second floor. Facilities will be adding 32 feet of additional lighting above the Microfilm area. Painting continues on the North wall of the Children's Library.</p> <p>Health and Human Services/Ruth Gilfry Building: Facilities found a leaking valve on the cooling tower. There was a slow leak that slowly fill the cooling tower with over 320 gallons of water that froze in the basin of the cooling tower. Facilities used forced fan space heaters to thaw the ice around the fans allowing the fans to spin. It is unknown at this time if the drain pipes for the basin or if the basin was damaged.</p> <p>Lincoln Center/ADRC: Facilities has completed the punch list for the carpet replacement on the second floor and in the basement. We are waiting for the plans for the Fire System to be approved from the State. Work on installation will resume when the plans are approved.</p> <p>1039 Ellis Street: Facilities is working with the IDEA Center on the expansion.</p>

PORTAGE COUNTY

*Todd Neuenfeldt
Carl Hurrish*

FACILITIES MANAGEMENT

*Facilities Director
Facilities Asst. Director*

NEXT MEETING DATE:	Tuesday, April 3, 2018 at 3:30 p.m. in Annex Conference Room 5.
ADJOURNMENT	Motion by Jankowski to adjourn. Seconded by Walters. Motion carried by unanimous voice vote. Meeting was adjourned at 4:37 p.m.
MINUTES PREPARED BY	Deb Aldridge

DRAFT



OFFICE OF THE CORPORATION COUNSEL
PORTAGE COUNTY, WISCONSIN
1516 CHURCH STREET
STEVENS POINT, WISCONSIN 54481
715-346-1368

MEMORANDUM

DATE: March 19, 2018

TO: Jeanne Dodge, Chair
Space and Properties Committee

Calvin Winters
Portage County Procurement Director

Todd Neuenfeldt
Facilities Director

Deb Aldridge
Facilities Management Assistant

FROM: David A. Ray
Portage County Corporation Counsel

RE: Clarification of Space and Properties Committee Minutes for the February 6, 2018, Meeting

At the March 6, 2018, Space and Properties Committee meeting, the committee asked me to clarify some wording in the February 6, 2018, Minutes of the Space and Properties Committee. This memo responds to that request.

In the following excerpt from the February 6, 2018, Space and Properties Committee Minutes, the italicized and bolded sentence is the portion in need of clarification.

DISCUSSION/POSSIBLE ACTION: Update on RFP for Architectural/Engineering Design Services starting 1-17-18 to 2-14-18.

Director Winters explained that on 2-15-18 with ICS an evaluation team will be established. It is typically a 3-4 week evaluation process where a short list is established and those are selected to come in for interviews. All questions are due by the end of day 2-08-18. *The discussion reviewed the decision by Corporation Counsel that no County Board member can be on the evaluation team without publicly noticing all meetings.*

The Committee chair will be given updates to review for future meeting agendas. Once the selection process is complete, the contract will go to County Board for approval.

The conclusion that the presence of a county board member on *this* RFP review team required that this RFP review team comply with the open meetings law is not a general rule. The mere presence of a county board member on a RFP evaluation team does not necessarily mean that the evaluation team must comply with Wisconsin's open meetings law. Generally, if county staff uses its discretion to form a team to evaluate information such as that found in a Request for Proposal and asks a county board supervisor to serve on that team, the team does not necessarily have to comply with Wisconsin's open meetings law.

In this specific situation, however, a key piece of information existed that led me to conclude that the RFP review team needed to comply with the open meetings law. The open meetings law mandate did not have anything to do with the presence of a county board member being on the review team. Instead, like in the *Krueger v. Appleton Area School District Board of Education* case, Portage County had a "handbook-like" document in place which specifically regulated the creation of the RFP evaluation team.

