



Polk County Board of Supervisors
Polk County Government Center - County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin

Minutes of the Regular Meeting of the Board of Supervisors
Tuesday, July 21st, 2020

This meeting was available for viewing through Webex videoconference and teleconference

Chairman Nelson called the July 21st, 2020 special session via Webex video conference of the Polk County Board of Supervisors to order at 6:01 p.m.

Chairman Nelson recognized the County Clerk for purposes of receiving evidence of proper notice. The County Clerk stated that the notice of meeting was properly posted in the Government Center Building, posted on the County website, and was distributed to Supervisors and media contacts on Friday July 10th, 2020 at 5:24 p.m. The notice and agenda was also published in a legal newspaper the week of July 6th, 2020. The amended agenda was posted in the Government Center, posted on the County website, and copies of such notice of meeting distributed to the Supervisors and media via email or mail on Friday July 10th, 2020.

In accordance with Wisconsin Statute Section 985.02 and with Article 3, Section 2 of the County Board Rules of Order.

The County Board received opinion from Corporation Counsel Malone that the initial advance written notice, posted and published as described by the Clerk satisfied the applicable provision of Wisconsin Open Meetings Law and the applicable procedural provisions of the Polk County Board Rules of Order.

Chairman Nelson recognized the County Clerk for purposes of taking roll call. All fifteen County Board Supervisors were present representing a quorum. Chairman Nelson and Supervisors: Doug Route, Chris Nelson, Tracy LaBlanc, Brian Masters, Brad Olson, Sharon Kelly, Kim O'Connell, Amy Middleton, Jay Luke, Fran Duncanson, Russ Arcand, John Bonneprise, and Steve Warndahl were present at the government center. Supervisors: Joe Demulling and Michael Prichard attended the virtual meeting via Webex.

Chairman Nelson called upon Supervisor Bonneprise to lead the County Board in the Pledge of Allegiance.

Time was given for Board Members to disclose any conflicts of interest regarding matters noticed on the agenda. Chair Nelson stated that Supervisors with a conflict of interest should raise their hands at the time the agenda item is called to disclose any conflicts of interest.

Chairman Nelson called to the floor consideration and approval of the amended agenda.

Motion (Bonneprise/Luke) Move Agenda Item 11(a)(ii) the Confirmation of Successor Appointment of Office of Supervisor, District 6 to the end of the meeting after agenda item #17 Supervisors Announcements. **Motion** carried by unanimous voice vote. **Motion** (Warndahl/Duncanson) to remove Resolution No. 20-20: Resolution to Adopt the Stover Seven Lakes State Trail Master Plan and Authorizing the Submission of the Plan to the Wisconsin Department of Natural Resources from the agenda to the September County Board Meeting. Motion failed due to lack of majority by roll call vote - 5 in favor, 9 opposed. (In Favor: Warndahl, Prichard, Middleton, Duncanson, Demulling). **Motion** (Masters/Middleton) Chairman Nelson called for a voice vote on the motion to adopt the amended agenda as corrected. **Motion** carried by unanimous voice vote.

Chairman Nelson called to the floor for approval of the Consent Agenda. **Motion** (Masters/LaBlanc) to adopt the Consent Agenda as noticed. Chairman Nelson called for a voice vote on the motion to adopt the Consent Agenda. **Motion** carried by unanimous voice vote. Matters adopted under the Consent Agenda: Minutes from June 16th, 2020 County Board session adopted as published.

Time was given for public comment. Nine public comments were received by County Board.

Time was given for the County Board Chairperson's report. Chairman Nelson provided information regarding his decision making regarding the appointment to Supervisor District 8.

Time was given for Supervisors Reports of outside meetings attended. Supervisors Duncanson, Route and Bonneprise provided the Board with updates regarding outside meetings attended.

Administrator Netherland addressed the board with the Administrator's Report. Polk County updates regarding COVID-19: under 5,000 tested, total positives 88, positivity rate under 1.8%, of 88 - 68 have recovered, 18 active people in isolation, 2 associated deaths; Financial Audit to be completed this week; a partial FEMA check from the 2019 storms was just received; the new TAG (Trails Advisory Group) has received 17 applicants.

Chairman Chris Nelson announced the appointment of Sharon Kelly to County Board Supervisor District 8. **Motion** (Masters/Luke) to confirm the appointment of Sharon Kelly to Supervisor District 8 carried by unanimous voice vote. Chairman Nelson announced that Supervisor Kelly will replace the late Supervisor Edgell's seats on standing committees: Health and Human Services Board and Environmental Services Committee. Supervisor Bonneprise will remain appointed to the non-standing Housing Authority Committee. The Board engaged in discussion regarding the process filling vacancies on the Board. Changes to this process in the Rules of Order would need to be addressed through the Executive Committee and would require a 2/3 vote of the County Board.

Administrator Netherland announced the reappointment of Tim Laux to the Board of Adjustment. Motion (Duncanson/Arcand) to confirm appointments carried by majority voice vote. (Opposed: Bonneprise).

The Board received a presentation regarding Polk County's COVID-19 numbers from Community Services Division Director, Tonya Eichelt.

The Board received a presentation and hand out regarding CAFO's (Concentrated Animal Feeding Operations) from the Environmental Services Division Director, Bob Kazmierski, and Zoning Administrator, Jason Kjeseth. Details regarding: CAFO Timeline, DNR & DATCP and other agencies oversight, options for regulating large scale livestock facilities and Conditional Use Permits (CUP) conditions.

The Board received a presentation regarding Bonding from Brian Della, PMA Financial Advisor.

Chairman Nelson called for 10 minute recess at 8:13 p.m. Chairman Nelson called the Board back into session at 8:25 p.m.

Wold Architects presented an update regarding the Facility Needs/Space Analysis to the Board.

Shaun Murphy-Lopez from Toole Design and Ben Elfelt, Polk County Parks and Trails Coordinator, presented the Stower Seven Lakes Trail Master Plan to the Board. The Board engaged in discussion regarding the presentation.

Motion (Demulling/Olson) to adopt **Resolution No. 20-20**: Resolution to Adopt the Stower Seven Lakes State Trail Master Plan and Authorizing the Submission of the Plan to the Wisconsin Department of Natural Resources. Chairman Nelson called for a voice vote on the motion to adopt Resolution No. 20-20. Discussion. **Motion** carried by majority roll call vote of 9 in favor 5 opposed. (Opposed: Warndahl, Middleton, Luke, Duncanson, and Arcand). Due to Webex technical difficulties Supervisor Prichard was unable to vote on motion to adopt Resolution No. 20-20.

Chairman Nelson called to the floor **Ordinance No. 23-20**: Ordinance to Enact Amended Polk County Chapter 18 Subdivision Ordinance. Chairman Nelson called upon Environmental Services Division Director, Kazmierski to provide information regarding the resolution. **Motion** (Masters/Route) to adopt Ordinance No. 23-20. Chairman Nelson called for a voice vote on the motion to adopt Ordinance No. 23-20. The Board engaged on discussion on the resolution. **Motion** to adopt **Ordinance No. 23-20**: Ordinance to Enact Amended Polk County Chapter 18 Subdivision Ordinance carried by unanimous voice vote.

Chairman Nelson called to the floor **Resolution No. 21-20**: Donation from CJCC 501(C)(3) Organization for Courtroom Technology Upgrades. Chairman Nelson Called for a motion to adopt Resolution No. 21-20. **Motion** (Masters/Route) to adopt Resolution No. 21-20. **Motion** (Masters/Route) to amend Resolution 21-20 at line 26 to \$10,000. The Board engaged on discussion on the resolution. Chairman Nelson called for a voice vote on the motion to adopt Resolution No. 21-20. **Motion** to adopt Resolution No. 21-20 as amended carried by majority voice vote.

Chairman Nelson called to the floor for a motion to convene in Closed Session.

Motion (Bonneprise/Arcand) to convene in closed session for purposes and on statutory basis noticed on the amended agenda. Chairman Nelson called for a voice vote on said motion.

Motion to convene in closed session carried by unanimous voice vote.

**** Closed Session 9:45 p.m.** (Minutes separate and under seal)**

Chairman Nelson asked that the record reflect those present for closed session: Chairman Chris Nelson, Supervisors: Brad Olson, Doug Route, Tracy LaBlanc, Michael Prichard, Sharon Kelly, Kim O'Connell, Amy Middleton, Steve Warndahl, Fran Duncanson, Russ Arcand, John Bonneprise, Jay Luke, and Brian Masters. Also present were, Vince Netherland, County Administrator; Lisa Ross, County Clerk; Roxanne Howe, Deputy County Clerk; Shabana Lundeen, Deputy County Clerk; Joe Burke, Virecso CEO; Malia Malone, Corporation Counsel; Chad Roberts, General Government Division Director.

*Reconvened in Open session: 10:05 p.m.

Chairman Nelson called to the floor **Resolution No. 24-20**: Resolution to Amend the Delinquent Property Tax Payment Schedule for Turtle Lake Holdings LLC. **Motion** (Duncanson/Masters) to approve Resolution No. 24-20. **Motion** approved by unanimous voice vote.

Time was given for Supervisors' Announcements. Supervisor Masters provided his resignation to the County Board of Supervisors.

Chairman Nelson announced the appointment of Dan Ruck to Supervisor District 6. **Motion** (LaBlanc/Warndahl) to approve the confirmation of the appointment of Dan Ruck to Supervisor District 6. Discussion. **Motion** carried by majority voice vote. (Opposed: Middleton). The topic of the process to fill vacancies on the Board is to be added to the August Executive Committee meeting.

Chairman Nelson presented Supervisor Masters with a recognition award for his 10 years of service on the Polk County Board. Supervisor Masters provided comment regarding his decision to resign.

Chairman Nelson called for a motion to adjourn. **Motion** (Route/Masters) to adjourn. Chairman Nelson called for a voice vote on the motion to adjourn. **Motion** to adjourn carried by unanimous voice vote. Chairman Nelson declared meeting adjourned at 10:25 p.m.

Next Meeting: 6:00 p.m., Tuesday, August 18th, 2020

Lisa Ross, County Clerk



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

AMENDED Notice of Meeting and Agenda

Polk County Board of Supervisors

Tuesday, July 21, 2020

**Supervisors' County Priority Setting Workshop 3:00 p.m.

Regular Business Meeting of the Polk County Board of Supervisors 6:00 p.m.

Virtual, Open Meeting via Webex Video Conference or Phone

Amendments: ¹ Matters Added, Revised or Struck by Initial Amended Notice of Meeting

Webex Virtual Meeting Info:

Meeting Number (access code): **146 563 9399**

Password: **PCboard**

- Join Online: <https://polkwi.webex.com>
- Join by Phone: 1-408-418-9388

****From 3:00 – 5:00 p.m., members of the County Board will meet for a County Priority Setting Workshop. No Action will be taken by the Board during the Workshop. The business meeting of the County Board of Supervisors will convene at 6:00 p.m.**

Order of Business:

1. Call to Order
2. Receipt of Evidence and Opinion on Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Disclosure of Board Member Conflicts of Interest Regarding Matters Noticed On this Agenda
6. Approval of Agenda
7. Matters Offered For Adoption on Consent Agenda:
 - a. Consideration/corrections to the published minutes from June 16, 2020 County Board Meeting
8. Public Comments- 3 minutes per person- not to exceed 30 minutes total
9. County Board Chair Report
 - a. Supervisor's Reports from Outside Meetings Attended
10. Administrator's Report – Vince Netherland
11. Confirmation of Appointment(s)
 - a. Appointments made by County Board Chairman
 - i. ¹ Confirmation of Successor Appointment of Office of Supervisor, District 8
 - ii. ¹ Confirmation of Successor Appointment of Office of Supervisor, District 6
 - iii. ¹ Confirmation of Appointments of Supervisors to vacant County Board Standing Committees (Environmental Services, Health & Human Services, General Government and Executive Committees)
 - iv. ¹ Confirmation of Appointments of Supervisors vacant County Board Non-Standing Committees
 - b. Appointments made by County Administrator
 - i. ¹ Tim Laux – Board of Adjustment

Polk County Board of Supervisors

12. ¹ Updates regarding COVID-19 from Community Services Division
13. ¹ Updates regarding Concentrated Feeding Operations in Polk County from Division of Environmental Services and Community Services Division
14. Presentations
 - a. Presentation regarding Bonding by PMA Financial Network
 - b. Presentation and update regarding Facility Needs/Space Analysis by Wold Architects
 - c. Presentation of Stower Trail Master Plan by Toole Design
15. Discussion and Possible Action of Proposed Resolutions, Ordinances on Recommendation by Environmental Services Committee:
 - a. **Resolution No. 20-20**: Resolution to Adopt the Stower Seven Lakes State Trail Master Plan and Authorizing the Submission of the Plan to the Wisconsin DNR
 - b. **Ordinance No. 23-20**: Ordinance to Enact Amended Polk County Chapter 18 Subdivision Ordinance
16. Discussion and Possible Action of Proposed Resolutions, Ordinances on Recommendation by General Government Committee:
 - a. **Resolution No. 21-20**: Donation from CJCC 501(C)(3) Organization for Courtroom Technology Upgrades
17. Supervisors Announcements
18. Viresco - Presentation by Viresco regarding repayment of unpaid property taxes
 - a. Discussion and Possible Action regarding ¹ **Resolution No. 24-20**: Resolution to Amend the Delinquent Property Tax Payment Schedule for Turtle Lake Holdings LLC.

The Committee may convene in closed session on matters noticed under ¹#18 #16 and ¹18a #16a, as follows:

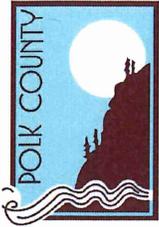
****Closed Session****

Pursuant to Wisconsin Statute Section 19.85(1)(e), the Board may convene in closed session for the purpose of deliberating or negotiating specified public business for competitive or bargaining reasons.

Following closed session, the Board will convene in open session to give announcement of actions taken in closed session and to take up for consideration and action matters noticed on this meeting notice.

19. Adjourn

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.



POLK COUNTY DIVISION OF ENVIRONMENTAL SERVICES DEPARTMENT OF LAND INFORMATION

100 Polk County Plaza, Suite 130
Balsam Lake, Wisconsin 54810
www.co.polk.wi.us/landinfo

Vince Netherland, County Administrator
Robert Kazmierski Director of Environmental
Services
Office: (715) 485-9279

July 9, 2020

Polk County
c/o: Ms. Lisa Ross, County Clerk
100 Polk County Plaza, Suite 120
Balsam Lake, WI 54810

Re: Report on petition to amend:
• Polk County Chapter 18 Subdivision Ordinance

Dear Ms. Ross:

Pursuant to Wisconsin Statute Section 59.69(5)(e)5, the Polk County Zoning Administrator files this letter as a report on the petition filed June 16, 2020 to amend the Polk County Chapter 18 Subdivision Ordinance. This amendment includes revisions to remove "Land Information Director" from the ordinance and split these duties between the County Surveyor and Zoning Administrator. The "Land Information Director" no longer exists in the new Environmental Services Division, so that is the reason for this amendment. The County Surveyor and Zoning Administrator will both have the ability to sign certified survey maps and plats with the amendments, but this does not affect the Committee's involvement with the review process. So there are no policy changes in this ordinance amendment.

The Environmental Services Committee held a public hearing on the proposed ordinance on July 8, 2020, but no public comment was received.

Please note the enclosed notice published for the public hearing, and the notices sent to each town clerk via certified mail. Attached to and incorporated herein is a copy of the current and proposed ordinance, minutes to the July 8, 2020 Environmental Services Committee meeting, and a map of the properties affected by said amendments.

Respectfully,

Jason Kjeseth
Polk County Zoning Administrator

Ordinance To Enact Amended Polk County Chapter 18 Subdivision Ordinance

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

WHEREAS, on July 1, 1996 the Polk County Board of Supervisors enacted the Ordinance No. 49-96, entitled as Polk County Chapter 18 Subdivision Ordinance; and

WHEREAS, the Polk County Chapter 18 Subdivision Ordinance had subsequent amendments in 2001, 2005, 2017, 2019, and 2020; and

WHEREAS, on June 16, 2020, the Polk County Zoning Administrator filed pursuant to Wisconsin Statute Section 59.69(5)(e) a petition that sought to amend the Polk County Chapter 18 Subdivision Ordinance, through the enactment of the proposed Amended Polk County Chapter 18 Subdivision Ordinance; and

WHEREAS, the proposed amendments split the duties of the "Land Information Director" between the County Surveyor and Zoning Administrator; and

WHEREAS, the proposed amendments allow the County Surveyor or Zoning Administrator to have signature authority on certified survey maps and plats; and

WHEREAS, on July 8, 2020 the Polk County Environmental Services Committee, as the planning and zoning committee, opened and held a public hearing on the petition to amend the Polk County Chapter 18 Subdivision Ordinance and no public comment was received; and

WHEREAS, the Polk County Environmental Services Committee recommends the Polk County Board of Supervisors enact as and for the county's subdivision ordinance under Wisconsin Statute Chapter 236, the attached proposed ordinance, entitled "Amended Polk County Chapter 18 Subdivision Ordinance".

NOW, THEREFORE, pursuant to Wisconsin Statute Section 59.69(5)(e), the Polk County Board of Supervisors ordains as follows:

1. The Amended Polk County Chapter 18 Subdivision Ordinance, attached hereto and incorporated herein, is enacted.
2. Pursuant to Wisconsin Statute Sections 59.14(1) and 985.01(5), the County Clerk is directed to cause to be published the ordinance enacted herein.
3. The Amended Polk County Chapter 18 Subdivision Ordinance shall be effective upon passage and publication as provided by law.

29 3. The Amended Polk County Chapter 18 Subdivision Ordinance shall be effective upon
30 passage and publication as provided by law.

Recommended by:



Kim O'Connell
Environmental Services Committee Chair

County Administrator's Note:



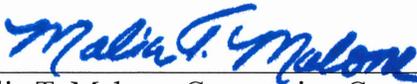
Vince Netherland
County Administrator

Fiscal Impact Note:



Chad Roberts, Department of Administration

Approved as to Form and Execution:



Malia T. Malone, Corporation Counsel

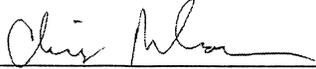
Legal Impact Note:

From: Environmental Services Committee

Recommendation to full County Board carried by unanimous voice vote on July 8, 2020.

County Board Action

At its regular business meeting on July 21, 2020 the Polk County Board of Supervisors enacted the above-entitled ordinance: Ordinance No. 23-20: Ordinance To Enact Amended Polk County Chapter 18 Subdivision Ordinance, by majority vote of the entire membership of a vote of 15 in favor and 0 against.



Dated: 7/21/20

Chris Nelson, County Board Chairperson

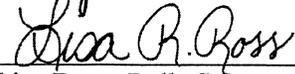
Attest: 

Dated: 7/21/20

Lisa Ross, Polk County Clerk

Certification of Publication

The above-enacted ordinance, Ordinance No. 23-20: Ordinance To Enact Amended Polk County Chapter 18 Subdivision Ordinance, was published in the Inter-County Leader on the ~~July 30th~~ day of July, 2020.



Dated: 7/21/20

Lisa Ross, Polk County Clerk

Executive Summary:

This amendment includes revisions to remove "Land Information Director" from the ordinance and split these duties between the County Surveyor and Zoning Administrator. The "Land Information Director" no longer exists in the new Environmental Services Division, so that is the reason for this amendment. The County Surveyor and Zoning Administrator will both have the ability to sign certified survey maps and plats with the amendments, but this does not affect the Committee's involvement with the review process. So there are no policy changes in this ordinance amendment.

