



PORTAGE COUNTY

ANNEX CONFERENCE ROOMS 1 & 2
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

MEETING MINUTES

SPACE AND PROPERTIES COMMITTEE

Tuesday, February 4, 2025

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: 922 023 509, then press #

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

CALL TO ORDER

The Space and Properties Committee meeting was called to order at 03:30 PM

Members Present: Dave Ladick, Dave Medin, Janell Wehr, Jeanne Dodge, Nancy Eggleston all members attended in person. Members Absent: Mike Wiza

CORRESPONDENCE There is no correspondence at this time.

PRESENTATIONS

1. Bruce Omtvedt and Luis Pitarque, Dewberry Architects, Inc. - Final Entire Courthouse Remodel Project Update and Derek Burdick, J.H. Findorff & Sons Inc. - Evaluation of Possible Remodel of the Entire Courthouse Building
2. Chris Schultz, Procurement Director, and Todd Neuenfeldt, Facilities Management Director - Update on Facilities Master Plan including the Jail and Law Enforcement Center Project

REPORTS

3. Vendor Invoice list dated 11-30-24
4. Vendor Invoice list dated 12-31-24
5. Directors Report -
 - Update on the Ruth Gilfry Building
 - Facilities Management Staffing, Operations, and Activities

To update the Committee for the Ruth Gilfry building: The mechanicals and the chillers, boilers, air handlers have arrived and are being moved to their future homes. The downstairs fire protection sprinklers will be done this week. The framing will be completed this week. Drywall is going in downstairs. The painters and the tile layers are starting next week. The project is going very well. Completion is still sometime in September.

We were able to fill two seasonal custodian positions this year since the custodial staff has switched to daytime hours. This helps the custodial staff keep up with the tracking in of salt and slush with the weather conditions. This is working out very well.

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 public comment ordinance and the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

APPROVAL OF MINUTES

6. December 3, 2024 Joint Health Care Center and Space and Properties Minutes

A motion was made by Janell Wehr, seconded by Dave Ladick, to approve both sets of minutes from December 3rd meetings as presented. Motion to Approve carried by voice vote, with no negative votes.

7. December 3, 2024 Space and Properties Minutes

DISCUSSION/POSSIBLE ACTION

8. Discussion/Possible Action Re: Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance reports

No Special Meetings were attended.

9. Discussion and Possible Action: Tasking the Purchasing Director and Appropriate Staff to Perform Work Developing the Project Contract Documents below with TEGRA, Dewberry, and Findorff to Consider for future Committee Agendas and/or Action as Appropriate
- a. TEGRA-Statement of Work to develop Dewberry Contract and work with us through the Schematic Design phase of the Jail and Law Enforcement Center and Courthouse Remodel Projects
 - b. Dewberry Contract for the Architect work through and including the Schematic Design of the Jail and Law Enforcement Center and Courthouse Remodel Projects
 - c. J.H. Findorff & Sons Inc. - Amendment of the Current Contract to perform Cost Estimating after completion of Schematic Design for the Jail and Law Enforcement Center and Courthouse Remodel Projects
 - d. Finance Director to establish a Funding Plan for work performed by the above Contractors for the Jail and Law Enforcement Center and Courthouse Remodel Projects

A motion was made by Nancy Eggleston, seconded by Janell Wehr, to approve the tasks as presented A,B,C, and D. Motion to approve carried by voice vote, with no negative votes.

NEXT MEETING DATE March 4, 2025 at 3:30 p.m. in Annex conference room 1 and 2.

ADJOURNMENT

With no other agenda items, the meeting was adjourned by Chair Medin. Meeting adjourned at 04:52 PM