



PORTAGE COUNTY

PORTAGE COUNTY ANNEX
CONFERENCE ROOM 5
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

MEETING AGENDA

Joint Meeting of Finance and

Space & Properties Committees

Monday, November 6, 2023

3:30 PM

REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-872-242-7813 , after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 658 036 981, then press #

To attend this meeting by video: [Click here to join the meeting](#)

CALL TO ORDER

PUBLIC NOTICE

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

REPORTS

1. Facilities Management
2. Finance

DISCUSSION/POSSIBLE ACTION

3. Discussion and Possible Action regarding Resolution Approving and Authorizing the Ruth Gilfry Facility Repair and Remodel Project and Amending the 2024-2029 Capital Plan
4. Discussion and Possible Action regarding Resolution Authorizing an Agreement with Angus-Young Associates, Inc. for Architect and Engineering Services for the Ruth Gilfry Facility Repair and Remodel Project
5. Discussion and Possible Action regarding Resolution Authorizing a Contract with J.J. Findorff & Son, Inc. to Provide Construction Manager at Risk Services for the Ruth Gilfry Facility Repair and Remodel Project
6. Discussion and Possible Action regarding Budget Amendment and Transfer - Gilfry Water Event Repair & Remodel Project
7. Discussion and Possible Action regarding Resolution Approving and Authorizing a Lease Agreement for Office Space with Boston, Inc. for Health and Human Services Employees to Work During Repairs and Improvements to the Ruth Gilfry Building (Space & Properties Committee Only)

ADJOURNMENT

Notice: Any person who has special needs and plans on attending this meeting in-person or remotely should contact the Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: Remote comment by the public during the meeting will be at the discretion of the Chair.

Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.

RESOLUTION NO. _____

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

RE: APPROVING THE RUTH GILFRY FACILITY REPAIR AND REMODEL PROJECT AND AMENDING THE 2024-2029 CAPITAL PLAN

WHEREAS, on June 19, 2023, the Ruth Gilfry building which is used to provide services by the County's Health and Human Services Department suffered a water main break on its lower level; and

WHEREAS, due to the damage created by the water, the building was temporarily closed in order to proceed with repairs and mitigation efforts to remove the water from the facility; and

WHEREAS, the building suffered extensive water damage which required the removal of carpet, doors, drywall, cabinetry, furniture, and other fixtures; and

WHEREAS, the County spent funds on the emergency building flood mitigation work including demolition and removal of flooring, ceiling, and walls; plumbing support; electrical support; structural investigation and remedy; disruption of work costs (removal of existing equipment and storage); and

WHEREAS, the initial emergency work costs were \$674,668 of which a substantial portion will be reimbursed by insurance; and

WHEREAS, after reviewing the extent of the repairs, and knowing the department suffers from a lack of space for staff and programs, staff suggested remodeling the area to better meet the needs of the department while improving the building mechanicals, making the building more accessible, and increasing overall building security; and

WHEREAS, staff have been consulting with an architect, the County's construction manager at risk, and the County's insurance provider to develop an overall repair and remodel project for the Ruth Gilfry facility; and

WHEREAS, based on information from the architect from Angus-Young, the estimated cost to continue the repair and remodel portion of the project is \$9,706,801; and

WHEREAS, the overall project for the emergency work, further project design, and the overall repair and remodel project is \$10,456,549; and

WHEREAS, as the project develops, staff will further investigate to determine if any portion of the project might be eligible for State and Local Fiscal Recovery Funds as a means to finance the project and reduce the need to borrow funds; and

WHEREAS, this project will be updated in the 2024-2029 capital plan as project number 850-23-03 Gilfry Water Event Repair & Remodel Project to include the updated scope and costs.

FISCAL NOTE: The funds necessary for this project are stated in the Gilfry Water Event Repair & Remodel Project as proposed to be amended in the Portage County 2024 – 2029 Capital Improvement Plan.