ROLL CALL Board Members	Aye	Nay	Exc.
Olson	X		
Route	X		
Warhdahl		X	
Nelson (Chairperson)	X		
LaBlanc	X		
Masters	X		
Prichard			X
Kelly	X		
O'Connell	X		
Middleton		X	
Luke (2nd Vice Chair)		X	
Duncanson		X	
Arcand		X	
Bonneprise (Vice Chair)	X		
Demulling	X		

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Demulling Defeated

2nd Olson

Yes: 9 No: 5 Exc: _____

Reviewed by: Malcolm G. Malone, Corp. Counsel

Reviewed by: [Signature] Administrator

Reviewed by: [Signature] Finance

FISCAL & LEGAL IMPACT:

NO FISCAL IMPACT

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 23rd day of July, 2020 by the Polk County Board of Supervisors.

[Signature]
Lisa Ross
County Clerk, Polk County

Resolution No. 20-20

RESOLUTION TO ADOPT THE STOWER SEVEN LAKES STATE TRAIL MASTER PLAN AND AUTHORIZING THE SUBMISSION OF THE PLAN TO THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES

1 **TO THE POLK COUNTY BOARD OF SUPERVISORS:**

2
3 **WHEREAS**, in coordination with the Wisconsin Department of Natural
4 Resources (hereinafter "WDNR"), Polk County manages and operates the
5 Stower Seven Lakes State Trail; and

6
7 **WHEREAS**, Polk County and the WDNR entered into a Memorandum of
8 Understanding that, in part, requires Polk County to conduct a planning
9 process that substantially conforms to the requirements of NR 44.04; and

10
11 **WHEREAS**, Polk County passed Resolution 28-18, a Resolution Providing
12 for Comprehensive Planning Process for Stower Seven Lakes State Trail Plan
13 and Cattail Trail (Polk County Segment) Plan, that delegated authority to the
14 Environmental Services Committee to engage in and conduct a comprehensive
15 trail plan development process for the Trails; and

16
17 **WHEREAS**, Polk County passed Resolution 25-19, a Resolution
18 Authorizing the Continuation of the Stower Seven Lakes State Trail and the
19 Cattail Trail (Polk County Segment) Master Planning Process; and

20
21 **WHEREAS**, Polk County utilized staff and hired a professional trail
22 planning consultant, Toole Design, to develop and conduct a robust planning
23 process that involved the substantial public input through stakeholder
24 meetings, open houses, input surveys, and public hearings; and

25
26 **WHEREAS**, the Environmental Services Committee (hereinafter "ESC")
27 received trail use alternative options provided by Toole Design for their
28 consideration; and

29
30 **WHEREAS**, the ESC reviewed the public input and trail use alternative
31 options. After review, the ESC recommended that the Stower Seven Lakes
32 State Trail Master Plan include additional trail uses of snowmobiles and
33 equestrian users as described in option SA3 and EA2 in the plan. These
34 options were recommended as the best choice due to enhanced economic
35 development, to provide consistent trail use options with the other rail trails in
36 the county, to implement the original intent of this trail, and because of the high
37 demand and interest of the added user groups for increased trail use
38 opportunities; and

39
40 **NOW, THEREFORE, BE IT RESOLVED**, the Polk County Board of
41 Supervisors receives the proposed "Master Plan for the Stower Seven Lakes
42 State Trail (attached herein as Exhibit 1)

43
44 **BE IT FURTHER RESOLVED**, the Polk County Board of Supervisors
45 adopts the "Master Plan for the Stower Seven Lakes State Trail" and
46 authorizes the Polk County Parks Department to submit the plan to the
47 Wisconsin Department of Natural Resources for final approval.

48
49 **SUBMITTED BY:** [Signature]

50
Pg. 5 7/8 passed by Environmental Services Committee unanimously

Resolution No. 21-20

DONATION FROM CJCC 501(C)(3) ORGANIZATION FOR COURTROOM TECHNOLOGY UPGRADES

ROLL CALL Board Members	Aye	Nay	Exc.
Olson			
Route			
Warhdahl			
Nelson (Chairperson)			
LaBlanc			
Masters			
Prichard			
District 8 Vacant			
O'Connell			
Middleton			
Luke (2 nd Vice Chair)			
Duncanson			
Arcand			
Bonneprise (Vice Chair)			
Demulling			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Majority Voice Vote

Motion to Approve Adopted

1st Masters Defeated

2nd Route

Yes: _____ No: _____ Exc: _____

Reviewed by: M. S. Malone, Corp. Counsel

Reviewed by: [Signature], Administrator

Reviewed by: [Signature], Finance

FISCAL & LEGAL IMPACT:

The resolution results in a positive fiscal impact to the County in that, the cost to Polk County of the upgrades to the equipment will be reduced with the donation.

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 21st day of July, 2020 by the Polk County Board of Supervisors.

[Signature]
Lisa Ross
County Clerk, Polk County

Committee General Government

Recommended
 Not Recommended
 Neutral

1 **TO THE POLK COUNTY BOARD OF SUPERVISORS:**

2

3 **WHEREAS**, the CJCC 501(c)(3) organization has offered to donate funds

4 toward the upgrade of the audio visual equipment in Court Branches One

5 and Two of the Polk County Justice Center; and

6

7 **WHEREAS**, the donated funds will be used to purchase equipment solely

8 used for the conducting of court activities such as hearings and trials; and

9

10 **WHEREAS**, the purpose of the CJCC 501(c)(3) organization is the

11 support of the Polk County CJCC and the programs conducted by the Polk

12 County CJCC; and

13

14 **WHEREAS**, the courts and their efficient operation directly impact the

15 outcomes of the programs conducted by the Polk County CJCC,

16

17 **WHEREAS**, the donation of the funds from the CJCC 501(c)(3)

18 organization will reduce the amount of Polk County funds necessary to

19 complete the project,

20

21 and **WHEREAS**, the CJCC 501(c)(3) organization has been and

22 continues to be a valuable partner in developing and building the Polk

23 County CJCC Program,

24

25 **NOW, THEREFORE, BE IT RESOLVED**, the Polk County Board of

26 Supervisors accepts the donation of ~~nine thousand dollars (\$9,000.00)~~ ^{ten thousand dollars (\$10,000.00)} from

27 the CJCC 501(c)(3) organization for the purposes of upgrading the audio

28 and video system in Court Branches One and Two of the Polk County

29 Justice Center.

Resolution 21-20 Amendment to change line 26 from \$9,000.00 to \$10,000.00.
 Resoluition 21-20 adopod as amended on the 21st day of July, 2020.

49 delinquent real estate property taxes as of August 1, 2020, so long as the
50 arrangement includes the following terms:

51

52

1. The repayment will happen within the 60 months beginning
August 1, 2020.

53

54

2. Turtle Lakes Holding LLC remains current on all non-
delinquent real property tax obligations.

55

ENVIRONMENTAL SERVICES UPDATE ON CONCENTRATED ANIMAL (Swine) FEEDING OPERATIONS

TIMELINE:

- **April 17, 2019-** Meeting in Burnett County with proposed large scale swine livestock facility consultant. It was discussed that smaller facilities may be located in Polk County during this meeting.
- **August 20, 2019-** Committee of the Whole Meeting where County Board received presentations from DNR & DATCP officials. County Board meeting followed and literature was provided during public comments.
- **August 28, 2019-** Moratorium before the Environmental Services committee. Staff was directed to start looking into the research materials provided at the County Board meeting.
- **September 15, 2019-** Staff attended DATCP Public Hearing in Spooner on proposed ATCP 51 amendments.
- **October 15, 2019-** Resolution 33-19 passed by Polk County Board of Supervisors to establish a six month moratorium on large scale swine livestock facilities. This moratorium allowed for an extension up to 6 months.
- **December 11, 2019-** PHO Brian Kaczmarek presented the public health risks/concerns before the Committee.
- **January 21, 2020-** Stakeholder meetings to collect input from agricultural producers, local officials, and concerned citizens.
- **February 20, 2020-** Moratorium on large scale swine facilities was extended. Resolution 03-20 also prohibited large-scale swine facilities with 1000 animal units or more within the shoreland areas.
- **March 11, 2020-** Environmental Services Committee recommended the proposed amended shoreland ordinance to the County Board with text prohibiting large-scale swine facilities in all shoreland areas.
- **April 29, 2020** – Environmental Services Committee reviewed first draft of CAFO report and provided guidance for updating with Addendums A, B, and C
- **May 13, 2020-** Health and Human Services endorsed CAFO report at Environmental Services Committee meeting.
- **May 27, 2020-** Environmental Services Committee proposed amendments to the comprehensive ordinance include adding a conditional use permit requirement for swine CAFO facilities within the Agricultural 20 zoning district.
- **June 10, 2020-** Health and Human Services provided input. Environmental Services Committee proposed additional amendments to the comprehensive ordinance. Overall, three new definitions are proposed along with 17 conditional use permit criteria. Public Hearing set for July 8th (July 1st video testimony option)
- **June 16, 2020-** Per Resolution 33-19 and 03-20 Polk County Large-Scale Livestock (Swine) Facility Study Group Report presented to County Board at June regular meeting.
- **June 24, 2020-** Presentation by Wisconsin Counties Association (Dan Bahr) regarding Livestock Facility Siting and CAFO's.
- **July 8, 2020-** Public Hearing held for 17 conditional use permit criteria and 3 definitions within the Ag 20 District of the Comprehensive Land Use Ordinance.
- **July 14, 2020-** Health and Human Services Board provide additional health impact considerations for Conditional Uses

DNR & DATCP (and other agencies) OVERSIGHT:

RESOURCE CONCERNS	Regulatory Agency	Natural resource rule, state statute or administrative code
<i>Development near lakes, rivers, wetlands and floodplains</i>	DNR	Chapter 30
<i>Setbacks</i>	County Conservation Dept. (LWRD), DNR & DATCP	Chapter 93, ATCP 51, NR 243 & Polk County Ordinance (Ord) 39-17
<i>Air Quality/odor control</i>	DNR & DATCP	Air Toxics Rule NR 445; ATCP 51.14
<i>Road access and vehicle weight limits</i>	DOT & local governments	§349.16
<i>Runoff Management</i>	DNR & DATCP	§92.15 and NR 151
<i>Manure Storage and nutrient management</i>	DATCP & LWRD	ATCP 51 (siting law), NR 151 and NR 243 (CAFO) & Ord. 39-17
<i>Pollution discharge</i>	DNR	NR 243
<i>Water quality (WPDES Permit)</i>	DNR & LWRD	NRCS 590, NR 243 & Ord 39-17
<i>Storm water and erosion control</i>	DNR & LWRD	NR 216 & Ord. 05-19
<i>High capacity wells</i>	DNR	NR 812.09
<i>Groundwater</i>	DNR	NR 140

Source: Understanding Local and State Regulations for New and Expanding Livestock Facilities, DATCP, 2019 (handout): <https://datcp.wi.gov/Documents/LSLawsForLivestockFacilities.pdf>

OPTIONS FOR REGULATING LARGE SCALE LIVESTOCK FACILITIES:

1. Zoning Conditional Use Permit
 - a. Can specify individual zoning districts where this would be a similar and compatible use.
 - b. Involves a public hearing and public input upfront
 - c. County has greater flexibility to look at each property/application individually
 - d. County can require additional information and studies to be completed to make sure operation will protect the public health, safety, and welfare of the natural resources and citizens in Polk County.
 - e. Decision on application is made by elected officials and not staff
 - f. Con: Does not apply in towns without County Zoning Authority
2. Livestock Siting Ordinance
 - a. Applies to all of Polk County; the siting law limits the exclusion of livestock facilities from agricultural zones.
 - b. Administered by local governments who choose to adopt licensing with review from DATCP
 - c. Applies uniform regulations to livestock operations within the standards of state law (Wis. Admin. Code § ATCP 51). These standards include the following:

<https://datcp.wi.gov/Documents/LSSitingVsCAFOs.pdf>

 - i. Protective of public health and safety based on peer-reviewed scientific information
 - ii. Practicable and cost-effective
 - iii. Promote the growth and viability of animal agriculture

- d. Very limited on requirements because ordinance must comply with Wisconsin Administrative Code ATCP 51.
 - e. The standards allow local governments to address differences in land use between livestock operations and adjacent landowners.
 - f. Administrative review of applications by DATCP-
<https://datcp.wi.gov/Documents/LSPermitApprovalOrDenial.pdf>
 - g. No public input or elected official involvement; Less local control
 - h. Requires more staff time for administration of ordinance.
<https://datcp.wi.gov/Documents/LSLocalGovtResponsibilities.pdf>
 - i. Livestock Siting Review Board appointed by DATCP can appeal any local (staff) decision
3. Operation Based Ordinance
- a. Relies on general County powers for statutory authority
 - b. Provides for more flexibility than siting ordinance
 - c. Can involve a public hearing process before elected officials
 - d. Very similar to a conditional use process
 - e. Con: Ordinance could be a greater liability for Polk County because some have questioned whether it is lawful.

Also see: https://datcp.wi.gov/Pages/Programs_Services/LSFactsheets.aspx

CUP CONDITIONS:

- **Three (3) new Definitions:**
 1. *"ANIMAL LOT" means a feedlot, barnyard or other outdoor facility where livestock are concentrated for feeding or other purposes. "Animal lot" does not include a pasture or winter grazing area.*
 2. *"ANIMAL UNIT" means a unit of measure used to determine the total number of single animal types or combination of animal types, as specified in s. NR 243.11 and NR 243.05, which are at an animal feeding operation.*
 3. *"SWINE CONCENTRATED ANIMAL FEEDING OPERATION (CAFO)" means a swine feeding operation with 1000 animal units or more. (1 animal unit = 1,000 lbs.; roughly 2,500 market pigs)*
- **Seventeen (17) new conditional use permit criteria:**
 1. *Shall have a Nutrient Management Plan that meets the 590 Nutrient Management Practice standard for all lands in total farming operation, and must ensure land base is sufficient to handle waste produced annually*
 2. *Farm entrance shall be at least 100 feet from a nonfarm residential driveway*
 3. *Operation shall comply with all other state, federal, and all other local regulations pertaining to livestock facilities.*
 4. *Shall obtain approval from Town prior to hauling of any overweight loads during spring period. (road ban period)*
 5. *Shall have no discharge from animal lots, high moisture feed storage, or waste storage in waters or mapped wetlands*
 6. *All waste storage structures, including manure storage, shall be at least 200 feet from the nearest property line.*
 7. *All livestock on premise shall be counted towards total animal units.*
 8. *All buildings housing livestock and feed storage, with 1000 animal units or more, shall have a minimum setback of 200 feet from the nearest property line.*

9. *Shall provide 24 hour contact number for DNR and owner/operator in case of a spill.*
10. *Shall notify their Town Chairperson, County Land and Water Resources and Land Information Department, Polk County Public Health Department, and DNR within 24 hours of a spill. Upon receiving notification of a spill, the County shall publish a notice in the official County newspaper for one week and provide the notice on the County website.*
11. *Shall provide a mortality management plan for any deceased animal's onsite (i.e. composting, rendering, incinerating)*
12. *Polk County Land Information Department, Land and Water Resources Department, and Town Chairperson shall receive a copy of all current DNR and DATCP permits, violations, and nutrient management plans annually.*
13. *Applicant shall disclose any previous livestock facility violations. (owners or parent company)*
14. *Shall comply with Polk County Manure and Water Quality Management Ordinance.*
15. *Any suspected case of an environmental or human health hazard, shall be referred to the Polk County Health Department and the appropriate follow-up will occur based on public health statutory requirements.*
16. *Farm owner or operator must live within 5 miles of the farm*
17. *Professionally designed and drafted plans of the facility shall be submitted with conditional use permit application.*



Polk County

"GIFT OF THE GLACIERS"

Wisconsin



SPACE NEEDS ANALYSIS

FINAL RECOMMENDATION
DRAFT July 21, 2020

AGENDA

Space Needs & Facility Analysis

1. Study Objectives / Guiding Principles
2. Review of Facility Conditions
3. Review of Space Needs
4. Recommendation

KEY POINTS

Space Needs & Facility Analysis

1. Address Infrastructure Needs ASAP
2. Create a Masterplan for Space Needs
3. Implement High Impact Customer Service and Staff Efficiency Strategies
4. Leave the Old Jail as is for now



GUIDING PRINCIPLES

Space Needs & Facility Analysis

- 1. Investments should be fiscally responsible and reflect the County's values.*
- 2. Enhance the customer experience by becoming citizen centered.*
- 3. Capture Divisional efficiencies to improve functional flow and productivity.*
- 4. Upgrade safety and security around and throughout the building.*
- 5. Plan for a user friendly working, gathering and meeting spaces that incorporate upgraded technology.*
- 6. Improve productivity, recruitment, retention and customer service through infrastructure operational efficiencies.*
- 7. Consider the long-term operational and space needs of the County.*

CONDITION ASSESSMENT



BUILDING INFRASTRUCTURE

Space Needs & Facility Analysis

General Systems

- Public toilet rooms are not ADA compliant.
- Many single leaf doors are not wide enough to be ADA compliant.
- Stairs do not meet current Fire Code.
- Railings in stairs cores do not meet current code requirements.
- All exterior windows are original to the building and are energy inefficient.
- Existing building is not sprinkled.
- Elevator in the Government Center does not meet ADA code requirements.
- Existing floor, ceiling and wall finishes throughout the entire Government Center are getting old.



BUILDING INFRASTRUCTURE

Space Needs & Facility Analysis

Mechanical Systems

- Issues with water hardness and manganese are present.
- Domestic water piping in shaft of Government Center is leaking onto an electrical panel on the ground level.
- Issues with leaking coils, leaking pipes, and scaling/ fouling on the interior piping could be the result of poor chemical treatment in hydronic water systems.
- Low water pressure requires a water pressure booster pump system.
- Poor sanitary pipe maintenance access could be addressed with new urinals and providing new cleanouts.
- Existing steam boiler plant in the Government Center is very inefficient.
- Existing chiller is beyond its expected useful life. Replace with new rooftop DX condensing unit.
- Replace Ventilation System in Government Center
- To improve controllability of comfort, pneumatically controlled components of the building automation system should be replaced with new DDC and a new front-end software



BUILDING INFRASTRUCTURE

Space Needs & Facility Analysis

Electrical Systems

- Distribution equipment is aging and is beyond its useful lifecycle and should be replaced.
- Provide emergency generator, transfer switches, panels and lighting relays, as the existing system will not withstand significant changing to the system.
- Replace T8 lighting with energy efficient LED fixtures.
- Provide occupancy sensors throughout the building.
- Replace exit signage and interior emergency egress lighting
- Provide LED exterior egress lighting
- Provide additional site lighting
- Fire Alarm panel and system needs to be replaced as its beyond its expected useful life.



BUILDING INFRASTRUCTURE

Space Needs & Facility Analysis

Technology Systems

- Grounding of non-current carrying metals is required. Consider installing an industry standards-based Telecommunications bonding and Grounding system for all telecommunication rooms.
- Replacement of legacy cables to Cat 6A and provide proper support of all low voltage cables.
- Replacement of existing phone system with centralized VoiP system and remove associated abandoned cables and equipment.
- Provide two (2) Cat 6A data cables to each WAP
- Consider digital signage for wayfinding
- Standardize camera specifications for consistency, cabling standard, and camera support services.

