

AGENDA

SPACE & PROPERTIES COMMITTEE

MEETING DATE:	Tuesday, May 2, 2017
MEETING TIME:	5:00 PM
MEETING LOCATION:	Multi-Purpose Room at the Portage County Aging & Disability Resource Center, 1519 Water Street, 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 April 4, 2017
DISCUSSION/POSSIBLE ACTION:	Relating to Choice of Options moving forward with Government Facilities Building.
DISCUSSION:	Facilities Capital Improvement Projects Update.
DISCUSSION/POSSIBLE ACTION:	Portage County Public Library Lease.
NEXT MEETING DATE:	Tuesday, June 6, 2017 at 5:00 at ADRC Multi-Purpose Room
ADJOURNMENT:	
IMPORTANT NOTICES:	Reminder of Tax Deed Sale June 6 meeting. 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

To: Space & Property Committee, County Board Chair, and County Executive

From: Todd Neuenfeldt, Facilities Director

Date: April 26, 2017

SUBJECT: NEXT STEP OPTIONS FOR GOVERNMENT FACILITY BUILDING

Option 1:

Re-evaluate Venture Architect Proposal and Update Costs – contract with Venture to update existing information with new two-story Courthouse proposal. Venture would update layout for the potential new facility, remodel, and estimate cost. Space & Properties would bring layout and cost estimate through committee to County Board for approval before proceeding. If approved by County Board, a Project Manager could then be hired.

Pro	Con
<ul style="list-style-type: none">○ Venture is familiar with Portage County and could update layout and estimate cost fairly quickly	<ul style="list-style-type: none">○ Further expenses
<ul style="list-style-type: none">○ Determine earnestness in project at onset by having an estimate cost of project	

Option 2:

Draft a Request for Proposal (RFP) for a Project Manager for Project – develop a RFP for a Project Manager, Owner's Representative, and have them include in the proposal a breakout of estimated costs for third party services, such as architectural, excavation, and construction services.

Pro	Con
<ul style="list-style-type: none">○ New Architect could provide alternate ideas and design concepts	<ul style="list-style-type: none">○ Highly likely to be starting over with space planning with new architect
<ul style="list-style-type: none">○ Eliminates question of bias or preferred vendor	<ul style="list-style-type: none">○ Cost of hiring a Project Manager without prior support of the County Board for the Project

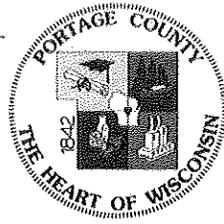
By means of resolution 118-2016-2018, RECOMMENDATIONS TO SPACE & PROPERTIES CONCERNING THE FUTURE GOVERNMENT FACILITY BUILDING passed on April 17, 2017, by a vote of twenty-two in favor and three against, Space and Properties has received direction from the County Board to construct a new two-story courthouse and to remodel 1516 Church Street (existing courthouse) for housing General Government Offices. As Facilities Director, I recommend Space and Properties work with an architect to identify the square footage and cost estimates required of a new building before hiring a Project Manager.

The architect will determine the square footage required, egress for inmates now and during construction of a new jail and the challenges associated with not building the Courthouse, Jail and Sheriff's Office congruently. The architect will also provide a scope of work and budgetary number required for remodeling the existing Courthouse not just the physical envelope or mechanicals but the layout and flow of the building. Without identifying these items it will be nearly impossible to hire a Project Manager unless they were to duplicate work previously performed.

For over ten years, Venture Architects has worked with Portage County creating conceptual designs and providing budgetary estimates for the needs of the County. Venture conducted a Space Needs Study for the County as part of this project spending many hours interviewing all departments. Venture has a thorough understanding of Portage County operations and obstacle's. I recommend contracting with Venture to provide a conceptual design for a new Government Building and a scope of work for the remodel of 1516 Church Street, including a budgetary estimate for the project.

Facilities Management and the Sheriff's Office will need to provide estimates of operating costs for the building. These estimates need to include, utility costs, additional staffing costs and any additional operational costs for both Facilities Management and the Sheriff's Office. After the scope of the work and the budget estimate is complete, a resolution can be brought to the full County Board for approval. Once there is a sense of the board to support and fund the project for construction and operations and before Portage County enters the design phase, an RFP to hire a Project Manager will be created.