The immediate funding necessary to continue with the project are the emergency flood mitigation

costs of \$674,668 which will largely be reimbursed by insurance claim. Funding is also necessary for architect and construction manager at risk fees to continue design, which is estimated at \$75,000 and which will be funded with capital project fund balance and later reimbursed by general obligation bond or note proceeds. This budget amendment is included in the budget amendment and transfers resolution.

Portage County is estimating the need to borrow an amount not to exceed \$9,706,881 plus issuance costs and contingencies, through the issuance of general obligation bonds for the public purpose of financing construction for repairs and remodel of the facility. The final amount of the project will be finalized through further schematic design by the architectural firm and construction manager at risk. The project costs will be reduced by any potential insurance claim or reimbursement, along with other funding such as State and Local Fiscal Recovery Funds, prior to issuing any general obligation notes or bonds to finance the project.

There will be a subsequent budget amendment and resolution to amend the budget for this project at such a time as the County moves forward with financing the project.

NOW, THEREFORE, BE IT RESOLVED that the Portage County Board of Supervisors hereby approves the update to the Gilfry Water Event Repair & Remodel Project as well as amending the existing 2024-2029 capital plan.

BE IT FURTHER RESOLVED that appropriate County officials, including the County Executive, and staff are authorized to sign documents necessary for the Project in this resolution.

DATED THIS 14th DAY OF NOVEMBER 2023.

RESPECTFULLY SUBMITTED,

SPACE AND PROPERTIES

Date: November 6, 2023

Donald Jankowski, Chair

David Medin, Vice-Chair

Matthew Jacowski

Mike Splinter

Jeanne Dodge

FINANCE COMMITTEE

Date: November 6, 2023

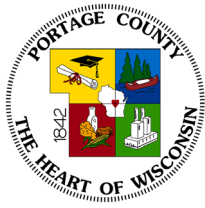
Larry Raikowski, Chair

Dave Ladick, Vice-Chair

Scott Soik

Jeanne Dodge

Julie Morrow



County of Portage

Finance Department

Capital Project Funding Request Form

Policy #: TBD
Effective: February 1, 2023

Project #	850-23-03	Project Title	Gilfry Water Event Repair & Remodel
Department	Facilities Management	Manager	Todd Neuenfeldt
Phase			
Budget Action	New - Emergency	Date	7-21-2023

Project Scope & Description

Repair the damage from the water main break and remodel of the lower level while bringing the building to current code. The preliminary cost and scope of the project includes:

- Initial flood mitigation work – demolition & removal of flooring, ceiling, and walls; plumbing support; electrical support; structural investigation & remedy; disruption of work costs (removal of existing equipment and storage).
- Architect and Engineering Costs and Construction Manager at Risk Services for development of the concept plan and continued development and project design.
- Temporary office space lease to facilitate building renovations.
- Remodel of office and cubical space.
- Creating interview rooms that are not in the secure area of the building, ending the practice of bringing clients into the secure employee work area.
- Construction of new/additional restrooms and updating current restrooms to be ADA compliant.
- Tunnel entrance repair and re-configuration.
- Removal of the wood soffit system in the building.
- Replace the HVAC system with a modern (VAV) Variable Air Vane system with hot water re-heat and a centralized chiller including (DDC) Direct Digital Controls.
- Replacing the roof drains from the roof to the storm water sewer.
- Replacement of the roof.
- The addition of a ground water crock and pump system inside the building to remove ground water from the drain tile.
- Installation of a Fire Sprinkler Protection System.
- The water main will need to be upsized to meet the needs of the new Fire Sprinkler System.
- Elevator upgrades – update cab and controls boards are NLA.
- Update low voltage/IT wiring from CAT 5e to CAT 6a.
- New suspended ceilings.
- Install LED lighting.