SPACE NEEDS



SPACE NEEDS

Space Needs & Facility Analysis

SPACE PROGRAM SUMMARY

	Existing Area	Proposed Area
General Government Division	9,293 usf	10,017 usf
1.100 County Administration	768 usf	1,697 usf
1.300 Employee Relations	1,728 usf	1,847 usf
1.400 Finance	696 usf	638 usf
1.500 Information Technology	1,947 nsf	2,494 nsf
1.600 County Clerk	1,200 usf	1,014 usf
1.700 Treasurer	1,654 usf	1,456 usf
1.800 Miscellaneous	1,300 usf	872 usf
Environmental Services Division	6,639 usf	6,666 usf
2.100 Register of Deeds	2,257 usf	2,303 usf
2.200 Land Information	2,017 usf	1,857 usf
2.300 Land & Water Resources	1,647 usf	1,789 usf
2.400 Forest, Parks & Trails	718 usf	718 usf



SPACE NEEDS

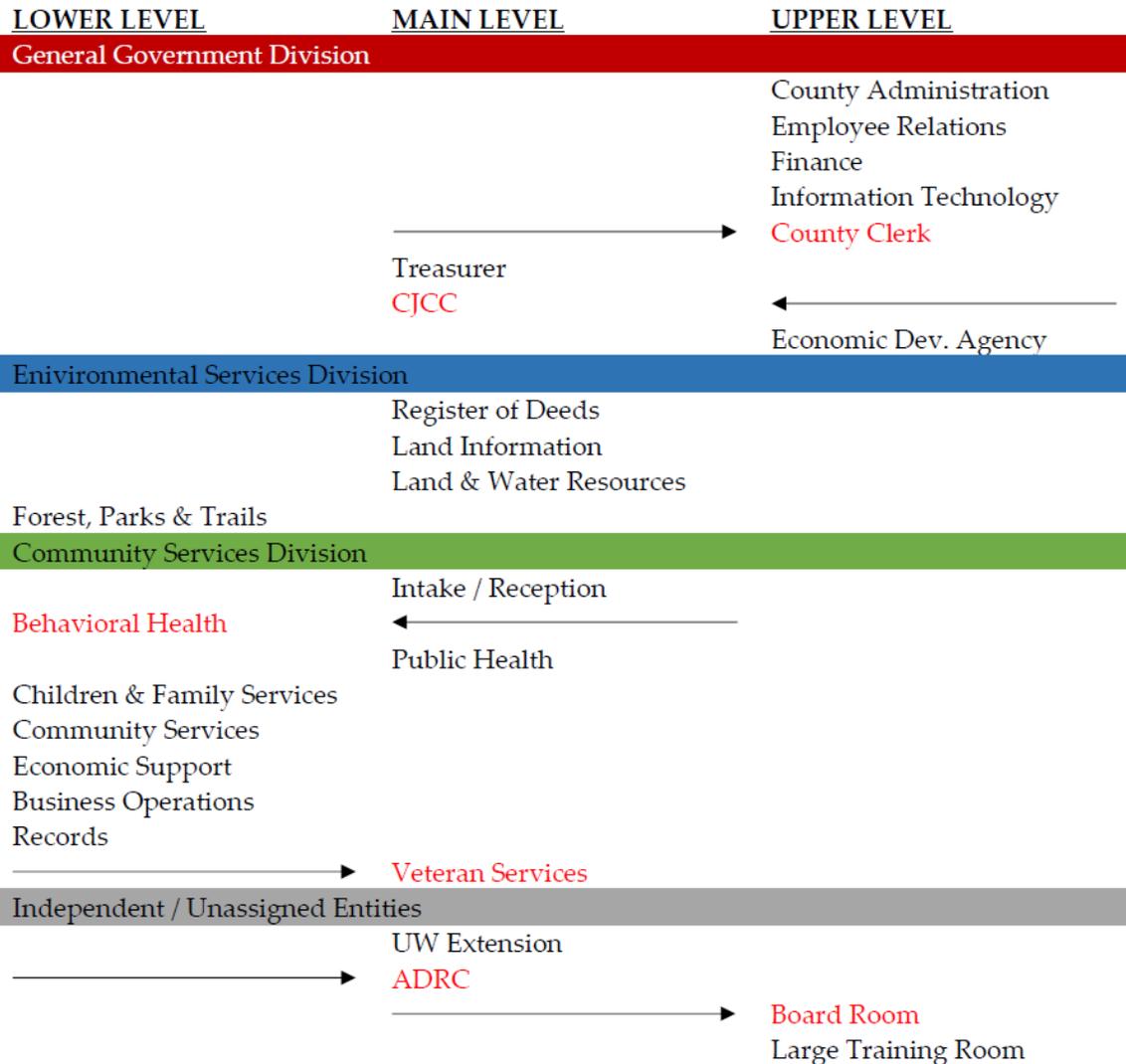
Space Needs & Facility Analysis

Community Services Division		34,153 usf	31,260 usf
3.100	Intake / Reception	5,812 usf	4,931 usf
3.200	Behavioral Health	4,994 usf	5,138 usf
3.300	Public Health	4,958 usf	4,851 usf
3.400	Children & Family Services	5,442 usf	5,586 usf
3.500	Community Services	6,449 usf	4,332 usf
3.600	Economic Support	2,613 usf	2,562 usf
3.700	Business & Operations	1,992 usf	1,974 usf
3.800	Records	1,196 usf	1,198 usf
3.900	Veterans Services	697 usf	689 usf
Independent/ Unassigned Entities		22,691 usf	25,016 usf
4.100	UW Extension	2,051 usf	2,050 usf
4.200	ADRC	2,847 usf	3,951 usf
4.300	Common/ Public	7,915 usf	8,600 usf
4.400	Custodial / Restrooms	2,566 usf	2,863 usf
4.500	Facilities / Elec / Mech	7,312 usf	7,552 usf
Usable Area Subtotal		72,776 usf	72,959 usf
Usable to Gross Factor		x 1.20	x 1.20
Total Building Gross Square Footage		87,244 gsf	87,244 gsf



SPACE NEEDS

Space Needs & Facility Analysis



RECOMMENDATION



RECOMMENDATION

Space Needs & Facility Analysis

Existing Facility Maintenance Recommendations

- 1974 Government Center Roof Replacement
- 1974 Government Center ADA Toilet Room Upgrades
- 1974 Government Center ADA Stair & Elevator Upgrades
- 1974 Government Center Chilled Water System Replacement
- 1974 Government Center Boiler Plant Replacement
- 1974 Government Center Ventilation System Replacement
- 1974 Government Center Domestic Water Distribution Upgrades
- 1974 Government Center Power Distribution Equipment Replacement
- 1974 Government Center Interior Lighting and Controls Upgrades
- 1974 Government Center Data Cabling Replacement
- Building Automation System Head End and Distribution System Upgrades
- Water Softeners Installation
- Water Heater Replacements
- Fire Alarm Panel Replacement
- Back-up Power Generator Replacement
- Communications Rooms Grounding

Recommended Investment:

\$5,910,000



RECOMMENDATION

Space Needs & Facility Analysis

Customer Service & Staff Efficiency Recommendations

- Move ADRC and Veteran Services to remodeled space on main level of the Government Center for easier access to services for customers most likely with mobility issues
- Create an Environmental Services Customer Service Center on main level of Govt Center for staff efficiency and customer service improvements
- Move Behavioral Health to vacated space on the lower level of Govt Center Addition
- Move Board Room and County Clerk to a remodeled upper level

Recommended Investment: **\$2,000,000**

TOTAL PROJECT COST: **\$7,910,000**



PMA[™]
SECURITIES

Polk County, WI

Debt Review Presentation

General Government Committee

Brian Della

Director, Public Finance

PMA Securities, LLC

770 N. Jefferson Street, Suite 200

Milwaukee, WI 53202

July 9, 2020

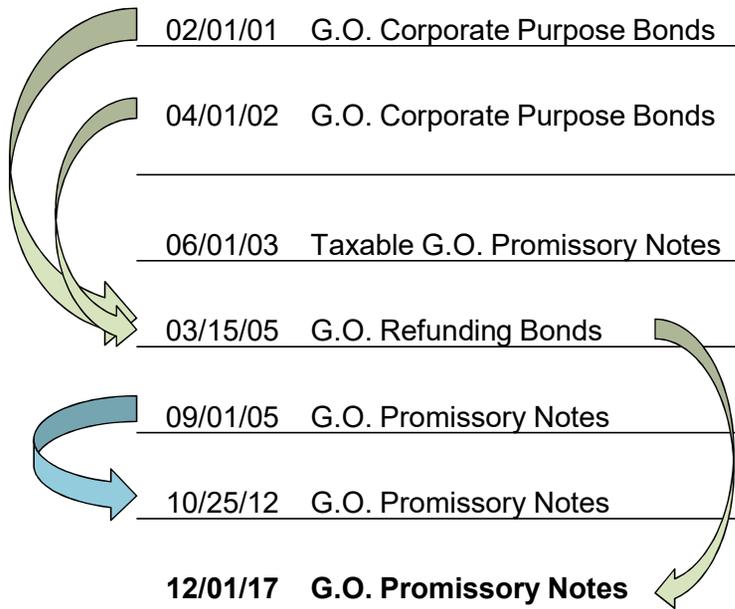


Polk County Recent “Bonding” History

Below is a list of the seven “bond” issues that the County has taken out since 2000. The only outstanding issue is the 2017 General Obligation Promissory Notes.

The County’s current informal policy is to issue new debt that matures in 10-years or less (i.e., Notes), and structure the debt in a way that keeps the overall levy as consistent as possible.

Date of Issue	Issue Name	Purpose(s)	Amount	Scheduled Maturity
02/01/01	G.O. Corporate Purpose Bonds	(i) New Justice Center / (ii) New Adult Development Center	\$ 16,515,000	12/01/20
04/01/02	G.O. Corporate Purpose Bonds	(i) New Justice Center / (ii) New Adult Development Center (iii) Renovate Human Service and Public Health Office Building	\$ 12,105,000	12/01/21
06/01/03	Taxable G.O. Promissory Notes	Pay County's unfunded prior service liability to WRS	\$ 2,150,000	12/01/10
03/15/05	G.O. Refunding Bonds	Refund callable maturities of 2001 Bonds & 2002 Bonds	\$ 18,500,000	12/01/21
09/01/05	G.O. Promissory Notes	New communications system	\$ 5,600,000	12/01/14
10/25/12	G.O. Promissory Notes	Refund callable maturities of 2005 Notes	\$ 1,865,000	12/01/14
12/01/17	G.O. Promissory Notes	(i) Construct and equip a new highway facility (ii) Refund callable maturities of 2005 Refunding Bonds	\$ 16,700,000	12/01/27





Common Funding Options

The Capital Markets

- ▶ The most common method of financing large projects.
- ▶ No matter how many different investors hold “your bonds”, the County only sends its payment to The Depository Trust Company (DTC), which acts as securities depository for the debt issue.
- ▶ (e.g., the County’s 2001 through 2012 issues)

A Local Bank Loan

- ▶ Historically associated with shorter-term or smaller-sized borrowings (there are exceptions)

A Direct Placement

- ▶ Medium to large banks, with or without a local presence, want to purchase municipal debt to as an investment for their balance sheets.
- ▶ (e.g., the County's 2017 issue)

State Trust Fund Loan (STFL) Program

- ▶ Administered by the Board of Commissioners of Public Lands.
- ▶ No compliance with tax-exempt IRS rules is required, as this borrowing is not tax-exempt.



G.O. Notes vs. G.O. Bonds

General Obligation debt comes in two forms for Wisconsin counties:

- ▶ General Obligation Notes
- ▶ General Obligation Bonds

General Obligation Notes

- ▶ Must mature within 10 years
- ▶ State of Wisconsin does not prescribe the method of sale (either competitive or negotiated is OK)

General Obligation Bonds

- ▶ Final maturity limited to 20 years (although there are exceptions)
- ▶ A permissive referendum* is possible, but only for certain projects (highways, bridges, railroad, memorials)
- ▶ State of Wisconsin does prescribe the method of sale (competitive sale is required per Chapter 67.08(2))

* Can force a referendum vote on the borrowing if within 30 days of the Board passing an Initial Resolution for G.O. Bonds there is a petition delivered to the Clerk signed by electors numbering at least 10 percent of the votes cast in the county for governor at the last general election.



Typical Resolutions for Issuing G.O. Bonds

Project Resolution

- ▶ This informal resolution provides the Board's general approval for the project and typically directs staff to continue to work with professional consultants (e.g., engineers, architects, and financial advisors).

Initial Authorizing Resolution

- ▶ This resolution is prepared by Bond Counsel and requires the approval of $\frac{3}{4}$ of the members elect.
- ▶ (Polk County's 15 members elect $\times \frac{3}{4} = 11.25$ or 12 affirmative votes are needed)
- ▶ This would authorize the entire project borrowing in one or more series of notes or bonds.
- ▶ It may or may not provide a mechanism for a sale (if not, the mechanism is the "Set Sale Resolution").

Set Sale Resolution

- ▶ A Set Sale Resolution only requires a majority vote of the members present.
- ▶ Set Sale Resolutions are generally separate from the Initial Authorizing Resolution, particularly when the plan of finance contemplates issuing one or more debt issues to finance the project.
- ▶ A "Parameters Resolution" is a version that allows staff/officers to accept winning bid on behalf of Board.

Award Resolution

- ▶ The day the notes or bonds are sold, the pricing (i.e., interest rates) is finalized and a resolution prepared.
- ▶ Can be same day as regularly scheduled Board meeting or "any" day if Parameters Resolution adopted.



Reimbursement Resolution

There are instances when a county needs to advance monies from its general fund for a project expense prior to passing the Initial Authorizing Resolution.

To the extent that a county wants the ability to pay itself back with bond proceeds it should pass a Reimbursement Resolution.

Reimbursement Resolution

- ▶ Requires a majority vote of the members present.
- ▶ Has a 60-day lookback window from the date of adoption.
- ▶ Generally, the advance must be repaid with bond proceeds not later than 18 months after the later of:
 - ▶ The date of the original expenditure, or
 - ▶ The date the project is placed in service, but in no event more than three years after the expenditure.

Don't Advance Funds Beyond December 31st

- ▶ It's OK to advance General Fund monies for a project in anticipation of repayment with bond proceeds, but always a good idea to repay any advances by December 31st so the audit "looks good" for a potential rating agency review.



Credit Rating for Capital Market Debt Issues

Capital Market debt issues often, but are not required to, receive a rating.

Polk County most recently was rated Aa3 by Moody’s on November 16, 2016

A county has two options with respect to a credit rating:

1. Should the county purchase a credit rating?
2. If so, what rating agency should the county use?

Moody's	S&P
Aaa	AAA
Aa1	AA+
Aa2	AA
Aa3	AA-
A1	A+
A2	A
A3	A-
Baa1	BBB+
Baa2	BBB
Baa3	BBB-

Should the County Purchase a Credit Rating?

- ▶ The economics of receiving a credit rating are as follows:
 - ▶ The county pays for the cost of the rating for a specific debt issue out of bond proceeds
 - ▶ A “good” credit rating lowers the interest rate that investors will accept / require
 - ▶ General Question: Are future reduced interest payments worth the upfront cost of a rating?
 - ▶ Answer: It’s always issuer and issue specific, but generally the answer is yes.
 - ▶ Based on size of borrowing, length of borrowing, and credit rating

Which Rating Agency Should be Selected?

- ▶ Moody’s vs. S&P
- ▶ (four large Wisconsin counties use Fitch, but generally as a “second” rating)



Polk County – Example Borrowing Plan of Finance

Criteria Provided to PMA

- ▶ Since no “large” building projects currently contemplated, new debt should be 10 years or less in duration
- ▶ County desires to keep debt service levy at the current level of \$2,800,000 going forward

Contemplated Projects

- ▶ 2021 - \$6.0 million for Phase I Government Center Facilities Update
- ▶ 2022 - \$2.0 million for Phase II Government Center Facilities Update (including IT improvements)
- ▶ 2023 forward – annual “sustainable” borrowing amounts based on above criteria
 - ▶ Annual payment on \$2,385,000 at 3.0% over 10 years is approximately \$280,000
 - ▶ Are average annual \$2,385,000 borrowings “sustainable” based on County’s debt service structure post the proposed Phase I and Phase II borrowings? (answer = yes)
 - ▶ Note: This doesn’t mean the County has to borrow \$2,385,000 every year, it just means the County could on average borrowing this much each year based on certain assumptions and meet the criteria

Under separate cover please see PMA’s

Polk County, WI - Conceptual Annual Borrowings 2021-2027 with \$2.8 million Payment Target
\$8.0 million Facilities Update and \$2.385 million annually 2023-2027



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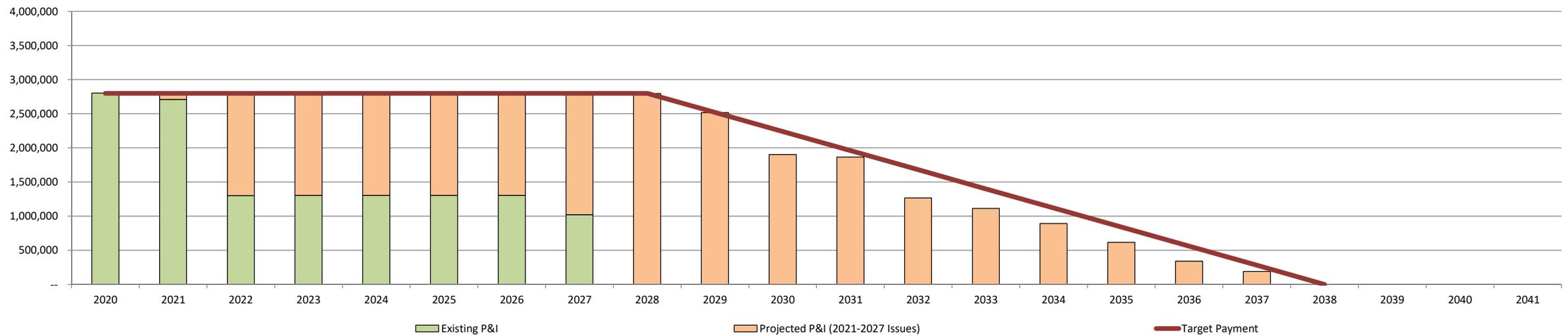


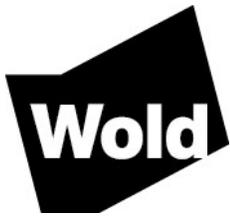
Polk County, WI - Conceptual Annual Borrowings 2021-2027 with \$2.8 million Payment Target
 \$8.0 million Facilities Update and \$2.385 million annually 2023-2027