In the *Krueger* case, the existence of a school district handbook created under a school board-adopted rule, supported the Wisconsin Supreme Court's ultimate conclusion that the curriculum review committee in that lawsuit had to follow the open meetings law. The school district handbook authorized review committees like the curriculum committee involved in the lawsuit to exist. In addition, a school board rule, along with the handbook created under that rule, conferred authority to the curriculum review committee to make recommendations to the school board. Because the curriculum committee existed and operated essentially under the direct authority of the school board, the committee was a governmental body which had to comply with the open meetings law.

Similarly, the version of Portage County's Procurement Manual in existence *at the time the RFP evaluation team was formed*, contained the following language:

The [Purchasing] Department and Purchasing staff shall select an evaluation team to review and score responses using the criteria set forth in the RFP documents. Purchasing staff shall chair the evaluation team, document the scores and setup possible interviews and/or demonstrations as necessary.

In other words, the Purchasing Department's Procurement Manual (essentially a handbook) contained steps in a *mandatory* process for the Purchasing Department to create the RFP evaluation team. The Procurement Manual also mandated who the chair of the evaluation team would be and specified how the evaluation team was supposed to conduct its evaluation process.

After this committee's February 6, 2018, meeting, I undertook a detailed review of the RFP process in the county's Procurement Manual. Part of the reason for doing this was the supreme court's decision in the *Krueger v. Appleton School District* case and its rationale that the wording in a school district handbook was a large part of the reason a school district curriculum group had to comply with the open meetings law.

After consultation with our Procurement Director and at my suggestion, the Procurement Director, working under the Finance Committee's oversight, removed the above bullet point sentences from the Procurement Manual. Because the county's Procurement Manual has been revised so as to *eliminate* the Purchasing Department's creation of a mandatory RFP evaluation team, the Purchasing Department can now exercise its discretion to conduct the RFP process.

Another revision we made to the county's Procurement Manual after the February 6, 2018, Space and Properties Committee meeting *added* the following bullet point to RFP process:

Purchasing Department will report the results of the RFP process to the Department [which requested the item to be purchased or service to be provided] for the Department's discussion and action, if any.

So under the revised RFP process in the county's Procurement Manual, the Purchasing Department staff are free to use their discretion to choose how to evaluate a RFP *and* who will serve on the RFP review team. Subject to standard quorum rules of the county board and its standing committees (including rules about negative quorums), Purchasing Department staff can ask county board supervisors to participate in the RFP evaluation process. The presence of a county board supervisor of the RFP evaluation team, under those circumstances, does *not* require the RFP evaluation team to publicly notice its meetings.

The opportunity for public participation in the RFP process comes when the Purchasing Department staff reports back to the oversight committee with the results of the RFP evaluation process. It is then up to the oversight committee to discuss, make recommendations, and take action if deemed appropriate to forward the matter at hand to the full county board for final review, discussion and approval or disapproval.

Under those conditions and discretion available to the Procurement Director in the revised Procurement Manual, meetings of the RFP review team do not need to be publicly noticed meetings (subject to standard quorum rules as noted above). Because oversight committee and county board action on an RFP will ultimately be taken in open session, members of the public can offer their support or opposition to the goods or services that are the subject of the RFP in those committee and county board meetings where the RFP items are acted upon.

DAR

RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE COUNTY BOARD OF SUPERVISORS:

RE: AUTHORIZING AND AGREEMENT WITH VENTRUE ARCHITECTS TO PROVIDE ARCHITETURAL AND ENGINEERING DESIGN SERVICES

WHEREAS, Portage County wishes to construct a new government facility and renovate the existing County/City building; and

WHEREAS, Request for Proposal (RFP) 2018-02 was completed for Architectural and Engineering design services to find an Architectural/Engineering firm to provide a design and construction documentation for new and renovated facilities; and

WHEREAS, Venture Architects was found to be the highest scoring proposer to the RFP due to their technical score along with their cost plan; and

WHEREAS, Venture Architects will conduct a review of the existing concept for the sum of \$19,500; and

WHEREAS, Venture Architects will develop a building design and provide schematic and construction documents for the bidding of a General Contractor for a cost of 6.5% of total construction costs; and

WHEREAS, in order to comply with the Portage County Purchasing Ordinance 3.7.12 Large Scale Contracts and Leases, all leases or contracts for services exceeding \$25,000 must have governing committee approval, furthermore, any contract which has a duration exceeding one year must also be approved by resolution of the County board.