Cost Summary

Source of Funds	2023 & Prior Years	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Project Total
Debt Financing		8,271,156					8,271,156
Grants/Aids: SLFRF							
Other: Insurance Recovery	654,668	1,435,725					2,090,393
Tax Levy							
CIP Fund Balance	95,000						95,000
Total	749,668	9,706,881					10,456,549
Cost Documentation	2023 & Prior Years	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Project Total
Design & Eng - Concept	75,000						75,000
Design & Engineering		459,012					459,012
Lease (Office Space)		270,000					270,000
Furniture & Equipment		960,979					960,979
Building Improvements		7,172,700					7,172,700
Flood Mitigation Work	674,668						674,668
Contingency		717,300					717,300
Insurance		41,890					41,890
Financing Costs		85,000					
Total	749,668	9,706,881					10,456,549
Operating Impact							

Analysis of Need

The Ruth Gilfry building was constructed in 1978, making the building 45 years old. The mechanicals in the building have exceeded their useful life and need replacement. The recent flooding of the lower level created an opportunity to remodel the office areas making the building more efficient while increasing security. The improvements in security, functionality, efficiency and reliability will ensure the building remains useful for the next 20 years or more.

Alternatives

Repair building to previous configuration if allowed by the Building Inspector.

Ongoing Operational Costs

Ongoing operational costs may decrease slightly with the more efficient air handling and lighting.

Sustainability, Maintenance, and Replacement

No additional maintenance cost is expected. The mechanical systems being replaced all have a useful life of 20 years or more.

Location

817 Whiting Ave.

Previous Actions

2024-2029 Capital Plan: Added as an emergency project in 2023 due to the water/flooding event. Insurance recovery and project costs are still being determined.

2024-2029 Capital Plan: Updated 11/14/2023.

RESOLUTION NO. _____

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

RE: AUTHORIZING AN AGREEMENT WITH ANGUS-YOUNG ASSOCIATES, INC. FOR
ARCHITECT AND ENGINEERING SERVICES FOR THE RUTH GILFRY FACILITY
REPAIR AND REMODEL PROJECT

WHEREAS, promptly after the June 19, 2023, water main break caused damage to the Ruth Gilfry building, the county entered into an agreement with Angus-Young Associates, Inc. (Angus-Young) on an emergency basis to provide an architect on a consultant basis to provide services related to repairing the building; and

WHEREAS, after reviewing the extent of the repairs on the lower level of the Ruth Gilfry building, and knowing the department suffers from a lack of space for staff and programs, staff suggested remodeling the area to better meet the needs of the department while improving the building mechanicals, making the building more accessible, and increasing overall building security; and

WHEREAS, the overall repair and remodel project for the Ruth Gilfry facility requires a new architect and engineering professional services contract; and

WHEREAS, the purpose of this resolution is to approve the agreement with Angus-Young to provide architect and engineering services for the Ruth Gilfry facility repair and remodel project as set forth in the attached contract summary form; and

WHEREAS, in order to comply with the Portage County Purchasing Ordinance 3.7.11, Contracts and Leases, all leases or contracts for services exceeding \$25,000 must have governing committee approval, furthermore, any contract exceeding \$100,000 must also be approved by resolution of the County Board; and

FISCAL NOTE: The funds necessary for the services are appropriated in the capital projects fund to Project #850-23-03 Gilfry Water Event Repair & Remodel Project. There are no additional fiscal obligations for the County immediately associated with this resolution, nor does this resolution appropriate funds. The project does not need any additional appropriation until such time the County determines a financing plan and issues debt to finance the project or appropriates funds for the project to proceed with construction.

NOW, THEREFORE, BE IT RESOLVED that the Portage County Board of Supervisors hereby approves the agreement with Angus-Young for Architect and Engineering services as set forth in the attached contract summary form.

BE IT FURTHER RESOLVED that appropriate County officials, including the County Executive, are authorized to enter into and execute said contract.

DATED THIS 14TH DAY OF NOVEMBER 2023

RESPECTFULLY SUBMITTED,

SPACE AND PROPERTIES COMMITTEE.

Date: November 6, 2023

Donald Jankowski – Chair

Dave Medin – Vice Chair

Jeanne Dodge

Matt Jacowski

Mike Splinter

FINANCE COMMITTEE.