Target Annual Payment **2,800,000**

Calendar Year	Existing Debt (2017 Notes)			Facilities Update Projects				Other Polk County Projects										Total Annual P&I	Target Annual P&I	Total vs. Target	1.0% growth TID-Out E.V. (1,000's) (Year - 1)	Debt Service Mill Rate		
	16,700,000 Dec 01 Principal	Prepaid Principal	2.55% Interest	2021 Notes 6,000,000 Jun 01 Principal	3.00% Interest	2022 Notes 2,000,000 Jun 01 Principal	3.00% Interest	2023 Notes 2,385,000 Jun 01 Principal	3.00% Interest	2024 Notes 2,385,000 Jun 01 Principal	3.00% Interest	2025 Notes 2,385,000 Jun 01 Principal	3.00% Interest	2026 Notes 2,385,000 Jun 01 Principal	3.00% Interest	2027 Notes 2,385,000 Jun 01 Principal	3.00% Interest							
2020	2,500,000	--	303,195	--	--	--	--	--	--	--	--	--	--	--	--	--	--	2,803,195	2,800,000	3,195	4,914,778	0.57		
2021	2,190,000	280,000	239,445	--	90,000	--	--	--	--	--	--	--	--	--	--	--	--	2,799,445	2,800,000	(555)	4,963,925	0.56		
2022	1,125,000	--	176,460	1,305,000	160,425	--	30,000	--	--	--	--	--	--	--	--	--	--	2,796,885	2,800,000	(3,115)	5,013,565	0.56		
2023	1,155,000	--	147,773	520,000	133,050	760,000	48,600	--	35,775	--	--	--	--	--	--	--	--	2,800,198	2,800,000	198	5,063,700	0.55		
2024	1,185,000	--	118,320	520,000	117,450	140,000	35,100	585,000	62,775	--	35,775	--	--	--	--	--	--	2,799,420	2,800,000	(580)	5,114,337	0.55		
2025	1,215,000	--	88,103	520,000	101,850	140,000	30,900	200,000	51,000	350,000	66,300	--	35,775	--	--	--	--	2,798,928	2,800,000	(1,073)	5,165,481	0.54		
2026	1,245,000	--	57,120	520,000	86,250	140,000	26,700	200,000	45,000	190,000	58,200	125,000	69,675	--	35,775	--	--	2,798,720	2,800,000	(1,280)	5,217,135	0.54		
2027	995,000	--	25,373	520,000	70,650	140,000	22,500	200,000	39,000	230,000	51,900	160,000	65,400	175,000	68,925	--	35,775	2,799,523	2,800,000	(478)	5,269,307	0.53		
2028	--	--	--	520,000	55,050	140,000	18,300	200,000	33,000	230,000	45,000	265,000	59,025	825,000	53,925	285,000	67,275	2,796,575	2,800,000	(3,425)	5,322,000	0.53		
2029	--	--	--	520,000	39,450	140,000	14,100	200,000	27,000	230,000	38,100	265,000	51,075	175,000	38,925	725,000	52,125	2,515,775	2,520,000	(4,225)	5,375,220	0.47		
2030	--	--	--	520,000	23,850	140,000	9,900	200,000	21,000	230,000	31,200	265,000	43,125	175,000	33,675	170,000	38,700	1,901,450	2,240,000	(338,550)	5,428,972	0.35		
2031	--	--	--	535,000	8,025	140,000	5,700	200,000	15,000	230,000	24,300	265,000	35,175	175,000	28,425	170,000	33,600	1,865,225	1,960,000	(94,775)	5,483,262	0.34		
2032	--	--	--	--	--	120,000	1,800	200,000	9,000	230,000	17,400	265,000	27,225	175,000	23,175	170,000	28,500	1,267,100	1,680,000	(412,900)	5,538,094	0.23		
2033	--	--	--	--	--	--	--	200,000	3,000	230,000	10,500	265,000	19,275	175,000	17,925	170,000	23,400	1,114,100	1,400,000	(285,900)	5,593,475	0.20		
2034	--	--	--	--	--	--	--	--	--	235,000	3,525	265,000	11,325	175,000	12,675	170,000	18,300	890,825	1,120,000	(229,175)	5,649,410	0.16		
2035	--	--	--	--	--	--	--	--	--	--	--	245,000	3,675	175,000	7,425	170,000	13,200	614,300	840,000	(225,700)	5,705,904	0.11		
2036	--	--	--	--	--	--	--	--	--	--	--	--	--	160,000	2,400	170,000	8,100	340,500	560,000	(219,500)	5,762,963	0.06		
2037	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	185,000	2,775	187,775	280,000	(92,225)	5,820,593	0.03		
2038	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	5,878,799	--	
2039	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	n.a.	n.a.	n.a.	5,937,587	--	
2040	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	n.a.	n.a.	n.a.	5,996,963	--	
2041	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	n.a.	n.a.	n.a.	6,056,932	--	
				11,610,000	1,155,788	6,000,000	886,050	2,000,000	243,600	2,385,000	341,550	2,385,000	382,200	2,385,000	420,750	2,385,000	323,250	2,385,000	321,750	35,889,938	37,800,000	(1,902,950)		

Aggregate Debt Service vs. Target Aggregate Payment





Polk County

100 Polk County Plaza
Balsam Lake, WI 54810
Draft July 9, 2020



Government Center

Space Needs and Facility Analysis

Commission No. 202019

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PLANNERS
ARCHITECTS
ENGINEERS



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APPENDIX

- A. Energy Efficiency Options
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EXECUTIVE SUMMARY

In the fall of 2019, Polk County hired Wold Architects and Engineers to perform a Space Needs and Facility Analysis. The study examines the existing Government Center facility located at 100 Polk County Plaza, in order to identify facility maintenance needs, current space deficiencies, inefficiencies in existing space usage, and provide a road map for long-term facility planning.

This study concludes that the existing facility, especially the 1974 portion of the Government Center and the former Law Enforcement Center are in need of significant maintenance of infrastructure while the 2004 Human Services Addition to the north has minor lifecycle issues to address.

While we believe that it is imperative to address the maintenance needs of the Government Center in the near future, we recommend that minimal maintenance be done to the former Law Enforcement Center at this time. Instead, we recommend that the former LEC continue to be utilized as storage until a major maintenance event becomes necessary and the building be demolished at that time. If a significant use for the LEC comes up in that timeframe, then a heavier reinvestment may be justified. Otherwise, we recommend that the county start reducing its reliance on the former LEC for cheap, abundant storage to be prepared for the facilities eventual removal.

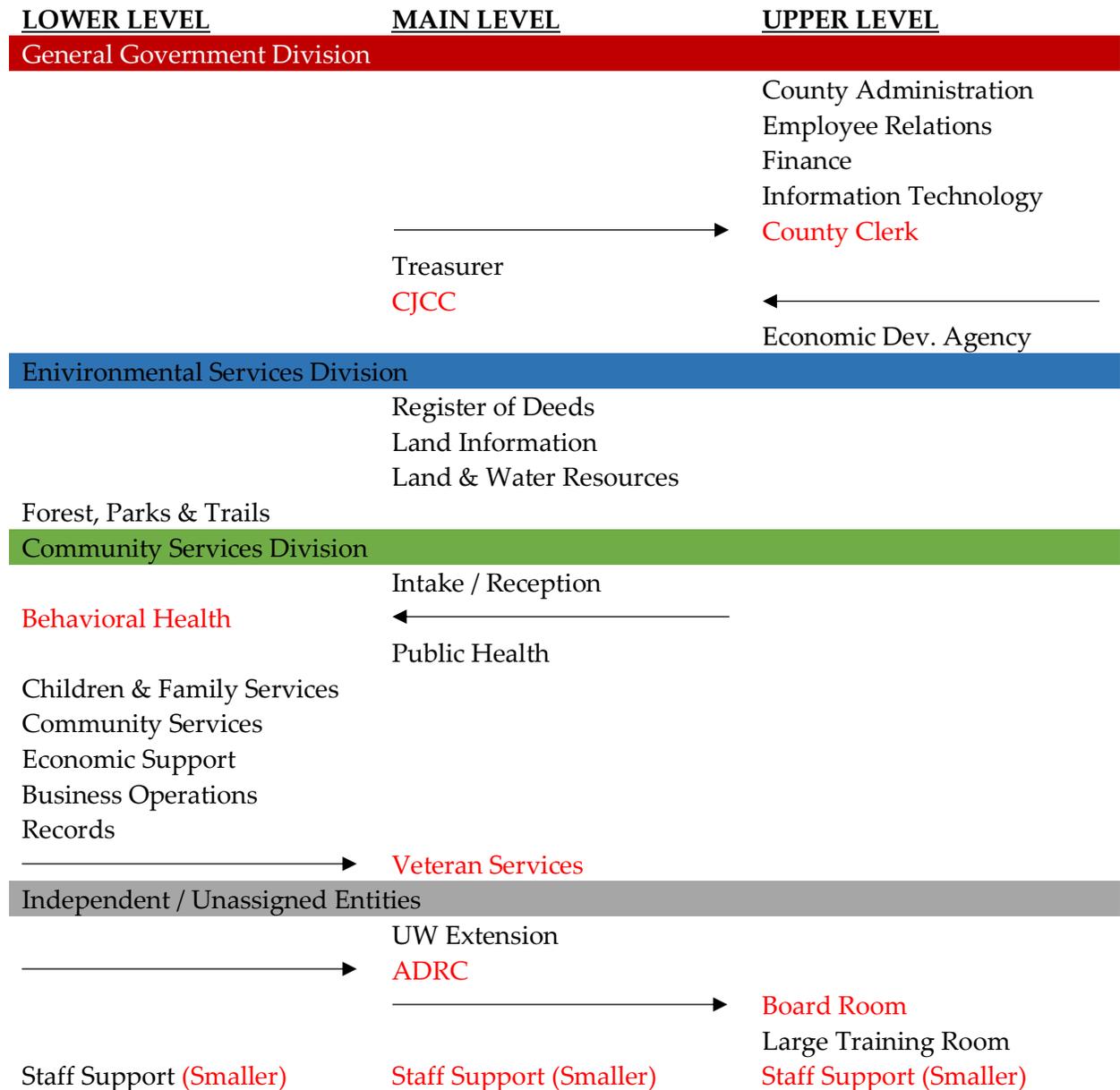
Regarding space utilization, this study finds that the existing space available within the Government Center should meet the needs of its occupants in the foreseeable future. However, numerous internal moves, repurposing of space and minor remodeling would vastly improve staff efficiencies and customer service. A masterplan concept is proposed by this study to take advantage of those opportunities. This study recommends that minor department relocations and remodeling be implemented focused on directly improving customer service and staff efficiency. Because of the evolving operations of Polk County during the pandemic, this study recommends that any major remodeling to accommodate future capacity needs be delayed.

A summary of the recommended scope of work for facility maintenance and operational efficiency and customer service upgrades is listed on the following pages.



BUILDING CONCEPT AND RECOMMENDATION

The chart below represents the conclusion of the Space Needs Analysis for Government Center, showing the proposed relocations of various departments to provide more efficient and effective workflow and a framework for better customer service. Departments noted in red are proposed to change locations. For more information, see section II.





Proposed Project Schedule:

The proposed project would take a total of 21 to 27 months, depending upon the phasing and sequencing of construction. Design phases would comprise the first nine months followed by a month of procurement (bidding). Construction activities could be implemented in as short as 11 months or up to 17 months depending upon the acceptable phasing of the project and disruption of continuing county operations.



INTRODUCTION

Wold Architects and Engineers is pleased to submit to Polk County the Government Center Space Needs and Facility Analysis for your consideration. We wish to thank the Polk County Board of Supervisors, Core Group and staff for their efforts in providing the Wold Team with the information necessary to complete this study and report.

Core Planning Group

Vince Netherland
Chad Roberts
Darlene Kusmorek
Tonya Eichelt
Steve Geiger
Brent Waak
Emil 'Moe' Norby

Thank you for the consideration of this study and its recommendations.

A handwritten signature in black ink, appearing to read "Joel Dunning".

Joel L. Dunning, Partner | AIA, LEED AP

Wold Architects and Engineers



STUDY PURPOSE AND OVERVIEW

The purpose of this study is to gather information to guide the county in making strategic, long-term decisions regarding the use and investment in the Government Center and former Law Enforcement Center in its role in supporting the critical operations Polk County. The focus of the study is to analyze the existing Government Center Campus, located at 100 Polk County Plaza, in order to identify facility deficiencies, maintenance needs, current space deficiencies, inefficiencies in existing space usage, and explore long-term facility planning options.

Facility Maintenance Considerations

Primary to the study, the design team was tasked with documenting the state of the existing facility with an eye for building components at the end of their life cycle and in need of replacement or repair to maintain the county's investment in the Government Center facilities as assets. This existing facility analysis was used to generate a list of maintenance items which should be considered by the city in the near future and definitely should be considered for inclusion in any larger facility project. While developing solutions for every issue, Wold's team looked beyond simple one-for-one replacement strategies to determine if any energy efficiency or operational cost reducing strategies were viable.

Space Needs Recommendation

Simultaneous to the Facility Condition Analysis, Wold was tasked by the county to analyze the space needs of the Government Center's occupants to meet current and projected need. Changes in service models, services provided, and current and future growth for all departments currently housed in the Government Center as well as consideration of any changes in occupancy were considered.

It should be noted that this study began in January 2020 with the study kick-off meeting, onsite facility assessment, completion of all department surveys and a vast majority of department interviews happening before the issuance of the Governor's "Safer at Home" Order on March 24, 2020, due to the Coronavirus pandemic. Not only did this temporarily pause the process of this study, but the immediate forced transition to a remote working environment for the operations housed at the Government Center resulted in drastic changes to the county's work flow – many of which we imagine will be retained after a full return to the workplace occurs. Because this report is being presented while Polk County is still transitioning into normal operations, many of the space analysis findings may be premature. We suggest implementation of facility maintenance projects and minor relocations of existing department functions occur, but suggest a delay in major remodeling based upon increasing capacity to allow more time for the new normal to be determined before significant financial investments are made.



STUDY METHODOLOGY

To arrive at the recommendations included in this report, extensive meetings and discussions occurred between the Wold team and the Core Planning Group and the departments and operations located at the Government Center. This effort included the development of guiding principles, departmental surveys, staff interviews, information gathering, field verification and facility tours. As part of the interview and survey process, an analysis of future staffing and space needs was performed. Issues were identified, prioritized and solutions developed across multiple categories for the building and site. Estimated project costs for solutions were developed for future improvement projects. To assist in determining operational efficiency and future need, the Core Planning Group studied the following:

Current and Future Operations

- Analysis of current operations.
- Department Surveys and interviews.
- Projection of operational opportunities.

Growth Needs Analysis

- Exploration of current space deficiencies.
- Review and approval of projected growth needs.

Space Program

- Development of a program of spaces.
- Refinement of basic program needs.
- Understanding of changing service models.
- Best practices for county operations.

Facility Analysis

- Analysis of current facility conditions by visual inspection and reviewing previous recent facility assessments and energy improvement programs.



GUIDING PRINCIPLES AND DESIGN CRITERIA

Guiding principles and design criteria are developed at the initial project meeting by the Core Planning Group in order to define the overall objectives of the study and any resulting facility improvement project. They become the milestones which the progress of the study is measured against and determine if the final results are a success.

Guiding Principles

1. Investments should be fiscally responsible and reflect the County's values.
2. Improve productivity, recruitment, retention and customer service through infrastructure operational efficiencies.
3. Capture Divisional efficiencies to improve functional flow and productivity.
4. Enhance the customer experience by becoming citizen centered.
5. Plan for a user friendly working, gathering and meeting spaces that incorporate upgraded technology.
6. Consider the long-term operational and space needs of the County.
7. Upgrade safety and security around and throughout the building.



EXISTING CONDITIONS ANALYSIS

This report was prepared by a team from Wold Architects and Engineers consisting of individuals experienced in Architectural, Mechanical, Electrical and Technology systems visiting the Government Center to perform a detailed analysis of current facility conditions. Issues were identified, prioritized and solutions developed across multiple categories for the building and site.

While the findings are listed as individual elements, many of the items are interrelated and when implemented concurrently allow for savings in both initial investment and savings in ongoing operations.

Construction and other miscellaneous costs were estimated to develop total project costs needed to fully implement these solutions. These costs were developed for the county's consideration in the budgeting of the overall project. A summary table of recommendations precedes a detailed description of and project cost for resolving each issue, organized by building system.

EXISTING CONDITIONS ANALYSIS – OVERVIEW

OVERVIEW

There are three buildings included in this assessment.

- Government Center. Constructed in 1974.
- Former Law Enforcement Center. Constructed in 1979.
- Government Center (Human Services) Addition. Constructed in 2003.

All three buildings are connected, the Old Jail is connected via a hallway which is retaining soil on its south side and covered by a plaza above. While the Government Center is fully occupied but somewhat underutilized, the Old Jail is completely vacant in its old jail on the upper level. The Old Jail's lower level is used mostly for storage and a small suite is leased to the Kinship program.

The Government Center and the Human Services buildings are connected together, but mechanical systems are mostly independent. Portions of the Old Jail are served by the heating and cooling plants located in the Government Center. Ventilation systems for the three buildings are completely independent. The facility is supplied with natural gas provided by We Energies. A gas utility meter located at the east side of the Government Center appears to serve the entire facility. There is no backup fuel source for the heating systems.



EXISTING CONDITIONS ANALYSIS - COST SUMMARY

ITEM:	Recommended:	Deferred:
A1. Parking Lot Repairs		\$48,000
B1. Roof Replacement on 1974 portion	\$250,000	
B2. Precast Sealant Replacement		\$15,000
B4. Window and Entry Replacement on 1974 portion		\$355,000
C1. Interior Finishes		\$0
C2. ADA Toilet Room Upgrades	\$450,000	
C3. ADA Door Width Upgrades		\$218,000
C4. ADA Stair & Elevator Upgrades	\$30,000	
D1. Govt Center Chilled Water Systems	\$180,000	
D2. Human Services Chilled Water System		\$130,000
D3. Govt Center Heating System	\$1,200,000	
D5. Heating Water Treatment		\$33,000
E1. Govt Center Ventilation Systems	\$1,700,000	
E3. Old Jail Ventilation Systems		\$180,000
F1. Building Automation System Head End	\$45,000	
F2. Building Automation System Distribution	\$840,000	
G1. Water Softener Replacement	\$80,000	
G2. Water Heater Replacement	\$90,000	
G5. Domestic Water Distribution	\$60,000	
H1. Install Fire Sprinklers		\$575,000
H2. Fire Alarm System Replacement	\$100,000	
I2. Power Distribution Equipment	\$205,000	
I3. Replace Generator	\$135,000	
J1. Interior Lighting and Controls Upgrades	\$400,000	\$400,000
J3. Emergency Egress Lighting Replacement		\$4,000
J4. Exterior Egress Lighting Replacement		\$30,000
J5. Exterior Lighting		\$105,000
K1. Data Cabling Replacement	\$128,000	\$128,000
K2. Ground Communications Rooms	\$17,000	
K3. Security System Upgrades and Expansion		\$120,000
Recommended Project Cost Subtotal	\$5,910,000	\$2,341,000



DETAILED ANALYSIS

A. SITE

- 1. PARKING LOT IMPROVEMENTS:** **Project Cost Estimate: \$48,000**
A variety of issues with the condition of the north and south parking lots were observed, including cracks sealing and repair of damaged curbs in the south lot; repairing curbs along the driveway; and repairing curbs, seal coating the entire parking lot and repairing the damaged asphalt at a manhole.

Response: *Plan proposed repairs.*

B. EXTERIOR CONSTRUCTION

- 1. ROOF SYSTEM:** **Project Cost Estimate: \$250,000**
The existing ballasted EPDM roof system on the 1974 portion of the Government Center is showing signs of age and likely at the end of its life cycle. EPDM is pulling away from the parapet at several locations and insulation has shifted in the southwest corner preventing positive drainage. At 46 years of age, it is likely that the current roof is the second roof on the building and near the end of its 20 to 25 year life.

Response: *Replace the existing ballasted roof system with an fully adhered EPDM system with new insulation.*

- 2. EXTERIOR WALLS:** **Project Cost Estimate: \$15,000**
The existing precast wall panels are in good condition and no need for repair was observed. However, sealant between panels was observed to be dried and cracking.

Response: *Replace the precast joint sealant.*

- 3. EXTERIOR WALLS:** **Project Cost Estimate: \$0**
The south wall of the connecting hallway between the Government Center and the Old Jail has signs of water intrusion. Because this is a minimally used hallway, we don't believe that there is value in excavating to expose the wall and installing new waterproofing. Instead, we propose to leave the condition as is until it is prudent to demolish to Old Jail.



Response: *No repairs recommended at this time.*

4. **EXTERIOR DOORS, WINDOWS AND ENTRIES:** **Project Cost Estimate: \$355,000**
The existing exterior windows and entry storefronts are original to the 1974 portion of the Government Center. Because of their age, they are much less energy efficient than newer materials and glazing seals and wall sealant are likely failing too.

Response: *Replace the 1974 vintage windows and entries.*

C. INTERIOR CONSTRUCTION

1. **FINISHES:** **Project Cost Estimate \$0**
The finishes in the 1974 portion, while durable, are quite dated.

Response: *Update finishes as part of remodeling or infrastructure upgrade projects.*

2. **TOILET ROOMS:** **Project Cost Estimate \$450,000**
The male and female toilet rooms on all three levels of the 1974 portion of the Government Center do not meet current ADA accessibility requirements or building code requirements for automatic activation in public restrooms. In addition, plumbing chases are inaccessible due to the placement of the plumbing fixtures, making the waste and vent lines difficult to service.