Thank you.



**Minutes
SPACE & PROPERTIES COMMITTEE**

MEETING DATE:	Tuesday, April 4, 2017
MEETING TIME:	5:00 PM
MEETING LOCATION:	Multi-Purpose Room at the Portage County Aging & Disability Resource Center, 1519 Water Street, Stevens Point, WI 54481
MEMBERS PRESENT:	Jeanne Dodge, Dave Medin, Don Jankowski, Don Butkowski, and Jerry Walters
CALL TO ORDER:	Meeting was called to order by Dodge at 5:00 p.m.
ROLL CALL:	Revealed a quorum.
APPROVAL: Meeting Minutes for March 7, 2017	Motion by Medin, seconded by Walters. Motion carried by unanimous voice vote.
DISCUSSION/POSSIBLE ACTION: Opening and possible awarding of bids on the following Tax Deed Parcels: <u>ITEM 1-2017</u> TOWN OF HULL vacant land 020-24-0820-06.09 LEGAL DESCRIPTION: W200' OF E400' OF N200' OF S440' OF PRT NWNW LYG W OF C/L HY X S20 T24 R8-6.9 .92A 540/406 *540/406 SUBJ LE NL&DM JOHNSON * APPRAISED VALUE: \$11,500	Two bids were received; 1) Jennifer Schoepke for \$12,803.00 with a payment of \$2,560.60 enclosed. 2) Eugene Schulfer for \$12,025.00 with a payment of \$2,405.00 enclosed. Motion by Jankowski, seconded by Medin to award the bid to Jennifer Schoepke. Motion carried by voice vote.
<u>ITEM 2-2017</u> TOWN OF HULL vacant land 020-24-0820-06.10 LEGAL DESCRIPTION: W200' OF E600' OF N200' OF S440' OF PRT OF NWNW LYG W TO C/L HY X S20 T24 R8-6.10 .92A 540/406 *540/406 SUBJ LE NL & DM JOHNSON * APPRAISED VALUE: \$11,500	Two bids were received: 1) Jennifer Schoepke for \$14,103.00 with a payment of \$2,820.60 enclosed. 2) Eugene Schulfer for \$5,000.00 with a payment of \$1,000.00 enclosed. Motion by Butkowski, Seconded by Walters to award the bid to Jennifer Schoepke. Motion carried by voice vote.
<u>3-2017</u> TOWN OF LANARK 10267 Buelow Rd 022-22-1022-14.06 Amherst, WI 54406 LEGAL DESCRIPTION: PT NWSE: COM 2736'S OF N ¼ COR TO SL NELSON RD S89*23'30E882' – POB;	Two bids were received: 1) Chester Ligman for \$16,658.00 with a payment of \$3,333.60 enclosed. 2) Thomas Chojnacki for \$18,031.00 with a payment of \$3,606.20 enclosed. Motion by Jankowski, Seconded by Medin to award the bid to Thomas Chojnacki. Motion carried by unanimous voice vote.

PORTAGE COUNTY

Todd Neuenfeldt
Carl Hurrish

FACILITIES MANAGEMENT

Facilities Director
Facilities Asst. Director

S1233.30 FT; S89*23'30 E177'N1233.30'
W177'-POB 5.02A S22 T22 R10 450\748;
463/344; 662/765

APPRAISED VALUE: \$15,000

ITEM 4-2017

CITY OF STEVENS POINT

916 Portage St

281-24-0829303109

Stevens Point, WI 54481

LEGAL DESCRIPTION:

S 66' LOT 3 BLK 23 STRONG ELLIS &
OTHERS ADD

APPRAISED VALUE: \$10,000

ITEM 5-2017

CITY OF STEVENS POINT

1823 California Ave

281-24-0833400215

Stevens Point, WI 54481

LEGAL DESCRIPTION:

LOT 7 & W10' LOT 8 BLK 1 ROBERTS
SUB & PRT VAC ALLEY DESC 764524
BNG PRT NESE

S33 T24 R8 520/468 764524-RES

APPRAISED VALUE: \$45,000

No bids were received.

No bids were received.