Date: November 6, 2023

Larry Raikowski – Chair

Dave Ladick – Vice Chair

Jeanne Dodge

Julie Morrow

Scott Soik

Portage County Contract Summary Form

1. County Department: **Space & Properties, County Executive, Facilities**
2. Department Administrative Point of Contact (name address and phone): **John Pavelski/Todd Neuenfeldt/Chris Schultz, 1462 Strongs Avenue, Stevens Point WI 54481, 715-346-1393**
3. Contracted Business of Agency Name and Address: **Angus-Young Architects/Engineers 555 South River Street, Janesville, WI 53458**
4. Business Point of Contact (name address and phone): **Jim Tibbetts, Angus-Young, Address Above. Ph#608-751-5835**
5. Description of the purpose and nature of the contract (one paragraph general description of the nature of the services and products involved): **Procure Design/Engineer Services to be part of team that develops pricing and construction services for the Remodel of the Health and Human Services Ruth Gilfry Building;**
6. Justification (What conditions mandate that this work be done): **The County does not possess the skills or resources to construct a large Facility or cost analyze a construction project**
7. Amount of the contract:
 - **Phase I (Schematic Design Pricing)=\$63,233 (14% of the Total fee for Architect Services)**
 - **Phase II (Design Development, Construction Services, and Close out) is estimated to be an additional \$380,549.**
8. Term of the contract: **Initial Term for Phase I for a month with Phase II of the project lasting 12-15 Months.**
9. Contract start date: **Already started as part of Emergency Purchase due to flooding of HHS. Official Start approximately November 7, 2023**
10. Source of funding (describe whether it is from appropriated funds, contingency funds, grant funds or otherwise **Capital projects fund to Project #850-23-03 Gilfry Facility Water Event Repair & Remodel Project. There are no additional fiscal obligations for the County immediately associated with this resolution.**
11. Type of contract (new, amended or renewal): **Professional Services and additional Scope on to the Emergency Contract developed during the Clean-up and potential Design Review after the flood at Ruth Gilfry.**
12. Type of award (by bidding, requests for proposals, or direct negotiation. If direct negotiation or RFP, explain why the bidding process was not utilized): **Professional Services Waiver-Direct Negotiation due to continuation of the contract developed during the clean -up of HHS.**
13. Does the contract require subcontracts: **No**
14. Does the contract require work from other county departments: **Yes, Finance, Space & Properties, Facilities, County Executive, IT will all play a part in this contract**
15. Has the contract been approved by the County Executive and Finance Department (where necessary): **Yes**
16. Does the contract comply with county purchasing policy: **Yes**
17. Does the contract comply with county finance policy: **Yes**
18. Does the contract comply with county ethics policy: **Yes**
19. Where is the original contract filed (signing and filing of contracts is the responsibility of the department): **Filed in the County's ERP Financial System with oversight by Space & Properties, Facilities, County Executive, and Purchasing**
20. If necessary, has a budget adjustment form been submitted to Finance: **None needed**

Certification of Summary

The foregoing information has been reviewed and is hereby certified as accurate and correct.

Christopher Schultz

Department Head

10/31/23

Date

RESOLUTION NO. _____

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

RE: AUTHORIZING A CONTRACT WITH J.J. FINDORFF & SON INC. TO PROVIDE CONSTRUCTION MANAGER AT RISK SERVICES FOR THE RUTH GILFRY FACILITY REPAIR AND REMODEL PROJECT

WHEREAS, promptly after the June 19, 2023, water main break caused damage to the Ruth Gilfry building, the county entered into an agreement with J.H. Findorff & Son Inc. (Findorff) on an emergency basis to provide Construction Manager at Risk services to make repairs to the building; and

WHEREAS, after reviewing the extent of the repairs on the lower level of the Ruth Gilfry building, and knowing the department suffers from a lack of space for staff and programs, staff suggested remodeling the area to better meet the needs of the department while improving the building mechanicals, making the building more accessible, and increasing overall building security; and

WHEREAS, the overall repair and remodel project for the Ruth Gilfry facility is outside the scope of the existing contract with Findorff; and

WHEREAS, the purpose of this resolution is to approve changing the scope of the agreement with Findorff for its services to include the Ruth Gilfry facility repair and remodel project as set forth in the attached contract summary form; and

WHEREAS, in order to comply with the Portage County Purchasing Ordinance 3.7.11, Contracts and Leases, all leases or contracts for services exceeding \$25,000 must have governing committee approval, furthermore, any contract exceeding \$100,000 must also be approved by resolution of the County Board.