Response: *Remodel and expand the toilet rooms to provide required clearances to meet ADA. New fixtures should have automatic operation features to reduce water consumption and minimize spreading of disease.*

3. **INTERIOR DOORS:** **Project Cost Estimate: \$218,000**
Most of the observed interior doors in the 1974 portion of the Government Center are only 2'-8" wide, which does not meet current ADA accessibility requirements for a public building.

Response: *Widen the rough opening and replace the door and frame with a 3'-0" wide door. Because of the invasiveness of this solution, and the likelihood that many doors would be removed or replaced as part of any future remodeling projects, we suggest deferring this expense until remodeling occurs.*



4. **STAIRWAY & ELEVATOR:** **Project Cost Estimate: \$30,000**

The existing stairs in the 1974 portion of the building do not meet rise and run, guardrail, nor handrails requirements of current code. While the rise and run of the stair is impossible to fix without demolishing and replacing the entire stairwell, the guardrail and handrails can be replaced easily to mitigate the county's liability. Additionally, the elevator in the 1974 building does not meet ADA requirements.

Response: *Replace the guardrails and install handrails in the stairwell in the 1974 building. Replace the control panel, call buttons and hall indicators of 1974 building elevator.*

D. HEATING AND COOLING SYSTEMS

1. **GOVT CENTER CHILLED WATER SYSTEMS:** **Project Cost Estimate \$180,000**

A water-cooled chiller plant serves the Government Center and one air handling unit on the lower level of the Old Jail. The plant consists of one chiller and one cooling tower. The chiller is a Multistack (1990's vintage?), which includes two 50-ton modules. The cooling tower is an Evapco Model LS1B-5-112 installed in 2012. The cooling tower is located inside the penthouse and utilizes a louver for intake and discharges through the roof. Chilled water distribution piping is routed to two air handling units in the Government Center penthouse and one air handling unit in the lower level of the Old Jail. The County's maintenance staff currently is responsible for chemical treatment of the chilled water and condenser water systems. There is a single chilled water pump and single chilled water pump that both appear to be original 1974. There is one small packaged DX air handling unit on the roof of the Old Jail which serves the former dispatch area (age and capacity unknown).

Response: *The existing chiller in the Government Center is beyond its expected useful life of 30 years. Provide new rooftop DX condensing units to serve cooling/dehumidification for two air handling units in the Government Center and one air handling unit on the lower level of the Old Jail. Remove the cooling tower, chilled water pumps, condenser pumps, and related piping.*

2. **HUMAN SERVICES CHILLED WATER SYSTEM:** **Project Cost Estimate \$130,000**

The Human Services building has the original rooftop McQuay DX condensing units, approximately 45 tons each (installed in 2003).

Response: *Replace human services condensing units, refrigerant piping, and cooling coils. Condensing units have an expected service life of 20 years, which is approaching in a few years.*



3. **GOVT CENTER HEATING SYSTEM:** **Project Cost Estimate \$1,200,000**

Consists of two steam boilers located on the ground floor of the Government Center. Each boiler is a Kewanee with 54HP capacity. Boiler #1 and Boiler #2 appear to be original from 1974 (Boiler #1 could be newer since it has a different colored casing and no external insulation). Burners on both boilers may be original. Distribution: The steam piping is routed to the penthouse and connects to two steam heating coils, two steam humidifiers, and two unit heaters. Steam also provides heat for a boiler room combustion air unit (S-3), a convertor in the Government Center boiler room, via a tunnel to a converter in the lower level of the Old Jail, and two air handling units in the lower level of the Old Jail. The converter in the Old Jail appears to serve hot water to finned tube radiation, unit heaters, and possibly ventilation zone heating coils. There are two base-mounted heating pumps in the Government center boiler room that distribute hot water to finned tube radiation, unit heaters, and VAV reheat coils throughout the Government Center. One pump appears to be from 1974 and the second from 2019.

Response: *Replace steam boiler plant in Government Center with a new, high efficiency, hot water boiler plant. Includes removing steam piping, steam coils, and steam humidifiers (both in Government Center penthouse and Old Jail lower level mechanical room). Includes installation of new hydronic pumps, hydronic piping, and hot water coils. Air handling unit S-3 would be eliminated and not replaced. Steam boilers have an expected service life of 40 years, which the existing boilers are well beyond.*

4. **HUMAN SERVICES HEATING SYSTEM:** **No Costs**

Consists of two hot water high-efficiency boilers located on the first floor of the Human Services building. Each boiler is an Aerco BMK 1000, each installed in 2019. The previous A.O. Smith boilers had heat exchangers fail after just 16 years of operation. Distribution: There are two vertical inline pumps that serve hot water finned tube radiation, unit heaters, VAV reheat coils throughout the Human Services building as well as the air handling unit heating coils.

Response: *No response required.*

5. **HEATING WATER TREATMENT:** **Project Cost Estimate: \$33,000**

There is no glycol in the chilled water system or the heating water systems. Maintenance staff mentioned concerns with heating pipes and heating coils freezing in the winter. There are circulating pumps on the air handling unit heating coils in the Human Services building, but coils have still been damaged from freezing in the past.

Response: *Hire a chemical treatment consultant to review hydronic water systems and verify corrosion inhibitors are appropriate. Maintenance staff has mentioned issues with leaking coils,*



*leaking pipes, and scaling/fouling on the interior of piping.
Provide glycol for freeze protection of existing hydronic heating piping installed along the exterior walls and air handling unit coils.*

6. **HUMAN SERVICES HEATING DISTRIBUTION:** **No Costs**

There are two vertical inline pumps that serve hot water finned tube radiation, unit heaters, VAV reheat coils throughout the Human Services building as well as the air handling unit heating coils.

Response: *No response required.*

E. **VENTILATION SYSTEMS**

1. **GOVT CENTER VENTILATION SYSTEMS:** **Project Cost Estimate \$1,700,000**

- a. Air handling unit S-1 and return/exhaust fan RE-1: Serves ground level and first level. Original 1974. Located in penthouse. Unit has steam heating coils and chilled water cooling coils. Ductwork distribution system has VAV boxes, some with reheat coils. Several of the VAV boxes are original from 1974 and do not work well due to poor damper control, not being zoned appropriately, and some zones not having reheat coils. The 2003 renovation project replaced some VAV boxes at the west side of the building. Supply air is delivered primarily through overhead slot diffusers.
- b. Air handling unit S-2 and return/exhaust fan RE-2: Serves second level. Original 1974. Located in penthouse. Unit has steam heating coils and chilled water cooling coils. Ductwork distribution system has VAV boxes, some with reheat coils. Several of the VAV boxes are original from 1974 and do not work well due to poor damper control, not being zoned appropriately, and some zones not having reheat coils. Supply air is delivered primarily through overhead slot diffusers.
- c. Air handling unit S-3: Serves combustion air to two steam boilers and one gas water heater. Original 1974. Located on ground level in boiler room. Unit has steam heating coils and no cooling.
- d. Exhaust fans: One large exhaust fan serves most of the bathrooms in the building. Located in penthouse. It is original from 1974.

Response: *Replace Government Center ventilation system. Includes replacement of air handling units (units S-1 & S-2), original VAV boxes, and bathroom exhaust fan. Includes reconfiguring VAV zoning and providing reheat coils at all new VAV boxes. Replace existing VAV boxes in the Government Center and adjust zoning for improved temperature control. The existing VAV boxes in the Government Center are an early version of the technology and do not have the full control capabilities of modern-day VAV boxes. The*



dampers on the existing VAV boxes vibrate and make noise. Additionally, the existing VAV box layout does not provide temperature control to each space because multiple spaces are served by a single VAV box. These VAV box issues do not occur in the Human Services building or Old Jail. Indoor air handling units have an expected service life of 45 years, which just occurred.

2. **HUMAN SERVICES VENTILATION SYSTEMS:** **No Costs**
- a. Air handling unit AHU-4 and return/exhaust fan RF-4: Serves ground level. Original from 2003. AHU-4: McQuay Model CAH035FDAC. RF-4: Model CAH025FVAC. Located in the ground level mechanical room. Unit has hot water heating coils and DX cooling coils. Ductwork distribution system has VAV boxes with reheat coils. Supply air is delivered primarily through overhead slot diffusers.
 - b. Air handling unit AHU-5 and return/exhaust fan RF-5: Serves first level and a small portion of second level. Original from 2003. AHU-5: McQuay Model CAH035FDAC. RF-5: Model CAH025FVAC. Located in first level mechanical room. Unit has hot water heating coils and DX cooling coils. Ductwork distribution system has VAV boxes with reheat coils. Supply air is delivered primarily through overhead slot diffusers for first level and through floor diffusers for second level.
 - c. Exhaust Fans: Five powered roof ventilators and one sidewall fan. All likely original from 2003.
 - d. Data Room Cooling: Split system DX approximately 2.5 tons. Evaporator is located in the data room and condenser is located in the first level mechanical room. Units appear to be very new.

Response: *No response required..*

3. **OLD JAIL VENTILATION SYSTEMS:** **Project Cost Estimate \$180,000**
- a. Air handling unit AHU-1: Serves lower level. Original from 1979. Located in the lower level mechanical room. Trane Climate Changer Model L-8B. Unit has steam heating coils chilled water cooling coils. Appears to be a constant volume ductwork distribution system. Lower level is currently partially abandoned and not utilized by the County.
 - b. Air handling unit AHU-2: Serves upper level. Original from 1979. Located in the lower level mechanical room. Trane Climate Changer Model L-14B. Unit has steam heating coils and no cooling. Appears to be a constant volume ductwork distribution system. Upper level is currently abandoned and not utilized by the County so replacement of AHU-2 is not a concern at this time.
 - c. RTU: Serves upper level. Small packaged DX air handling unit on the roof. Likely has electric heating coils. Serves the former dispatch area. Age and capacity are



- unknown. The old dispatch area is currently abandoned and not utilized by the County so replacement this RTU is not a concern at this time.
- d. Tunnel: The tunnel between Old Jail and Government Center is unventilated.
 - e. Generator room: There appears to be combustion air while the generator runs and no regular ventilation. Diesel fumes are overwhelming.

Response: *Replace AHU-1 in Old Jail. Serves lower level. Includes switching from chilled water to DX and switching from a steam heating coil to a new hot water coil. Distribution ductwork would remain. Indoor air handling units have an expected service life of 45 years, which is approaching in a few years. Provide ventilation to the tunnel and to the generator room - OR - Demolish the Old Jail.*

F. BUILDING AUTOMATION SYSTEMS (BAS)

1. **BAS HEAD END:** **Project Cost Estimate: \$45,000**
The facility currently has a Johnson Controls system (many of the other County's buildings also have a Johnson Controls system). There is a maintenance contract with Johnson Controls in place until about 2021. The front-end graphics are only accessible to the Owner through a few workstations located within the facility. The Government Center's BAS controls AHU-1 and AHU-2 in the Old Jail.

Response: *Upgrade the front-end software of the building automation system to be web-based, allowing remote access through internet-connected devices. A building automation system typically needs maintenance every 8 years.*

2. **BAS DISTRIBUTION:** **Project Cost Estimate: \$840,000**
There is a pneumatic control system throughout the facility. However, some of areas have pneumatic/electric (P/E) switches to convert the control signal to utilize electronic devices. Pneumatic air compressors appear to be in good condition.

Response: *Replace pneumatically controlled components of the building automation system with new DDC. Also replace existing electric actuators and electronic control modules throughout the facility. A building automation system has an expected service life of 15 years before needing significant replacement.*



G. PLUMBING SYSTEMS

1. **DOMESTIC WATER:** **Project Cost Estimate: \$80,000**

Each building has its own water supply service, which are all connected to a municipal system. Water quality appears to be a significant issue in the facility. Mineral deposits were observed on several plumbing fixtures and maintenance staff reported that pipes and coils in the building have developed leaks. It is believed that the municipal service is hard water and contains a higher than normal concentration of manganese. The facility has only one water softener and it only serves makeup water to the cooling tower within the Government.

Response: *Provide water softener systems to address issues with water hardness and manganese. Soften both cold and hot water systems. Each building would need a separate water softener.*

2. **DOMESTIC HOT WATER SYSTEM:** **Project Cost Estimate: \$90,000**

Each building has a separate domestic hot water system

- a. Government Center: One A.O. Smith BT-100 gas-fired atmospheric water heater. Circa 2003.
- b. Human Services: Two electric water heaters. One in the ground level north mechanical room serves a majority of the building. The other is on first level and serves only a few sinks. Both circa 2003.
- c. Old Jail: One A.O. Smith BTR-120 gas-fired atmospheric water heater. Installed in 2010

Response: *Replace water heaters all domestic water heaters with new gas-fired high-efficiency water heaters. One existing standard-efficiency water heater in the Government Center. Two existing electric water heaters in the Human Services building. Water heaters have an expected service life of 12 years. Cost below is for one water heater and associated piping, mixing valve, circulation pump, venting, controls, and electrical.*

3. **SANITARY SEWER SYSTEM:** **No Costs**

Each building has its own sanitary sewer service that connects by gravity to the Balsam Lake municipal sewer system. The roof drainage system is routed internally to underfloor pipe mains. The Government Center and Human Services building combine into a single storm drain pipe before exiting the facility. The Old Jail is on a separate storm drain system.

Response: *No response needed.*



4. **PLUMBING FIXTURES:** **Included in Item C2**

Water closets and urinals are typically porcelain with flush valves. Maintenance staff noted that urinals have had issues clogging and the short-sweep traps make it difficult to clear the lines. Lavatory sinks are typically counter-mounted porcelain with manually operated faucets.

Response: *Replace urinals to reduce clogs and provide new cleanouts to improve sanitary pipe maintenance access.*

5. **DOMESTIC WATER DISTRIBUTION:** **Project Cost Estimate: \$60,000**

Domestic water piping in the shaft of the Government Center is leaking onto an electrical panel on the ground level and could create a hazardous situation. In addition, there are also reported drops in water pressure on the upper level of the Government Center.

Response: *Replace domestic water piping within the shaft and provide a water pressure booster pump system to address low water pressure issues in bathrooms on the top floor of the Government Center.*

H. FIRE PROTECTION SYSTEMS

1. **FIRE SPRINKLERS:** **Project Cost Estimate: \$575,000**

The facility currently does not have an automatic fire sprinkler system.

Response: *Install a fire sprinkler system throughout facility. This may include standpipes in the stairwells if required by the local Fire Marshal.*

2. **FIRE ALARM SYSTEM:** **Project Cost Estimate: \$100,000**

Fire alarm panel and system was replaced with an Edwards's panel with the building addition (2004). They are at their expected useful life, and should be replaced.

Response: *Replace fire alarm system.*

I. POWER SYSTEMS

1. **SERVICE EQUIPMENT:** **No Costs**

Service equipment consists of (1) 208-volt 3-phase 1200A switchboard. The main switchboard is original to the building addition (~2004). It contains adequate spare



capacity to accommodate minor building expansions, and is generally in good condition.

Response: *No response needed.*

2. **DISTRIBUTION EQUIPMENT:** **Project Cost Estimate: \$205,000**

The original service (~1970's) has been converted to distribution. It is beyond its expected useful life and should be replaced. Distribution equipment in the 1974 building is all the same vintage (~1970's) and should be replaced. Distribution in the building addition (~2004) contains adequate amount of spare capacity, and is generally in good condition.

Response: *Replace aging distribution equipment.*

3. **GENERATOR:** **Project Cost Estimate: \$135,000**

The entire facility is backed up by an interior Onan 50DDB diesel generator (~1970's) via a single 225A transfer switch. A second transfer switch is required to isolate life safety equipment; any significant work on the lighting or electrical system will likely necessitate this upgrade. It is beyond its expected useful life and should be replaced.

Response: *Provide emergency generator, transfer switches, panels and lighting relays.*

J. **LIGHTING SYSTEMS**

1. **INTERIOR LIGHTING:** **Project Cost Estimate: \$800,000**

Lighting consists of aging fluorescent T8 fixtures with very few replacement LEDs. Upgrading lighting to efficient LED fixtures is recommended.

Response: *T8 lighting with energy efficient LED fixtures (includes controls and occupancy).*

2. **LIGHTING CONTROLS:** **Included in Item J1**

There are few occupancy sensors in the building. Sensors are required by the Energy Code. Adding sensors would provide energy savings on a short payback schedule.

Response: *Provide low voltage controls in the entire facility. This will provide occupancy control, dimming, daylight harvesting and energy saving measures throughout the facility.*



3. **EMERGENCY EGRESS LIGHTING:** **Project Cost Estimate: \$4,000**
Exit signs and interior egress lighting are a mix of battery-powered and fed from generator, in fair condition, and appear to be sufficiently located.

Response: *Replace exit signage and interior emergency egress lighting.*

4. **EXTERIOR EGRESS LIGHTING:** **Project Cost Estimate: \$30,000**
The facility does have exterior egress lighting. Existing fixtures are high pressure sodium and should be replaced with efficient LED fixtures.

Response: *Provide LED exterior egress lighting.*

5. **EXTERIOR LIGHTING:** **Project Cost Estimate: \$105,000**
Existing exterior lighting fixtures are LED. Additional fixtures should be added to meet minimum requirements for lighting of parking lots.

Response: *Provide additional site lighting.*

K. TECHNOLOGY SYSTEMS

1. **DATA CABLING REPLACEMENT:** **Project Cost Estimate: \$256,000**
Technology systems cabling is Cat 5e based.

Response: *Replace legacy Cat5e cabling with Cat6 cabling or Cat6A at a premium of \$18,000.*

2. **GROUNDING COMMUNICATION ROOMS:** **Project Cost Estimate: \$17,000**
Clocks are battery powered and are not on a master system.

Response: *Install grounding & bonding for all telecommunications metallic equipment as required per code. This cost includes consolidating wall mounted patch panels, additional racks, and cable management.*

3. **SECURITY SYSTEMS:** **Project Cost Estimate: \$120,000**
Upgrade and expansion of the existing access control system, video surveillance system and intrusion detection system.

Response: *Provide upgrade and expansion as needed.*



TECHNOLOGY OBSERVATIONS

Telecommunications Rooms (TR) and Pathways

- Observations:
 - Entrance Facility / DMARC:
 - Separated from the MER.
 - Analog phone head end system and PA head end system located here.
 - Owner reports the intent to change phone system over to IP, however not yet complete.
 - Many fiber enclosures located on plywood.
 - Existing telecommunications bonding and grounding does not follow ANSI/TIA-607 standards.
 - MER (Main Equipment Room):
 - Plywood on all four walls.
 - Located in a dedicated room.
 - Racks are not properly anchored to floor.
 - Dropped tile ceiling.
 - Cable wire tray located between rack and dropped ceiling, with minimal space.
 - No telecommunications bonding and grounding was observed.
 - Emergency power is via local UPS. Emergency power from generator was not confirmed.
 - Room is cooled by a dedicated mini-split system.
 - Other Telecommunications Rooms:
 - Some rooms are not located in a dedicated room or have adequate space. Chemicals or unknown items were also stored in at least one of these telecom room.
 - No telecommunications bonding and grounding was observed.
 - Emergency power is via local UPS. Emergency power from generator was not confirmed.
 - No telecommunications rooms are cooled with the exception of the Main Equipment Room.
 - Some existing rack have reached or are reaching maximum capacity. Patch panels located on walls in some rooms.
 - Some rooms have minimal plywood.
- Considerations:
 - DMARC:
 - At time of upgrade to VOIP, demolish abandoned cables and equipment.
 - Consolidate fiber enclosures onto a fiber shelf and rack.
 - MER (Main Equipment Room):



- If a building UPS or larger generator is provided for building in future, consider also distributing associated power for networking equipment.
- Age of UPS was not determined. Consider scheduled maintenance program of UPS batteries.
- Consider cable management including rack mounted horizontal/vertical cable management, ladder rack, Velcro wraps, etc.
- Grounding of non-current carrying metals is required. Consider installing an industry standards-based Telecommunications Bonding and Grounding system.
Priority: HIGH
- Other Telecommunications Rooms:
 - If a building UPS or larger generator is provided for building in future, consider also distributing associated power for networking equipment.
 - Grounding of non-current carrying metals is required. Consider completing the industry standards-based Telecommunications Bonding and Grounding system per ANSI/TIA-607 standards.
 - Relocate wall mounted patch panels and fiber enclosures to a new 2-post rack in areas where adequate space is available.
 - Consider cable management including rack mounted horizontal/vertical cable management, ladder rack, Velcro wraps, etc.
 - Additional plywood
 - Grounding of non-current carrying metals is required. Consider installing an industry standards-based Telecommunications Bonding and Grounding system.
Priority: HIGH
- Code Violations:
 - Not all non-current-carrying metals are grounded. **Priority: HIGH**

Structured Cabling System

- Observations:
 - Legacy cabling is Category 5e.
 - Cables observed through some areas are supported to pipes, other conduits, and other systems. Cables above ceilings were not observed.
 - Backbone between MER and TRs are single mode fiber.
- Considerations:
 - Legacy copper cables are nearing end of life.
 - Consider replacement of legacy cables with Category 6A to prepare for higher bandwidth needs and PoE 802.3bt.
 - Proper support of all low voltage cables to building structure.