FISCAL NOTE: The funds necessary for the review are appropriated in the 2018 budget. Further fees of 6.5% of construction costs will be paid with bond proceeds and appropriated and approved as part of that process. Funds necessary to make progress payment will be utilized from the capital projects fund committed for the building project. These funds will later be reimbursed from the bond proceeds unless the project fails to progress of which \$585,000 for phases 1 & 2 will remain funded from County funds.

NOW, THEREFORE, BE IT RESOLVED, that the Portage County Board of Supervisors hereby authorizes the agreement with Venture Architects to provide Architectural and Engineering design services as described in the RFP and this resolution.

DATED THIS 17TH DAY OF APRIL, 2018.

RESPECTFULLY SUBMITTED,

PORTAGE COUNTY SPACE AND PROPERITES COMMITTEE

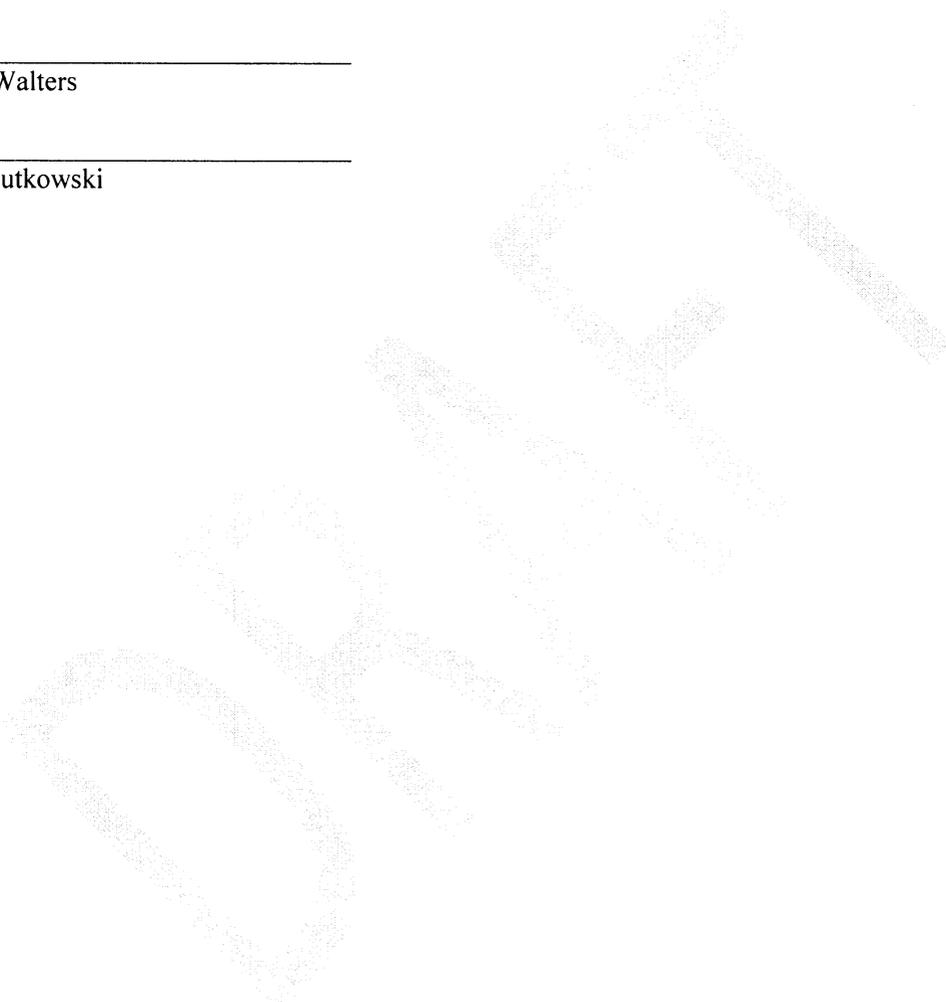
Jeanne Dodge – Chair

Don Jankowski

David Medin – Vice Chair

Jerry Walters

Don Butkowski



**Proposal #2018-02
Tabulation**

	Points	BWBR/Dewberry Madison, WI/St. Paul, MN	Wold Architects and Engineers St. Paul, MN	Venture Architects Milwaukee, WI	JLG Architects Grand Forks, ND
5.1 Organization Capabilities	100	91.75	87.50	88.00	82.50
5.2 Staff Qualifications	100	92.50	88.75	91.25	83.75
5.3.1 Experience to Govt Organization	100	95.00	85.75	97.75	83.75
5.3.2 Detail Challenges and Barriers	75	61.25	64.00	59.25	49.50
5.3.3 Identify Risks	50	42.75	39.25	40.25	32.50