FISCAL NOTE: The funds necessary for the services are appropriated in the capital projects fund to Project #850-23-03 Gilfry Water Event Repair & Remodel Project. There are no additional fiscal obligations for the County immediately associated with this resolution, nor does this resolution appropriate funds. The project does not need any additional appropriation until such time the County determines a financing plan and issues debt to finance the project or appropriates funds for the project to proceed with construction.

NOW, THEREFORE, BE IT RESOLVED that the Portage County Board of Supervisors hereby approves and ratifies the contract with Findorff for construction manager at risk services as set forth in the attached Contract Summary Form.

BE IT FURTHER RESOLVED that appropriate County officials, including the County Executive, are authorized to enter into and execute said contract.

DATED THIS 14TH DAY OF NOVEMBER 2023

RESPECTFULLY SUBMITTED,

SPACE AND PROPERTIES COMMITTEE.

Date: November 6, 2023

Donald Jankowski – Chair

Dave Medin – Vice Chair

Jeanne Dodge

Matt Jacowski

Mike Splinter

FINANCE COMMITTEE.

Date: November 6, 2023

Larry Raikowski – Chair

Dave Ladick – Vice Chair

Jeanne Dodge

Julie Morrow

Scott Soik

Portage County Contract Summary Form

1. County Department: **Space & Properties, County Executive, Facilities**
2. Department Administrative Point of Contact (name address and phone): **John Pavelski/Todd Neuenfeldt/Chris Schultz, 1462 Strong's Avenue, Stevens Point WI 54481, 715-346-1393**
3. Contracted Business of Agency Name and Address: **J.H. Findorff & Son Inc. 300 South Bedford Street Madison, WI 53703**
4. Business Point of Contact (name address and phone): **Joe Schuchardt, J.H. Findorff & Son Inc. 300 South Bedford Street Madison, WI 53703 715-803-2228**
5. Description of the purpose and nature of the contract (one paragraph general description of the nature of the services and products involved): **Procure Construction Manager At Risk Services to be part of team that prices a design of a Remodel of HHS and proceeds with CMAR services for construction remodel in the Ruth Gilfry Building;**
6. Justification (What conditions mandate that this work be done): **The County does not possess the skills or resources to construct a large Facility or cost analyze a construction project**
7. Amount of the contract: **Phase I (Schematic Design)=\$5,710 reimbursed if County Performs the Project with Findorff as CMAR & Phase II (Design Development, Construction Services and Close out) is estimated to be 2.25% total construction cost when we determine Final Scope and GMP of the Remodel Project.**
8. Term of the contract: **Initial Term for Phase I for is 1 month and get approval on the final pricing once GMP is determined in Phase II of the project.**
9. Contract start date: **Approximately November 13, 2023**
10. Source of funding (describe whether it is from appropriated funds, contingency funds, grant funds or otherwise): **Capital projects fund to Project #850-23-03 Gilfry Facility Water Event Repair & Remodel Project. There are no additional fiscal obligations for the County immediately associated with this resolution.**
11. Type of contract (new, amended or renewal): **New Updated Scope**
12. Type of award (by bidding, requests for proposals, or direct negotiation. If direct negotiation or RFP, explain why the bidding process was not utilized): **Direct Negotiation due to continuation of the contract the county entered into with Findorff on an emergency basis during the clean -up of HHS. Updated Scope and Percentage Fee based on RFP#2022-21 for Facilities Master Plan CMAR. Fees & Wages were confirmed using industry Standards and previous RFP Completed by TEGRA, Space & Properties, County Executive, and Purchasing**
13. Does the contract require subcontracts: **No**
14. Does the contract require work from other county departments: **Yes, Finance, Space & Properties, County Executive, IT will all play a part in this contract**
15. Has the contract been approved by the County Executive and Finance Department (where necessary): **Yes**
16. Does the contract comply with county purchasing policy: **Yes**
17. Does the contract comply with county finance policy: **Yes**
18. Does the contract comply with county ethics policy: **Yes**
19. Where is the original contract filed (signing and filing of contracts is the responsibility of the department): **Filed in the County's ERP Financial System with oversight by Space & Properties, Facilities, County Executive, and Purchasing**
20. If necessary, has a budget adjustment form been submitted to Finance: **None needed**