Telephone System

- Observations:
 - The current phone system is Mitel, located in the DMARC room. It is an aged system, but working well, however is not a voice over IP system.
- Considerations:
 - Consider replacing existing phone system with a centralized VoIP system and demolish associated abandoned cables and equipment.

Building Paging

- Observations:
 - The current building paging system is Valcom system. The head end is located in the DMARC room. It serves the entire building.
 - The system is zoned with 4 zones and an all call.
 - Paging is connected to the phone system with a paging trunk. Any phone can page by dialing a number.
 - System is aged, but owner reports it does work.
- Considerations:
 - Integrate to new VOIP phone system to maintain existing functionality.

Wireless Access Points (WAP)

- Observations:
 - Current access points are Ubiquity.
 - Owner reports previously unsatisfactory coverage, however having added additional locations, it has been getting better.
- Considerations
 - Consider two (2) Category 6A data cables to each WAP to prepare for higher bandwidth requirements.

Audio/Visual

- Observations:
 - Performance and features of existing courtroom AV system was not observed however owner reports it fulfills the current needs.
 - Courtroom AV was installed by owner.
 - AV for smaller rooms or conference rooms were not observed.
- Considerations:



- Additional review with owner are necessary to determine whether modern courtroom AV designs are necessary.

Digital Signage / Bulletin Board

- Observations:
 - Very few digital displays in this building. They are equipped with storage flash drives to display content.
 - Owner reports lack of wayfinding for visitors.
- Considerations:
 - Requires additional conversation with Owner to determine need for bulletin board, wayfinding, and/or mass notification.
 - Consider digital signage for wayfinding.
 - Network based content delivery system.

Access Control

- Observations:
 - Existing access control system is Identocard (PremiSys)
 - Many doors throughout the interior have card readers. Owner reports expectation for more in future remodel.
 - Installed by CWS Security Watch.
 - Duress buttons exist and notifies dispatch and reports button location.
- Considerations:
 - Additional features may possible if desired such as integration with other systems including video surveillance, intrusion detection, fire alarm, pre-recorded message paging, lockdown, email, SMS text messaging, etc. Varies per access control system capabilities.

Surveillance

- Observations:
 - Video Management System (VMS) is server based, not cloud based.
 - Various camera brands have been installed, coaxial and IP based cameras.
- Considerations:
 - Review coverage further with owner and provide additional or better coverage or better video quality where issues have been discovered in the past.
 - Additional features may be possible. Varies per video management system and/or camera manufacturers.



- Standardizing camera specifications for consistency, cabling standard, and camera support services.

Intrusion Detection

- Observations:
 - Observed existing intrusion detection panel Polk Burnett Security Services appear to be the monitoring company.
 - Owner reports unsure if existing system is currently active or monitored.
- Considerations:
 - Further review with owner required.

Distributed Antenna System (DAS)

- Observations:
 - Owner reports abandoned short wave radio equipment in the abandoned old jail building.
 - No distributed antenna system observed at time of survey. Additional discussions required.
- Considerations:
 - DAS for public safety radio - enhanced two-way radio service for first responders.
 - DAS for cellular voice and data coverage.



SPACE PROGRAM

The following pages contain the summary of the space needs study. The document indicates in a room by room manner any existing area dedicated to a particular function and Wold's recommendation for area that should be allocated to that function. Some typical spaces do not exist in the current facility and are included in the space summary as a recommendation.

Rooms are listed in groups of related spaces and convey a general sense of adjacency needs. Individual rooms have areas listed as net square feet (NSF). Suites of rooms utilize a factor to calculate the typical anticipated area needed for common hallways and wall thicknesses within a suite and total up to usable square feet (USF). All suite areas are aggregated and have a factor applied which accounts for anticipated area needed for electrical and mechanical systems spaces, vertical circulation and exterior wall thicknesses.

This Space Program Summary establishes the goals for meeting the space needs.



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
General Government Division				9,293 usf	10,017 usf
1.100	County Administration			768 usf	1,697 usf
1.300	Employee Relations			1,728 usf	1,847 usf
1.400	Finance			696 usf	638 usf
1.500	Information Technology			1,947 nsf	2,494 nsf
1.600	County Clerk			1,200 usf	1,014 usf
1.700	Treasurer			1,654 usf	1,456 usf
1.800	Miscellaneous			1,300 usf	872 usf
Environmental Services Division				6,639 usf	6,666 usf
2.100	Register of Deeds			2,257 usf	2,303 usf
2.200	Land Information			2,017 usf	1,857 usf
2.300	Land & Water Resources			1,647 usf	1,789 usf
2.400	Forest, Parks & Trails			718 usf	718 usf
Community Services Divison				34,153 usf	31,260 usf
3.100	Intake / Reception			5,812 usf	4,931 usf
3.200	Behavioral Health			4,994 usf	5,138 usf
3.300	Public Health			4,958 usf	4,851 usf
3.400	Children & Family Services			5,442 usf	5,586 usf
3.500	Community Services			6,449 usf	4,332 usf
3.600	Economic Support			2,613 usf	2,562 usf
3.700	Business & Operations			1,992 usf	1,974 usf
3.800	Records			1,196 usf	1,198 usf
3.900	Veterans Services			697 usf	689 usf
Independent/ Unassigned Entities				22,691 usf	25,016 usf
4.100	UW Extension			2,051 usf	2,050 usf
4.200	ADRC			2,847 usf	3,951 usf
4.300	Common/ Public			7,915 usf	8,600 usf
4.400	Custodial / Restrooms			2,566 usf	2,863 usf
4.500	Facilities / Elec / Mech			7,312 usf	7,552 usf
	Usable Area Subtotal			72,776 usf	72,959 usf
	Usable to Gross Factor			x 1.20	x 1.20
	Total Building Gross Square Footage			87,244 gsf	87,244 gsf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
General Government Division					
1.100 County Administration					
1.101				45 nsf	Shared w/ ER
1.102	Vince		Office	309 nsf	210 nsf
1.103				44 nsf	0 nsf
1.104			Office	118 nsf	120 nsf
1.105				0 nsf	180 nsf
1.106				0 nsf	150 nsf
1.107			Office	0 nsf	150 nsf
1.108				0 nsf	360 nsf
County Administration Total Net Area				516 nsf	1,170 nsf
Net to Usable Factor				x 1.49	x 1.45
County Administration Usable Area				768 usf	1,697 usf
1.300 Employee Relations					
1.301				246 nsf	120 nsf
1.302	Corp Council		Office	332 nsf	180 nsf
1.303				44 nsf	0 nsf
1.304				125 nsf	120 nsf
1.305				156 nsf	120 nsf
1.306				0 nsf	120 nsf
1.307				80 nsf	80 nsf
1.308				80 nsf	80 nsf
1.309				80 nsf	80 nsf
1.310				80 nsf	80 nsf
1.311				147 nsf	147 nsf
1.312				147 nsf	147 nsf
Employee Relations Total Net Area				1,517 nsf	1,274 nsf
Net to Usable Factor				x 1.14	x 1.45
Employee Relations Usable Area				1,728 usf	1,847 usf
1.400 Finance					
1.401				80 nsf	Shared w/ ER
1.402			Office	143 nsf	0 nsf
1.403				0 nsf	120 nsf
1.404				0 nsf	120 nsf
1.405				0 nsf	120 nsf
1.406				80 nsf	0 nsf
1.407				80 nsf	0 nsf
1.408			Open	80 nsf	80 nsf
Finance Total Net Area				463 nsf	440 nsf
Net to Usable Factor				x 1.50	x 1.45
Finance Usable Area				696 usf	638 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
1.500 Information Technology					
1.501	Waiting			100 nsf	Shared w/ ER
1.502	IT Manager		Office	148 nsf	150 nsf
1.503	New Office		Office	0 nsf	150 nsf
1.504	Workstation			81 nsf	80 nsf
1.505	Workstation			75 nsf	80 nsf
1.506	Workstation			75 nsf	80 nsf
1.507	Workstation			88 nsf	80 nsf
1.508	Workstation			81 nsf	80 nsf
1.509	New Workstation			0 nsf	80 nsf
1.510	New Workstation			0 nsf	80 nsf
1.511	Storage (to be deployed)			120 nsf	120 nsf
1.512	Storage (vault)			77 nsf	80 nsf
1.513	Storage (recycling)			160 nsf	160 nsf
1.514	Set-up			156 nsf	160 nsf
1.515	Break / Meeting Area			356 nsf	180 nsf
1.516	Conference Room			0 nsf	160 nsf
Information Technology Total Net Area				1,517 nsf	1,720 nsf
Net to Usable Factor				x 1.28	x 1.45
Information Technology Usable Area				1,947 usf	2,494 usf
1.600 County Clerk					
1.601	Waiting			100 nsf	100 nsf
1.602	County Clerk Office		Office	144 nsf	150 nsf
1.603	Workstation		Workstation	82 nsf	80 nsf
1.604	Workstation		Workstation	83 nsf	80 nsf
1.605	Storage/ Workroom			144 nsf	144 nsf
1.606	Mail Room			145 nsf	145 nsf
1.602	Board Chair Office		Office	147 nsf	0 nsf
County Clerk Total Net Area				845 nsf	699 nsf
Net to Usable Factor				x 1.42	x 1.45
County Clerk Usable Area				1,200 usf	1,014 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
1.700 Treasurer					
1.701	Waiting			154 nsf	150 nsf
1.702	Cashier			96 nsf	80 nsf
1.702	Treasury Office			147 nsf	150 nsf
1.703	Treasury Vault			303 nsf	300 nsf
1.704	Workstation			112 nsf	64 nsf
1.705	Workstation			56 nsf	64 nsf
1.706	Workstation			56 nsf	64 nsf
1.707	File Island			32 nsf	32 nsf
1.708	Historical Tax Roll Storage			99 nsf	100 nsf
Treasurer Total Net Area				1,055 nsf	1,004 nsf
Net to Usable Factor				x 1.57	x 1.45
Treasurer Usable Area				1,654 usf	1,456 usf
1.800 Miscellaneous					
1.801	CJCC Drop-in Office			108 nsf	120 nsf
1.802	CJCC Drop-in Office			190 nsf	120 nsf
1.803	CJCC Drop-in Office			148 nsf	120 nsf
1.804	CJCC Open Area			359 nsf	80 nsf
1.805	Barbershop Storage			122 nsf	120 nsf
1.806	Economic Development Agency			150 nsf	120 nsf
1.807	EDA Director Office			179 nsf	150 nsf
Miscellaneous Total Net Area				1,256 nsf	830 nsf
Net to Usable Factor				x 1.04	x 1.05
Miscellaneous Usable Area				1,300 usf	872 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
Environmental Services Division					
2.100 Register of Deeds					
2.101				126 nsf	240 nsf
2.102	Sally	278		222 nsf	150 nsf
2.103		277		152 nsf	150 nsf
2.104		276		74 nsf	74 nsf
2.105		275		57 nsf	57 nsf
2.106		273		381 nsf	381 nsf
2.107				60 nsf	64 nsf
2.108				60 nsf	64 nsf
2.109				60 nsf	64 nsf
2.110	Vacant			60 nsf	64 nsf
2.111			Work Area	284 nsf	280 nsf
Register of Deeds Total Net Area				1,536 nsf	1,588 nsf
Net to Usable Factor				x 1.47	x 1.45
Register of Deeds Usable Area				2,257 usf	2,303 usf
2.200 Land Information					
2.201				146 nsf	150 nsf
2.202			Counter	80 nsf	64 nsf
2.203			Office	176 nsf	150 nsf
2.204			Office	120 nsf	120 nsf
2.205			Workstation	76 nsf	80 nsf
2.206			Workstation	88 nsf	80 nsf
2.207			Workstation	85 nsf	80 nsf
2.208	Vacant		Workstation	88 nsf	80 nsf
2.209	Vacant		Workstation	76 nsf	80 nsf
2.210			Workstation	76 nsf	80 nsf
2.211			Office	177 nsf	150 nsf
2.212				145 nsf	145 nsf
2.213				32 nsf	32 nsf
2.214				140 nsf	140 nsf
2.215			Conference Room	0 nsf	160 nsf
Land Information Total Net Area				1,359 nsf	1,281 nsf
Net to Usable Factor				x 1.48	x 1.45
Land Information Usable Area				2,017 usf	1,857 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
2.300 Land & Water Resources					
2.301				100 nsf	100 nsf
2.302			Office	233 nsf	180 nsf
2.303	2		Office	251 nsf	240 nsf
2.304			Workstation	74 nsf	120 nsf
2.305			Workstation	74 nsf	120 nsf
2.306			Workstation	64 nsf	120 nsf
2.307	2		Workstation	74 nsf	72 nsf
2.308			Workstation	48 nsf	64 nsf
2.309				109 nsf	100 nsf
2.310				93 nsf	80 nsf
2.311				182 nsf	180 nsf
2.312					
Land & Water Resources Total Net Area				1,302 nsf	1,376 nsf
Net to Usable Factor				x 1.26	x 1.30
Land & Water Resources Usable Area				1,647 usf	1,789 usf
2.400 Forest, Parks & Trails					
2.401			Office	165 nsf	165 nsf
2.402			Office	145 nsf	145 nsf
2.403			Office	212 nsf	212 nsf
2.404				70 nsf	70 nsf
2.405				85 nsf	85 nsf
2.406				0 nsf	See Facilities
Forest, Parks & Trails Total Net Area				677 nsf	677 nsf
Net to Usable Factor				x 1.06	x 1.06
Forest, Parks & Trails Usable Area				718 usf	718 usf