5.3.4 Program Deliver. Timetable	50	42.75	45.75	39.00	36.25
5.3.5 Detail how you will exceed requirements	50	45.00	43.00	37.50	36.25
5.3.6 Value-added Solutions	50	42.50	43.75	40.00	36.25
5.3.7 Outline process used in each Phase	100	85.75	83.75	80.50	67.50
5.3.8 Provide assurance of detail in plans and working with OR	100	90.00	90.00	88.75	81.25
5.3.9 Why choose your firm	25	20.75	20.75	18.25	20.25
Total Technical Score		710.00	682.25	680.50	609.75
Math Check		710.00	692.25	680.50	609.75
Concept Review Cost		\$ 95,000.00	\$ 19,500.00	\$ 19,500.00	\$ 10,000.00
A/E Fee/Percentage for Design/Construction		7.50%	7.50%	6.50%	9.00%
Estimated \$30 million cost of project		\$ 2,250,000.00	\$ 2,250,000.00	\$ 1,950,000.00	\$ 2,700,000.00
Total Estimated Sum		\$ 2,345,000.00	\$ 2,269,500.00	\$ 1,969,500.00	\$ 2,710,000.00
Cost Score		167.97	173.56	200.00	145.35
Total Proposal Score		877.97	865.81	880.50	755.10

[Redacted]

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Assembly Bill 953
2-22-18

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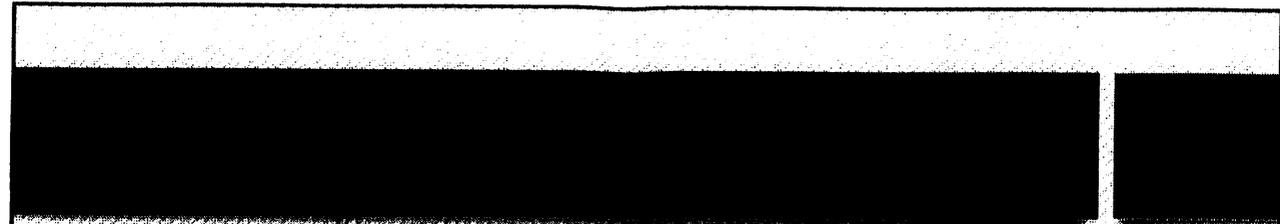
- Lincoln Hills and Copper Lake Schools to close by January 1, 2021

- Department of Corrections
 - Must establish new Type 1 juvenile correctional facilities
 - Serious juvenile offenders
 - Juveniles under adult sentences
 - Community supervision
 - \$25 million in bonding
- Department of Health Services
 - Expand Mendota Juvenile Treatment Center
 - No fewer than 29 additional juveniles
 - \$15 million in bonding