Certification of Summary

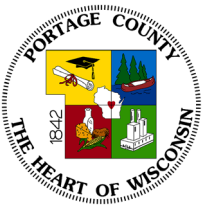
The foregoing information has been reviewed and is hereby certified as accurate and correct.

Christopher Schultz

Department Head

06/29/22

Date



County of Portage

Finance Department

Budget Amendment/Transfer Request Form

Policy #: TBD
Effective: March 1, 2022

Department:	Capital Projects - Facilities	Fiscal Year:	2023
Submitted By:	Jennifer Jossie	Date Submitted:	11/1/2023
Type: <i>Check one</i>	Description:	Resolution:	
☐ Transfer within appropriation – account to account (Department Director) ☐ Transfer due to technical correction – tracking or accounting purposes (Finance Director) ☐ Transfer up to 10% of original appropriation (Finance Committee) ☐ Transfer over 10% of original appropriation (County Board) ☐ Transfer between two or more departments (County Board) ☐ Increase in appropriation with grant revenue – new grant or increased funding (County Board) ☐ Increase in appropriation with contingency funds (County Board) ☒ Increase in appropriation with offsetting revenue or existing fund balance (County Board) ☐ Increase in appropriation with General Fund (County Board)			
Justification for Budget Amendment/Transfer:		Fiscal Impact: \$674,668	
This budget amendment is for the addition of the FY 2023 capital project for the emergency building flood mitigation work and repairs of the Ruth Gilfry building after the June water main break, including funding to continue design development, including schematic design.			
Attachments	None		
Department Head	Todd Neuenfeldt		
AUTHORIZATION			
Staff Recommendation	☒ Approve ☐ Deny ☐ Amend with the following changes: _____		Date: 11/1/2023
County Executive	☒ Approve ☐ Deny ☐ Amend with the following changes: _____		Date: 11/1/2023
Governing Committee Action:	☐ Approve ☐ Deny ☐ Amend with the following changes: _____		Date: 11/6/2023
Finance Committee Action:	☐ Approve ☐ Deny ☐ Amend with the following changes: _____		Date: 11/6/2023

Financial Action

Increase	Decrease	Fund Name/Account Description	Account Number	Requested Amount	Director's Initials
☒	☐	CIP/Fund Balance Applied	41910040 49300	\$95,000	
☒	☐	CIP/Insurance Recovery	41910040 48420	\$654,668	
☒	☐	CIP/Gilfry Water Project	41910040 58000	\$75,000	
☒	☐	CIP/Gilfry Water Project	41910040 58000	\$674,668	
☐	☐				
☐	☐				
Finance Director Initials		Comments:			

RESOLUTION NO. _____

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

RE: APPROVING AND AUTHORIZING A LEASE AGREEMENT FOR OFFICE SPACE WITH BOSTON, INC. FOR HEALTH AND HUMAN SERVICES EMPLOYEES TO WORK DURING REPAIRS AND IMPROVEMENTS TO THE RUTH GILFRY BUILDING

WHEREAS, the Health and Human Services Ruth Gilfry building closed on June 19, 2023, because of a water main break under the bottom floor of the building; and

WHEREAS, because of the resulting damage to the building, all Health and Human Services employees relocated to various places to work; and

WHEREAS, after initial repairs and safeguard measures, certain employees returned to work on the main floor of the Ruth Gilfry building in July; and

WHEREAS, repairs and remodeling the Ruth Gilfry building area to better meet the needs of the department while improving the building mechanicals, making the building more accessible, and increasing overall building security are expected to take more than one year to complete; and

WHEREAS, office space is available to lease at 3349 Church Street in Stevens Point to have one consolidated place for the Health and Human Services Public Health Division and other employees to work during the time to complete the work to the bottom floor of the Ruth Gilfry building; and

WHEREAS, the purpose of this resolution is to approve the lease agreement as set forth in the attached contract summary form; and

WHEREAS, in order to comply with the Portage County Purchasing Ordinance Section 3.7.11, Contracts and Leases, all leases or contracts for services exceeding \$25,000 must have governing committee approval; furthermore, any contract exceeding \$100,000 must also be approved by resolution of the County Board.