Discussion occurred to see if we should go to on-line auction or do a 2nd sealed bid sale. Motion by Butkowski, seconded by Medin to schedule the 2nd sale for the remaining two parcels on June 6, 2017. Motion carried by unanimous voice vote.

DISCUSSION:

Memo from Executive/Operations regarding Future Portage County Government Building

DISCUSSION/POSSIBLE ACTION:

Approval of Resolution to County Board regarding Executive/Operations recommendations to Space & Properties concerning the future Government Facility Building.

Resolution was amended that was part of the NOW, THEREFORE, BE IT RESOLVED section:

NOW, THEREFORE, BE IT RESOLVED, that the Portage County Board of Supervisors does hereby endorse the Spaces & Properties Committee moving forward with a new Government Facility building to meet the County's present and future needs being constructed downtown Stevens Point, adjacent to the existing Portage County Annex Building, with the ability to expand in the future; non-court related offices will be relocated to another County building, while a renovation of 1516 Church Street is completed, and jail needs will be determined at a future date while a long-term inmate-housing contract is continued. This resolution is also a commitment to continue moving forward to meet other long-term space needs for the County, it does not preclude development of addition physical space Strategic Planning.

Motion by Walters to adopt amended resolution. Seconded by Budkowski. Motion carried with unanimous voice vote.

DIRECTORS REPORT:

Attached

PORTAGE COUNTY

*Todd Neuenfeldt
Carl Hurrish*

FACILITIES MANAGEMENT

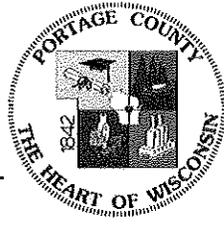
*Facilities Director
Facilities Asst. Director*

NEXT MEETING DATE:	Tuesday, May 2, 2017 at 5:00 at ADRC Multi-Purpose Room
ADJOURNMENT	Motion to adjourn by Jankowski, Seconded by Medin. Meeting was adjourned at 6:30 p.m.
MINUTES PREPARED BY	Deb Aldridge

DRAFT

PORTAGE COUNTY

Todd Neuenfeldt
Carl Hurrish



FACILITIES MANAGEMENT

Facilities Director
Facilities Asst. Director

MEMO

TO: Portage County Space and Properties Committee
From: Todd Neuenfeldt, Facilities Director
Cc: Patty Dreier
Date: April 4, 2017

Re: Facilities Operations Report

Heath Care Center:

- The boilers are operating as expected.
- New laundry washer was ordered, delivery and installation is expected by mid-April.

Courthouse:

- The boilers are operating as expected.
- Patched, painted and configure the new Drug Court Office.

Library:

- Facilities repaired a roof leak.
- Facilities has completed the Remodel of the basement restrooms.

Law Enforcement Center:

- Installed and performed the start-up on a new stove and oven in the Jail kitchen.

Solid Waste Department:

- Replaced a water fountain with a new one and eliminated a second one.

Health and Human Services/Ruth Gilfry Building

- Replaced a failed heat pump with a new unit.
- Replaced faulty air arrestors for the women's employee restrooms.

Highway:

- Facilities is updating all the T-12 lighting to T-8 throughout the building.
- The Mandatory vendor walk-through for the roof replacement is scheduled for April 4th.

PORTAGE COUNTY

Todd Neuenfeldt

Carl Hurrish

FACILITIES MANAGEMENT

Facilities Director

Facilities Asst. Director

Library Capital Improvement Projects:

The bids for the Capital Project work at the Library came in substantially higher than what was budgeted in the 2017 CIP budget. Discussions with the City have begun to discuss how to alter the requirements and/or cost share the budget short falls. More information will be available at the May Space and Properties meeting, including a potential resolution to move on to the Capital Improvement Committee and County Board requesting a budget adjustment.

Relocation of the Emergency Operations Center:

Facilities is working on a proposal to be on the May agenda, to move the EOC to 1039 Ellis Street. This move will provide the additional space for a fully functioning EOC and provide space to move the Drug Court to a more appropriate location in the Law Enforcement Center. This project will also provide much of the infra-structure that will be required to temporarily relocate County and or City Offices to 1039 Ellis for remodeling purposes of the County-City Building. This will be on the agenda for May.

Submitted with Respect
Todd J Neuenfeldt
Portage County
Facilities Director