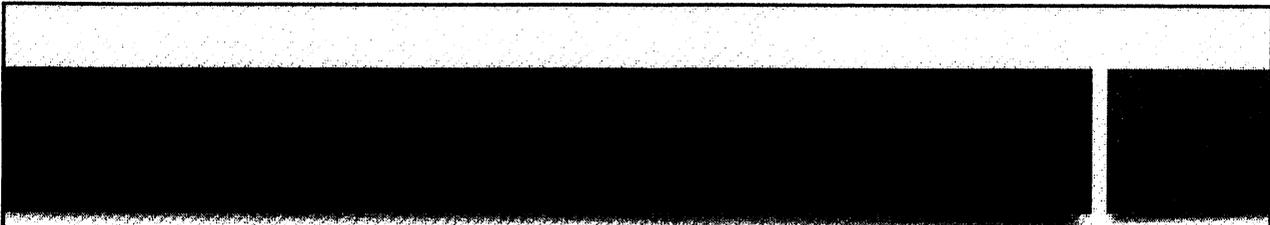
- Counties
 - Create secured residential care centers for children and youth (SRCCCY)
 - Supervision of all other juveniles not under the supervision of DOC
 - Once SRCCCYs are established, juveniles in Lincoln Hills/Copper Lake transfer to county supervision and placement
- IS Portage interested? - ~~what~~ ^{surrounded?}*
- Waupaca, Wood, Marathon, Outagamie, Kewaunee*

- DOC licenses, supervises, and inspects
- Sets standards and regulations for the design, construction, repair, and maintenance
- Construction plans must be approved by DOC
- DOC promulgates rules governing services and programs
 - Must include uniform data reporting standards
 - Statement of scope by August 24, 2018

- Counties, tribes, or child welfare agencies may establish (under contract)
- County options:
 - Joint
 - Majority vote of all the members of each county board
 - Maximum flexibility
 - Single county
 - Contract with another county for placement
 - Contract with a child welfare agency to establish



- In general, a juvenile given a correctional placement under a county's supervision may only be placed in a SRCCCY
- However:
 - Administrative transfers between SRCCCYs is allowed
 - Juvenile remains under the supervision of the placing county department
 - Receiving SRCCCY must agree to the placement
 - Care and services for the juvenile must be provided under a contract



- DOC may place in a SRCCCY
 - May transfer between SRCCCYs without a hearing
 - Receiving entity must agree to the placement
 - Care and services for juvenile must be provided under contract
 - Juvenile remains under the supervision of DOC

- From SRCCCY to Type 1
 - Requires a court hearing
 - Finding that the SRCCCY cannot meet the treatment needs of the juvenile and the Type 1 facility can
 - Finding that the county's SRCCCY does not have space for the juvenile and no other SRCCCY placement can be found (willing and able to meet the juvenile's treatment needs)
 - Juvenile the financial responsibility of the county (daily rate)
- MJTC
 - Recommendation from DHS needed
 - Court order - change of placement order hearing

- No changes to short-term secure detention
- Legislation grandfathers existing 365 programs
- No other placements may be made in a juvenile detention facility for more than 30 consecutive days
- No other 365 programs may be created

- Eligible juvenile detention facility

- Facility at which placements for longer than 30 days is authorized as of January 1, 2018
- If receive a state grant, must convert to a SRCCCY by January 1, 2021
- If not awarded a state grant:
 - Can continue to hold up to 365 days, but:
 - Cannot exceed number of placements on January 1, 2021
 - Facility cannot be altered, added to, or repaired in an amount exceeding 50% of its assessed value
 - If a facility violates these conditions, no longer authorized to accept juveniles for longer than 30 consecutive days

- Within the Department of Corrections

- Research and develop recommendations:
 - Optimal locations for the new Type 1 juvenile correctional facilities
 - Rules governing the services and programming provided to juveniles in secured residential care centers for children and youth
 - Findings and recommendation to DOC no later than September 1, 2018
 - DOC to promulgate rules establishing standards for services by December 31, 2018
 - Required to consult with one or more organizations that focus on developing best practices for holding juveniles in secure custody