FISCAL NOTE: The funds necessary for the lease agreement in this resolution are appropriated as part of the Gilfry Water Event Repair & Remodel Project 850-23-03 as outlined in the 2024-2029 Capital Improvement Plan.

NOW, THEREFORE, BE IT RESOLVED that the Portage County Board of Supervisors hereby approves and authorizes the lease agreement with Boston Inc. as set forth in the attached contract summary form.

BE IT FURTHER RESOLVED that appropriate County officials, including the County Executive, are authorized to enter into and execute said lease agreement.

DATED THIS 14TH DAY OF NOVEMBER 2023

RESPECTFULLY SUBMITTED,

HEALTH AND HUMAN SERVICES BOARD

Date: November 6, 2023

Jeanne Dodge, Chair

Julie Morrow, Vice-Chair

Chris Doubek

Bob Gifford

Dave Medin

Suzanne Oehlke

Amber Garner

Bev Laska

Josehp Jarabek

SPACE AND PROPERTIES COMMITTEE.

Date: November 6, 2023

Donald Jankowski – Chair

Dave Medin – Vice Chair

Jeanne Dodge

Matt Jacowski

Mike Splinter

Portage County Contract Summary Form

1. County Department: **Space & Properties, County Executive, Facilities Management**
2. Department Administrative Point of Contact (name address and phone): **John Pavelski/Todd Neuenfeldt/Chris Schultz, 1462 Strongs Avenue, Stevens Point WI 54481, 715-346-1393**
3. Contracted Business of Agency Name and Address: **Boston, Inc. 2917 Business Park Drive Stevens Point, WI 54482**
4. Business Point of Contact (name address and phone): **Joe Fonti, 1-866-638-1957**
5. Description of the purpose and nature of the contract (one paragraph general description of the nature of the services and products involved): **Lease of office space to temporarily re-locate displaced employees and services provided by the Portage County Health Department.**
6. Justification (What conditions mandate that this work be done): **Due to flood damage and significant remodeling to the Ruth Gilfry Building, the Public Health Staff requires space to conduct business.**
7. Amount of the contract: **Base rent is \$11,753.33 per month, plus additional amounts including a share of operating and real estate taxes and utilities.**
8. Term of the contract: **Expected 18 Months.**
9. Contract start date: **Expected November 15th 2023**
10. Source of funding (describe whether it is from appropriated funds, contingency funds, grant funds or otherwise): **Capital Improvement Project 850-23-03**
11. Type of contract (new, amended or renewal): **New**
12. Type of award (by bidding, requests for proposals, or direct negotiation. If direct negotiation or RFP, explain why the bidding process was not utilized): **Direct Negotiation**
13. Does the contract require subcontracts: **No**
14. Does the contract require work from other county departments: **Yes, Facilities Management will be responsible for the Custodial work in the building.**
15. Has the contract been approved by the County Executive and Finance Department (where necessary): **Yes**
16. Does the contract comply with county purchasing policy: **Yes**
17. Does the contract comply with county finance policy: **Yes**
18. Does the contract comply with county ethics policy: **Yes**
19. Where is the original contract filed (signing and filing of contracts is the responsibility of the department): **Filed in the County's ERP Financial System with oversight by Space & Properties, Facilities, County Executive, and Purchasing**
20. If necessary, has a budget adjustment form been submitted to Finance: **None needed**

Certification of Summary

The foregoing information has been reviewed and is hereby certified as accurate and correct.

Todd J Neuenfeldt

10/31/23

Department Head

Date