SPACE PROGRAM SUMMARY

Community Services Division

3.100 Intake / Reception

	Tenant	Room #	Type	Existing Area	Proposed Area
3.101 CS Public Waiting		1102		792 nsf	800 nsf
3.102 Toilet (Waiting)		1104		58 nsf	58 nsf
3.103 CS Reception	3	1101		336 nsf	240 nsf
3.104 Intake Workroom		1102B		85 nsf	85 nsf
3.105 UA Toilet		1103		59 nsf	60 nsf
3.106 Public Health Lab		1516		222 nsf	200 nsf
3.107 Public Health Lab Storage		1517		142 nsf	140 nsf
3.108 UA Tech Office	??	1415	Office	126 nsf	120 nsf
3.109 Energy Assistance Office (Aug-May)		1412	Office	114 nsf	100 nsf
3.110 Intake 1 (Economic Support)	n/a	1418		104 nsf	100 nsf
3.111 Intake	Vacant	1417		104 nsf	0 nsf
3.120 Reproductive Health Waiting	n/a	1501		94 nsf	100 nsf
3.121 Reproductive Health Workstation	Vacant	1502	Office	111 nsf	0 nsf
3.122 Reproductive Health Records	n/a	1521		123 nsf	120 nsf
3.123 Reproductive Health	Jill J.	1507	Office	123 nsf	120 nsf
3.124 Reproductive Health Supervisor	Debbie L.	1506	Office	142 nsf	120 nsf
3.125 Reproductive Health Exam	n/a	1505		116 nsf	120 nsf
3.126 Reproductive Health Lab	n/a	1504		155 nsf	155 nsf
3.127 Reproductive Health Storage	n/a	1503		55 nsf	55 nsf
3.140 WIC Waiting		1512	Office	124 nsf	0 nsf
3.141 WIC Director	Lisa S.	1510	Office	177 nsf	150 nsf
3.142 WIC Dietician	Karli	1509	Office	133 nsf	120 nsf
3.143 WIC Dietician	Andrea S.	1508	Office	113 nsf	120 nsf
3.144 WIC Intern	Emily S	1520	Office	122 nsf	120 nsf
3.145 WIC Exam	n/a	1513		122 nsf	120 nsf
3.146 WIC Exam	n/a	1519		120 nsf	120 nsf
3.147 WIC Exam	n/a	1518		120 nsf	120 nsf
3.148 WIC Exam	Vacant	1514		168 nsf	0 nsf
3.149 WIC Exam	Vacant	1515		168 nsf	0 nsf
3.150 WIC Storage		1511		121 nsf	120 nsf
3.151 Lactation Room	n/a	1416		110 nsf	110 nsf
Intake / Reception Total Net Area				4,659 nsf	3,793 nsf
Net to Usable Factor				x 1.25	x 1.30
Intake / Reception Usable Area				5,812 usf	4,931 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
3.200 Behavioral Health					
3.201 Behavioral Health Director	Lisa	1407	Office	177 nsf	150 nsf
3.202 Behavioral Health Nurse Practitioner	Donna	1406	Office	120 nsf	120 nsf
3.203 Behavioral Health Nurse Practitioner	Karen S.	1405	Office	103 nsf	120 nsf
3.204 BH Clinic Admin Support	Jackie	1404	Office	106 nsf	120 nsf
3.205 Treatment Court Coordinator	Sharon	1402	Office	102 nsf	120 nsf
3.206 Behavioral Health Clinician Office	Roberta	1408	Office	141 nsf	120 nsf
3.207 Behavioral Health Clinician Office	Cindy	1421	Office	139 nsf	120 nsf
3.208 Behavioral Health Clinician Office	Gary	1422	Office	150 nsf	120 nsf
3.209 Behavioral Health Clinician Office	Kevin	1410	Office	114 nsf	120 nsf
3.210 Behavioral Health Clinician Office	Maddie	1410	Office	195 nsf	120 nsf
3.211 Behavioral Health Clinician Office	Jennifer J.	1411	Office	115 nsf	120 nsf
3.212 Intake Specialist Office	Rita	1402	Office	106 nsf	120 nsf
3.213 Intake 2	n/a	1403		104 nsf	110 nsf
3.214 Intake 4	n/a	1401		99 nsf	110 nsf
3.215 Intake 3	n/a	1428		120 nsf	120 nsf
3.216 Psych. Exam 1	n/a	1427		102 nsf	100 nsf
3.217 Psych. Exam 2	n/a	1426		99 nsf	100 nsf
3.218 Group Room	n/a	1425		264 nsf	260 nsf
3.219 Break Room	n/a	1420		257 nsf	260 nsf
3.220 Behavioral Health Supplies	n/a	1424		191 nsf	190 nsf
3.221 Med Storage	n/a	1111		70 nsf	70 nsf
3.222 Behavioral Health Social Worker	John H.	G508	Office	125 nsf	120 nsf
3.223 Mental Health Task Force		G522	Office	124 nsf	120 nsf
3.224 Mental Health Task Force		G523	Office	124 nsf	120 nsf
3.225 Behavioral Health Social Worker	Kathy M.	G507	Office	122 nsf	120 nsf
3.226 Behavioral Health Office	Kathy C.	G506	Office	92 nsf	120 nsf
3.227 Mental Health Conference	n/a	G505		274 nsf	280 nsf
Behavioral Health Total Net Area				3,735 nsf	3,670 nsf
Net to Usable Factor				x 1.34	x 1.40
Behavioral Health Usable Area				4,994 usf	5,138 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
3.300 Public Health					
3.301 Public Health Director	Brian K.	1305	Office	287 nsf	180 nsf
3.302 PH Environmental Health Inspector	Brian H.	1303	Office	175 nsf	120 nsf
3.303 PH Environmental Services	Patty L.	1302	Office	153 nsf	120 nsf
3.304 PH Preparedness Director	Brittany	1306	Office	176 nsf	120 nsf
3.305 Public Health Educator	Elizabeth	1304	Office	121 nsf	120 nsf
3.306 Public Health Educator	Megan	1318	Office	111 nsf	120 nsf
3.307 Public Health Nurse	Elaina	1307	Office	107 nsf	120 nsf
3.308 Public Health Nurse	Jill H.	1320	Office	103 nsf	120 nsf
3.309 Public Health Nurse Coordinator	Michelle	1308	Office	91 nsf	120 nsf
3.310 Public Health Nurse Coordinator	Therese	1309	Office	95 nsf	120 nsf
3.311 Tobacco Prevention Office (99% out)	Mary B.	1322	Office	103 nsf	120 nsf
3.312 B-3 Director (out of office a lot)	Dawn	1310	Office	117 nsf	120 nsf
3.313 B-3 Speech Therapist	Helen	1312	Office	103 nsf	120 nsf
3.314 B-3 Storage	n/a	1311	Office	103 nsf	120 nsf
3.315 Interns		1319	Office	103 nsf	120 nsf
3.316 ABC Rural Health	Patty T.	1301	Office	144 nsf	120 nsf
3.317 ABC Rural Health	Mike R.	1321	Office	210 nsf	120 nsf
3.318 Conference	n/a	1324		147 nsf	150 nsf
3.319 PH Records	n/a	1325		148 nsf	150 nsf
3.320 PH Storage	n/a	1326		103 nsf	100 nsf
3.321 PH Copy	n/a	1327		103 nsf	100 nsf
3.322 PH Storage	n/a	1323		99 nsf	100 nsf
3.323 PH & BH Mail/ Copy Room	n/a	1106		166 nsf	160 nsf
3.324 Intake 5 (PH)	n/a	1316		113 nsf	115 nsf
3.325 Storage	n/a	1317		111 nsf	110 nsf
3.326 Storage	n/a	1315		89 nsf	90 nsf
3.327 Storage	n/a	1314		141 nsf	140 nsf
3.328 Office	Vacant	1313		107 nsf	0 nsf
3.329 Medical Examiner	John D.	G509	Office	147 nsf	150 nsf
Public Health Total Net Area				3,776 nsf	3,465 nsf
Net to Usable Factor				x 1.31	x 1.40
Public Health Usable Area				4,958 usf	4,851 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area	
3.400 Children & Family Services						
3.401	DCF Director	Leigh W.	G406	Office	175 nsf	150 nsf
3.402	DCF Social Worker	Marisa L.	G405	Office	122 nsf	120 nsf
3.403	DCF Social Worker	Cody	G404	Office	112 nsf	120 nsf
3.404	DCF Social Worker	Shelby F.	G403	Office	120 nsf	120 nsf
3.405	DCF Social Worker	Tarisa R.	G402	Office	134 nsf	120 nsf
3.406	DCF Social Worker	Peggy	G407	Office	121 nsf	120 nsf
3.407	DCF Intake 5	n/a	G401	Office	123 nsf	150 nsf
3.408	Supervised Visitation	n/a	G424	Office	110 nsf	120 nsf
3.409	Observation/ Storage	n/a	G423		88 nsf	0 nsf
3.410	Supervised Visitation	n/a	G422	Office	153 nsf	240 nsf
3.411	DCF Social Worker	Rose K.	G421	Office	115 nsf	120 nsf
3.412	DCF Social Worker	Terri J.	G408	Office	121 nsf	120 nsf
3.413	DCF Social Worker	Tiffany M.	G419	Office	123 nsf	120 nsf
3.414	DCF Social Worker	Cherissa	G418	Office	119 nsf	120 nsf
3.415	DCF Social Worker	Ashley S.	G409	Office	114 nsf	120 nsf
3.416	Foster Care Storage	n/a	G420		115 nsf	210 nsf
3.417	Foster Care Storage	n/a	G105		83 nsf	0 nsf
3.418	DCF Social Worker	Karen	G410	Office	115 nsf	120 nsf
3.419	DCF Social Worker	Kelly	G411	Office	114 nsf	120 nsf
3.420	DCF Social Worker	??		Workstation	72 nsf	120 nsf
3.421	DCF Social Worker	??		Workstation	72 nsf	120 nsf
3.422	DCF Social Worker	??		Workstation	72 nsf	120 nsf
3.423	DCF Social Worker	??		Workstation	72 nsf	120 nsf
3.424	DCF Social Worker	??		Workstation	72 nsf	120 nsf
3.425	DCF Social Worker	??		Workstation	72 nsf	120 nsf
3.426	DCF Social Worker	??		Workstation	72 nsf	120 nsf
3.427	Break Area	--		Workstation	72 nsf	0 nsf
3.428	DCF Social Worker	Jim H.	G511	Office	122 nsf	120 nsf
3.429	DCF Social Worker	Tiffany	G412	Office	119 nsf	120 nsf
3.430	DCF Social Worker	Alisha O.	G413	Office	105 nsf	120 nsf
3.431	DCF Social Worker	Jenny V.	G414	Office	132 nsf	120 nsf
3.432	DCF Social Worker	Brooke S.	G414	Office	134 nsf	120 nsf
3.433	DCF Social Worker	Meghan B.	G510	Office	121 nsf	120 nsf
3.434	DCF Records (Office)	n/a	G512		119 nsf	120 nsf
Children & Family Services Total Net Area					3,705 nsf	3,990 nsf
Net to Usable Factor					x 1.47	x 1.40
Children & Family Services Usable Area					5,442 usf	5,586 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
3.500 Community Services					
3.501 CS Social Worker Office	Diane J.	G617	Office	118 nsf	120 nsf
3.502 CS Social Worker Office	Frankie	G602	Office	131 nsf	120 nsf
3.503 CS Social Worker Office	Jaunita	G603	Office	142 nsf	120 nsf
3.504 CS Social Worker Office	Emily	G604	Office	156 nsf	120 nsf
3.505 CS Social Worker Office	Christy	G615	Office	139 nsf	120 nsf
3.506 CS Social Worker Office	Heather	G621	Office	118 nsf	120 nsf
3.507 CS Social Worker Office	Corby S.	G605	Office	159 nsf	120 nsf
3.508 CS Social Worker Office	Dylan	G614	Office	140 nsf	120 nsf
3.509 CS Social Worker Office	Joe	G622	Office	118 nsf	120 nsf
3.510 CS Social Worker Office	Sam	G606	Office	159 nsf	120 nsf
3.511 CS Social Worker Office	Jen	G613	Office	135 nsf	120 nsf
3.512 CS Social Worker Office	Christopher	G607	Office	129 nsf	120 nsf
3.513 CS Social Worker Office	??	G623	Office	112 nsf	120 nsf
3.514 Aurora IPS		G608	Office	100 nsf	120 nsf
3.515 Conference Room		G618	Office	223 nsf	220 nsf
3.516 Break Room		G616b		125 nsf	0 nsf
3.517 Break Room		G616a		131 nsf	0 nsf
3.518 Mail Room/ Copy/ Hippa	n/a	G513		105 nsf	105 nsf
3.519 Files Storage	n/a	G514		132 nsf	130 nsf
3.520 Storage	(under used)	G520		123 nsf	0 nsf
3.521 Storage	(under used)	G521		123 nsf	120 nsf
3.522 Supplies	n/a	G503		221 nsf	220 nsf
3.523 Wellness Conference	Vacant	G515		134 nsf	0 nsf
3.524 Old Reception	Vacant	G518		386 nsf	0 nsf
3.525 Old UA Toilet	Vacant	G504		92 nsf	0 nsf
3.526 Old Waiting	Vacant	G502		156 nsf	0 nsf
3.527 Old Waiting	Vacant	G501		116 nsf	0 nsf
3.528 Old UA Receiving	Vacant	G503		62 nsf	0 nsf
3.529 Storage	(under used)	G601		157 nsf	160 nsf
3.530 Storage	n/a	G610		235 nsf	235 nsf
3.531 Storage	n/a	G611		110 nsf	110 nsf
3.532 Storage	n/a	G612		114 nsf	114 nsf
Community Services Total Net Area				4,601 nsf	3,094 nsf
Net to Usable Factor				x 1.40	x 1.40
Community Services Usable Area				6,449 usf	4,332 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
3.600 Economic Support					
3.601 Economic Support Supervisor	Diana P	G309	Office	147 nsf	150 nsf
3.602 Economic Support	Kristen	G322	Office	120 nsf	120 nsf
3.603 Economic Support	Mary Jo	G306	Office	120 nsf	120 nsf
3.604 Economic Support	Robin	G307	Office	114 nsf	120 nsf
3.605 Economic Support	Melissa M.	G308	Office	118 nsf	120 nsf
3.606 Economic Support	Mckayla	G315	Office	124 nsf	120 nsf
3.607 Economic Support	Jessica J.	G314	Office	120 nsf	120 nsf
3.608 Economic Support	Kristi K.	G317	Office	120 nsf	120 nsf
3.609 Economic Support	Nancy R.	G318	Office	120 nsf	120 nsf
3.610 Economic Support	Miranda	G113	Office	120 nsf	120 nsf
3.611 Economic Support	Krystal	G319	Office	116 nsf	120 nsf
3.612 Office (Vacant)	n/a	G312	Office	116 nsf	120 nsf
3.613 Energy Assistance Office	--	G310	Office	111 nsf	120 nsf
3.614 Energy Assistance Storage	--	G311	Office	111 nsf	120 nsf
3.615 Copy	n/a	G323		121 nsf	120 nsf
3.616 Breakroom	n/a	G316		131 nsf	0 nsf
Economic Support Total Net Area				1,929 nsf	1,830 nsf
Net to Usable Factor				x 1.35	x 1.40
Economic Support Usable Area				2,613 usf	2,562 usf
3.700 Business & Operations					
3.701 Community Services Division Director	Tonya	G304	Office	268 nsf	180 nsf
3.702 Fiscal Supervisor	Bonnie T	G301	Office	161 nsf	120 nsf
3.703 Fiscal Manager	Kathy G.	G302	Office	202 nsf	150 nsf
3.704 Fiscal Lead	Laurie	G303	Office	157 nsf	120 nsf
3.705 Fleet Vehicle Keys	n/a	G327	Office	119 nsf	120 nsf
3.706 AP Office	Sabrina E	G325	Office	120 nsf	120 nsf
3.707 Billing Office	2 occupants	G326	Office	119 nsf	120 nsf
3.708 Office	Vacant	G324	Office	121 nsf	0 nsf
3.709 Operations Lead	Abby	G305	Office	123 nsf	120 nsf
3.710 Storage (Vacant Office)	n/a	G320	Office	118 nsf	120 nsf
3.711 Storage (Vacant Office)	n/a	G321	Office	119 nsf	120 nsf
3.712 Marketing Materials Storage				0 nsf	120 nsf
Business & Operations Total Net Area				1,627 nsf	1,410 nsf
Net to Usable Factor				x 1.22	x 1.40
Business & Operations Usable Area				1,992 usf	1,974 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
3.800 Records					
3.801			Work Area	110 nsf	110 nsf
3.802			Workstation	72 nsf	72 nsf
3.803			Workstation	72 nsf	72 nsf
3.804			Workstation	72 nsf	72 nsf
3.805			Records Storage	656 nsf	656 nsf
Records Total Net Area				982 nsf	982 nsf
Net to Usable Factor				x 1.22	x 1.22
Records Usable Area				1,196 usf	1,198 usf
3.900 Veterans Services					
3.901			Waiting	89 nsf	90 nsf
3.902			Directors Office	157 nsf	150 nsf
3.903	Gail		Benefits Specialist	94 nsf	80 nsf
3.904			Telehealth	124 nsf	130 nsf
3.905			Storage	130 nsf	124 nsf
Veterans Services Total Net Area				594 nsf	574 nsf
Net to Usable Factor				x 1.17	x 1.20
Veterans Services Usable Area				697 usf	689 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
Independent Entities					
4.100 UW Extension					
4.101				116 nsf	116 nsf
4.102			Counter	140 nsf	140 nsf
4.103			Workstation	135 nsf	135 nsf
4.104	Chuck P	1204	Office	267 nsf	267 nsf
4.105		1253		253 nsf	253 nsf
4.106		1212		51 nsf	51 nsf
4.107		1207		117 nsf	117 nsf
4.108	3	1205		135 nsf	135 nsf
4.109		1206		117 nsf	117 nsf
4.110					
				1,331 nsf	1,331 nsf
				x 1.54	x 1.54
				2,051 usf	2,050 usf
4.200 ADRC					
4.201				142 nsf	142 nsf
4.202		G217		115 nsf	80 nsf
4.203		G211		245 nsf	245 nsf
4.204	Tammy	G201	Office	120 nsf	120 nsf
4.205	Laura N	G205	Office	151 nsf	150 nsf
4.206		G203	Office	123 nsf	120 nsf
4.207		G216	Office	123 nsf	120 nsf
4.208		G215		126 nsf	126 nsf
4.209		G204	Office	126 nsf	120 nsf
4.210	Sarah	G202	Office	118 nsf	120 nsf
4.211	Danielle	G213	Office	123 nsf	120 nsf
4.212	Kysa	G214	Office	126 nsf	120 nsf
4.213	Angie J	G208	Office	141 nsf	120 nsf
4.214	Carrie	G207	Office	145 nsf	120 nsf
4.215	Kari B	G206	Office	134 nsf	120 nsf
4.216				0 nsf	120 nsf
4.217				0 nsf	120 nsf
4.218				0 nsf	120 nsf
4.219				0 nsf	120 nsf
4.220				0 nsf	100 nsf
4.221				0 nsf	120 nsf
4.222		G104		82 nsf	82 nsf
4.223					
				2,140 nsf	2,725 nsf
				x 1.33	x 1.45
				2,847 usf	3,951 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
4.300 Common/ Public					
4.301 Hearing Room Conf. (CS)		G109		241 nsf	241 nsf
4.302 Fitness Room				1,009 nsf	1,009 nsf
4.303 Break Room (LL)				907 nsf	450 nsf
4.304 Break Room (ML)				0 nsf	450 nsf
4.305 Break Room (UL)				0 nsf	450 nsf
4.306 County Board Room				1,414 nsf	1,414 nsf
4.307 Vestibule / Coats		287		130 nsf	130 nsf
4.308 CS Group Room / Conf.		245		595 nsf	595 nsf
4.309 Resource (UL Hallway)		323		172 nsf	172 nsf
4.310 Training Room (IT)				307 nsf	307 nsf
4.311 Old Courtroom 317				1,726 nsf	1,726 nsf
4.312 Old Courtroom 305				1,414 nsf	0 nsf
4.313 New Meeting Room				0 nsf	160 nsf
4.314 New Meeting Room				0 nsf	320 nsf
4.315 New Meeting Room				0 nsf	320 nsf
4.316 New Meeting Room				0 nsf	640 nsf
4.317 Staff Quiet Room				0 nsf	72 nsf
4.318 Staff Quiet Room				0 nsf	72 nsf
4.319 Staff Quiet Room				0 nsf	72 nsf
Common/ Public Total Net Area				7,915 nsf	8,600 nsf
Net to Usable Factor				x 1.00	x 1.00
Common/ Public Usable Area				7,915 usf	8,600 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
4.400 Custodial / Restrooms					
4.401 Custodial Break Room		G27		204 nsf	204 nsf
4.402 Custodial Lockers		G28		160 nsf	160 nsf
4.403 Storage (whose?)				53 nsf	53 nsf
4.404 Custodial Closet				23 nsf	23 nsf
4.405 Custodial Storage/ Closet (DCF)		G417		110 nsf	110 nsf
4.406 Custodial Storage/ Closet (UW Ext)		1211		101 nsf	101 nsf
4.407 Custodial Closet (Clerk)		1109		32 nsf	32 nsf
4.408 Storage/ Closet (Board Room)		291		165 nsf	165 nsf
4.409 Storage/ Closet (Old East Courtroom)		306		165 nsf	165 nsf
4.410 Closet (Finance)				17 nsf	17 nsf
3.533 Closet (LL Hallway)	n/a			65 nsf	65 nsf
3.534 Closet (ML Hallway)		1105		57 nsf	57 nsf
3.535 Closet (ML Hallway)				23 nsf	23 nsf
4.411 Women's Restroom G108				197 nsf	197 nsf
4.412 Men's Restroom G107				197 nsf	197 nsf
4.413 Men's Restroom G21				90 nsf	150 nsf
4.414 Women's Restroom G22				90 nsf	150 nsf
4.415 Men's Restroom 1107		1107		197 nsf	197 nsf
4.416 Women's Restroom 1106		1108		197 nsf	197 nsf
4.417 Men's Restroom 289				90 nsf	150 nsf
4.418 Women's Restroom 288				90 nsf	150 nsf
4.419 Men's Restroom 310				90 nsf	150 nsf
4.420 Women's Restroom 309				90 nsf	150 nsf
4.421 Toilet 322				31 nsf	0 nsf
4.422 Toilet 323				32 nsf	0 nsf
Custodial / Restrooms Total Net Area				2,566 nsf	2,863 nsf
Net to Usable Factor				x 1.00	x 1.00
Custodial / Restrooms Usable Area				2,566 usf	2,863 usf



SPACE PROGRAM SUMMARY

	Tenant	Room #	Type	Existing Area	Proposed Area
4.500 Facilities / Elec / Mech					
4.501 Maintenance Office				164 nsf	164 nsf
4.502 Boiler Room / Receiving / Lockers				1,311 nsf	1,311 nsf
4.503 Mud Room / Locker room / Shower				0 nsf	240 nsf
4.504 Parts				130 nsf	130 nsf
4.505 Water Service Room		G110		107 nsf	107 nsf
4.506 Mechanical Penthouse		340		2,123 nsf	2,123 nsf
4.507 Mechanical (ER)		311		160 nsf	160 nsf
4.508 Mechanical (Survey)		264		160 nsf	160 nsf
4.509 Mechanical (UW Ext)		1208a		941 nsf	941 nsf
4.510 Mechanical (UW Ext)		1208		146 nsf	146 nsf
4.511 Mechanical (ADRC)		G210		915 nsf	915 nsf
4.512 Electrical (Old East Courtroom)		307		108 nsf	108 nsf
4.513 Electrical (CS)	n/a	G806		46 nsf	46 nsf
4.514 Electrical (BH)		1111		50 nsf	50 nsf
4.515 Elevator Equipment				97 nsf	97 nsf
4.516 Electrical (DCF)		G106		38 nsf	38 nsf
4.517 Electrical (ADRC)		G20		142 nsf	142 nsf
4.518 UL IDF				130 nsf	130 nsf
4.519 ML IDF		292		108 nsf	108 nsf
4.520 ML IDF (BH)		1110		55 nsf	55 nsf
4.521 LL IDF				53 nsf	53 nsf
4.522 DMARC				117 nsf	117 nsf
4.523 Network				64 nsf	64 nsf
4.524 LL MDF		G517		147 nsf	147 nsf
Facilities / Elec / Mech Total Net Area				7,312 nsf	7,552 nsf
Net to Usable Factor				x 1.00	x 1.00
Facilities / Elec / Mech Usable Area				7,312 usf	7,552 usf