• **24 members**

- Secretaries or designees of DOC and DCF (co-chairs)
- Secretary of DHS or designee
- DPI superintendent or designee
- State public defender or designee
- Three assembly representatives and three senators
- Two judges, district attorneys, law enforcement
- One representative from a national organization that focuses on eliminating race-based discrimination
- One representative from a nonprofit that focuses on issues relating to juvenile justice

- One representative from a nonprofit that focuses on best practices for holding juveniles in secure custody
- Three county representatives (human or social services department)
 - Milwaukee County
 - County that operates a regional juvenile detention center that is an eligible juvenile detention facility
 - Non-Milwaukee County that does not operate a regional juvenile detention center
- Citizen who has been, or family member of a citizen who has been, under the supervision of DOC under Chapter 938

- Created within DOC
- Counties may apply for grants:
 - 95% of the costs of designing and constructing a SRCCCY ✓
 - 95% of the costs of designing and constructing a facility that houses both a SRCCCY and a juvenile detention facility ✓
 - 100% of costs of designing and constructing a SRCCCY or a portion of a SRCCCY for female juveniles ✗
 - Eligible construction costs include costs of renovating an existing structure
 - Successful applicants will also be reimbursed for 95% of design costs incurred in preparing a grant application
- \$40 million in general fund supported borrowing



- Multiple counties may jointly submit a grant
- Committee (10 members):
 - Establish requirements, guidelines, and criteria for the grant program
 - In developing a grant application, applicant must consider:
 - Best practices in designing and operating facilities that hold juveniles in secure custody
 - Feasibility of developing an existing committee
 - Must solicit input on the design of the facility from judges at the juvenile court for each county participating in the grant application
 - Favor proposals that utilize existing facilities (proximity to populations served), and encourage multicounty coordination by favoring applications submitted jointly by multiple counties

- Applications due March 31, 2019
- Committee to work with applicants to modify applications to increase likelihood of a successful application
- Committee to work with DCF and DOC to develop a statewide plan that recommends which of the grant applications to approve based on an overall view towards a Wisconsin model of juvenile justice
- Application cannot be approved unless DOC approves plans and specifications for the site and design and construction of facility

- Submit its plan to the Joint Committee on Finance by July 1, 2019
- JCF approval needed - passive review process
- Committee to monitor progress of projects
- Committee terminates on or before January 1, 2021

- 100% of construction or remodeling costs covered
- State to reimburse for operating losses of a girl's facility or wing
 - County submit request and supporting financial statements
 - Audit to be conducted by Legislative Audit Bureau (LAB)
 - If LAB agrees operating loss exists, DOC to make payment to county
 - New sum sufficient state appropriation created
 - Operating loss reimbursement program

- Can now be used for cost of basic care and supervision in juvenile detention facilities
- Bonus Payment
 - New appropriation
 - 15% of a county's prior year youth aids payment
 - Capped at \$750,000
 - For counties that operate a joint SRCCY that was funded by the juvenile corrections grant program

- **Counties will be responsible for their own aftercare**
 - **Counties must try to release to aftercare within 30 days after which the county determines the juvenile is eligible for release**
- **Counties may establish a program for the early release and intensive supervision of juveniles**
- **State Office of Juvenile Offender Review only applies to juveniles in a Type 1 facility**

- **Authorizes some preferential treatment for employees of Lincoln Hills/Copper Lake**
- **Applicant may be selected by the county without regard to the requirements of any county civil service system that would otherwise apply**
 - **Initial interview to be granted if county enters into contract with a child welfare agency**

- September 30, 2018 - committee to provided criteria for administrative rules to DOC
- December 31, 2018 - DOC to have administrative rules promulgated for SRCCCYs
- March 31, 2019 - county grant applications due
- July 1, 2019 - grants committee to make grant recommendations to JCF
- January 1, 2021 - Lincoln Hills/Copper Lake to close

- Converts into an adult correctional institution
- Lincoln County Correctional Institution