EXISTING BUILDING USAGE - LOWER LEVEL





EXISTING BUILDING USAGE - MAIN LEVEL





EXISTING BUILDING USAGE - UPPER LEVEL

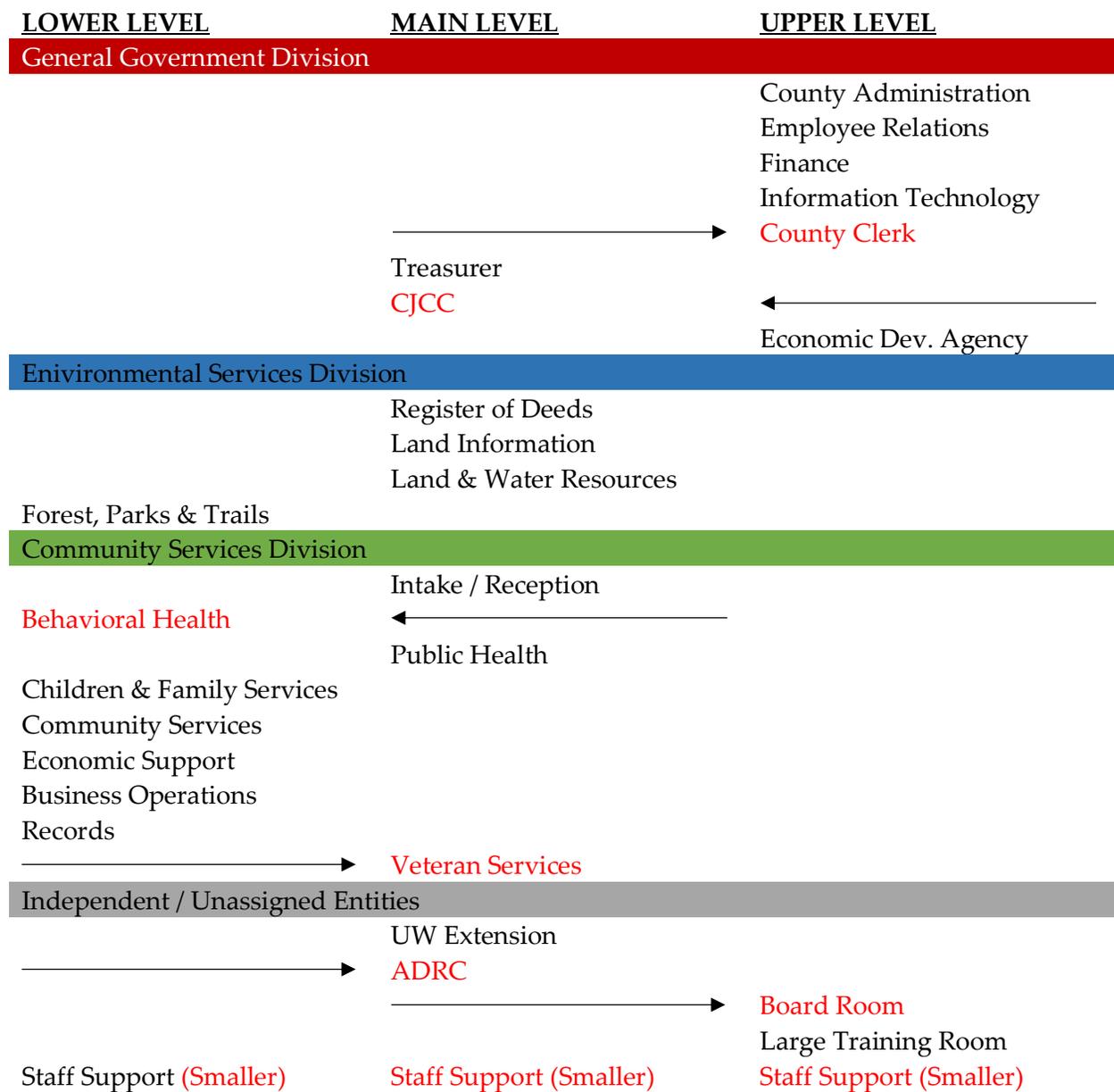




PROPOSED MASTERPLAN CONCEPT

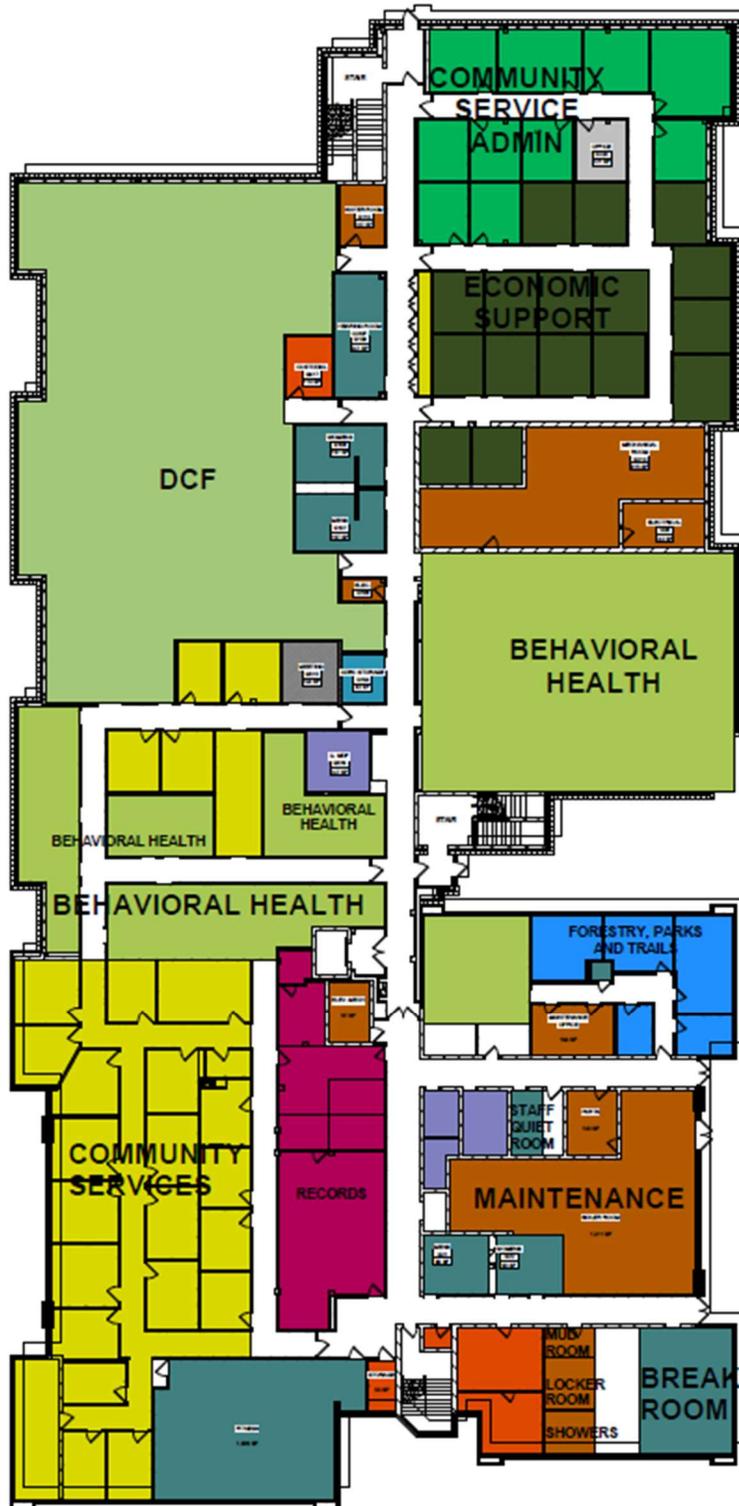
While the Space Needs identified by this study fortuitously match the available existing space in the Government Center, there are multiple departments which could move within the Government Center to provide for staff efficiencies and better customer service. These potential moves are identified on the chart below as well as on the diagrams on the following pages.

Implementing these relocations can range from the simple moving of people to major gut-job renovations or a mix of both. Further study is needed to more clearly define solutions.



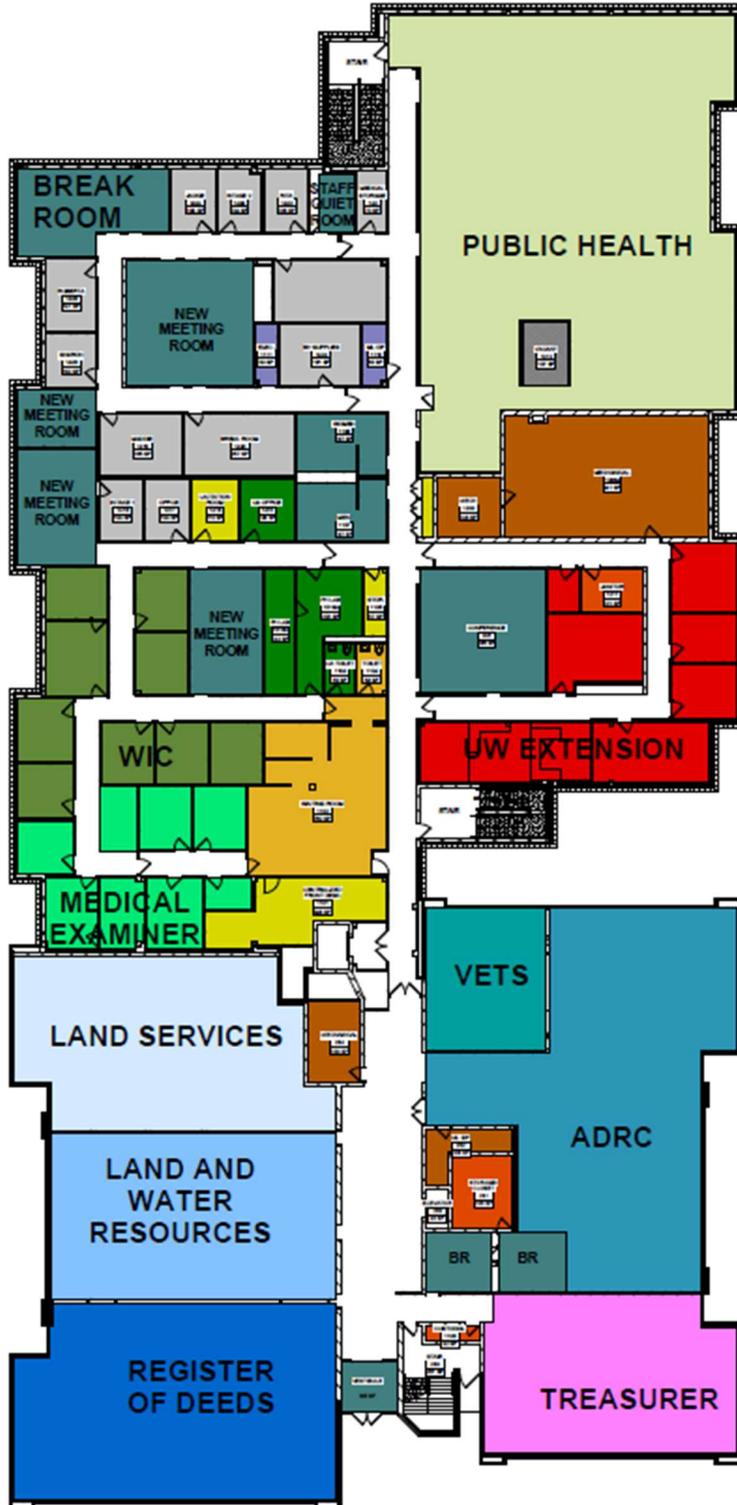


PROPOSED MASTERPLAN CONCEPT - LOWER LEVEL



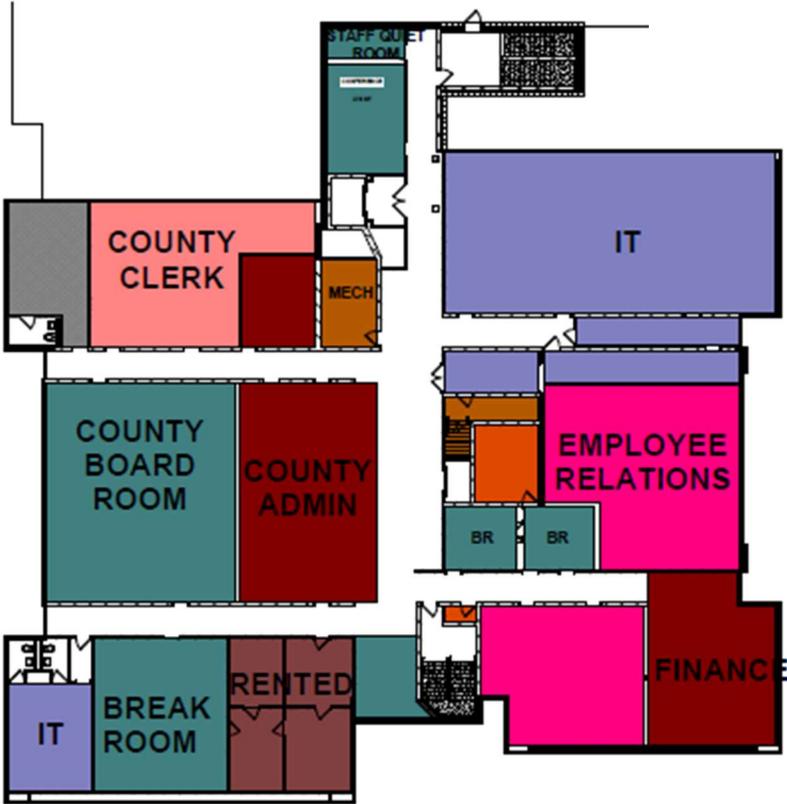


PROPOSED MASTERPLAN CONCEPT - MAIN LEVEL





PROPOSED MASTERPLAN CONCEPT – UPPER LEVEL





RECOMMENDED MASTERPLAN – PHASE I SCOPE

While the Proposed Masterplan Concept identifies a full range of solutions, this study recommends the most impactful relocation of departments to be implemented to achieve higher staff efficiency and better customer service. These are summarized as follows:

1. MOVE ADRC AND VETERAN SERVICES TO MAIN LEVEL:

The clients of Veteran Services and the Aging and Disability Resource Center (ADRC) are the most likely client groups that would have mobility issues. Their location on the lower level adjacent to the east entry was previously ideal for discrete access to them by their clients. As Polk County Government Center has recently enacted the policy that limits all public access into the building to the south entry on the main level, this clientele has been challenged by the remoteness of access to their services. It is proposed to relocate the ADRC and Veteran Services to the main level.

2. CREATE A CUSTOMER SERVICE CENTER FOR ENVIRONMENTAL SERVICES:

By creating a single waiting area off of the main level's public hallway with access to public service counters for Register of Deeds, Land and Water Resources and Land Information, customer wayfinding will be increased. Staff interaction, collaboration and efficiencies can also be attained by collocation of these departments within the Environmental Services Division.

3. MOVE BEHAVIORAL HEALTH TO THE LOWER LEVEL:

To make space available for the previously described relocations, Behavioral Health staff can be relocated from the main level to the lower level. Since the recent inception of the main level Community Services reception and intake on the main level, having staff be located on a different floor is not an impediment in workflow or efficiency.

4. MOVE BOARD ROOM AND COUNTY CLERK TO THE UPPER LEVEL:

To make space available for the previously described relocations and to create a cohesive administrative function on the upper level, the County Clerk and the Board Room would be relocated to the upper level. The Board Room is proposed to utilize a remodeled former courtroom as a new, more functional and public friendly space. The County Clerk along with the other departments in the General Government Division could be reconfigured in the remaining space on the upper level to create a more efficient General Government Division with shared administrative and reception functions.



RECOMMENDED MASTERPLAN – PHASE I BUDGET

The estimated project cost of the proposed relocations are calculated as follows:

Likely area affected by relocations/potential remodeling	16,000 sf
Average construction cost per square foot	x <u>\$75/sf</u>
Estimated Customer Service/Staff Efficiency Construction Costs	\$1,200,000
Courtroom to Board Room Conversion Cost	<u>\$400,000</u>
Construction Cost Subtotal	\$1,600,000
Miscellaneous Project Costs (Fees, Testing, Equipment, Contingencies)	<u>\$400,000</u>
ESTIMATED TOTAL PROJECT COST	\$2,000,000



OTHER CONSIDERATIONS

I. FORMER LAW ENFORCEMENT CENTER

The former Law Enforcement Center terribly underutilized, is in need of maintenance , but is a wonderful asset for the short term. While the upper level is completely vacant, many departments utilize space on the former LEC’s lower level for storage. A small suite is leased to the Kinship program at the building’s north end. As long as the facility is occupied, it should be maintained to meet fire code and provide a healthy and appropriate environment for its current uses. However, the minimal maintenance required as well as the operational cost of utilities to continue to occupy the building eventually add up.

Because additional space is not forecasted by the Space Needs but storage space in the former LEC may need to be replaced, we propose that Polk County consider weighing the demolition of the structure and replacement of storage with a 40’ x 70’ addition in the courtyard just outside of the boiler room. However, considering the estimated project cost for this demolition and construction is \$1,300,000, we strongly suggest that the status quo of minimal investment in maintenance be continued until the former LEC faces a much larger systems failure and requires a large capital investment.

II. FIRING RANGE AT THE NEW JUSTICE CENTER

A shelled out space designed and built for a future Firing Range at the Justice Center is ready to outfit with a granular rubber ballistic trap, ballistic wall and ceiling material, targeting system, mechanical air handling system and a minimal build-out to accommodate a control room and weapons cleaning area. Wold has estimated the costs of these critical components of a firing range and suggests that a project budget of \$1,130,000 be established to accomplish this project.

Trap and Targeting System	\$125,000
Ballistic Wall and Ceiling Panels	\$400,000
Air Handling System	\$305,000
General and Electrical Build-out	\$110,000
<u>Project Soft Costs (Fees, Testing, Contingencies)</u>	<u>\$190,000</u>
 Total Project Estimated Cost	 \$1,130,000



ENERGY EFFICIENCY INITIATIVES

While performing the Facility Condition Assessment, Wold's team looked for opportunities to go beyond simple replacement strategies to achieve greater operational savings. While simple maintenance of systems does offer incremental savings through installation of the most energy efficient equipment currently available, occasionally the opportunity exists to consider a switch in systems approach which multiplies efficiencies.

GROUND SOURCE HEAT PUMPS

One such opportunity becomes apparent when you consider that the entire heating water, chilled water, ventilation and building automation systems serving the 1974 portion of the Government Center are recommended to be replaced simultaneously. This presents the perfect opportunity to consider moving away from traditional heating and cooling plants in favor of a ground source geothermal heat pump system. There is an opportunity to convert the primary building's HVAC systems to eliminate natural gas heating in the office areas and install a system with an extremely low energy use index (EUI). This would consist of a geothermal well-field, variable refrigerant flow (VRF) heating and cooling distribution system, dedicated outside air system (DOAS) for ventilation, and a central BAS. This strategy aligns well with the optional installation of a large Photovoltaic array that can offset the buildings' electric utility.

The cost of the equipment inside of the building is approximately the same – whether traditional high efficiency boilers and chillers or heat pumps. The cost difference really equates to the cost of the geothermal well field needed. The calculations below indicate the initial cost of applying a Ground Source Heat Pump system to the 1974 building or also to the 2004 addition.

1974 Government Center Wellfield:

- 100 tons of cooling required.
- $(100 \text{ wells}) \times (15' \times 15' \text{ per well}) = 22,500 \text{ sq.ft. wellfield size}$
- $(100 \text{ wells}) \times (\$2,500 \text{ per well}) \times 1.2 \text{ project factor} = \$300,000 \text{ project cost}$
- May need a small supplemental boiler to meet heating loads and provide backup heating capacity.

2003 Government Center Addition Wellfield:

- 90 tons of cooling required.
- $(90 \text{ wells}) \times (15' \times 15' \text{ per well}) = 20,250 \text{ sq.ft. wellfield size}$
- $(90 \text{ wells}) \times (\$2,500 \text{ per well}) \times 1.2 \text{ project factor} = \$270,000 \text{ project cost}$
- Existing boilers would be reused to meet heating loads and provide backup heating capacity.