

1 **REFERRED BACK TO COMMITTEE RESOLUTION # 68-2013**

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4 Resolution offered by the Supervisors of the Solid Waste & Buildings and Grounds
5 Committee

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7 Resolved by the Board of Supervisors of Oneida County, Wisconsin:

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9 **WHEREAS**, the Solid Waste and Buildings & Grounds Committee has been charged
10 with providing adequate and efficient office space to county departments, including space at the
11 courthouse vacated by moving of the health department to the Health and Aging facility; and

12 **WHEREAS**, a space study and needs assessment was conducted by staff, which
13 determined sufficient space is not available at the Oneida County Courthouse to provide
14 adequate and efficient office space for both University of Wisconsin – Extension and Land and
15 Water Conservation; and the Solid Waste and Buildings & Grounds Committee requires
16 direction on the following options:

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18 1. University of Wisconsin – Extension and Land and Water Conservation remain
19 together at the Rhinelander-Oneida County Airport, acquiring additional space to be
20 leased to provide adequate and efficient office space for both departments (see fiscal
21 impact statement) with funding to address proposed renovation to come from the
22 general fund;
23 2. Oneida County Board of Supervisors rescinds previous action to sell former WPS
24 building located at 111 E. Davenport Street and approves renovation of that facility to
25 provide adequate and efficient office space and allow for University of Wisconsin –
26 Extension and Land and Water Conservation to be relocated to 111 E. Davenport
27 Street (former WPS building), with funds to come from the general fund and with the
28 board continuing to support the airport’s budget if the currently leased space is not
29 leased; or
30 3. University of Wisconsin – Extension remains located at the Rhinelander-Oneida
31 County Airport; Land and Water Conservation is returned to their previous location at
32 the Oneida County Courthouse, second floor, near Planning & Zoning, with funds to
33 renovate office space for University of Wisconsin – Extension at the airport and
34 second floor office space for Land and Water Conservation to come from the general
35 fund.

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37 **NOW, THEREFORE, BE IT RESOLVED**, Oneida County Board of Supervisors
38 recommends Option Number ____ and directs the Solid Waste and Buildings & Grounds
39 Committee to proceed with this option to address office space for both University of Wisconsin –
40 Extension and Land and Water Conservation.

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44 Vote Required: Majority = _____ 2/3 Majority = _____ ¾ Majority = _____

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46 The County Board has the legal authority to adopt: Yes _____ No _____ as reviewed
47 by the Corporation Counsel, _____, Date:
48 _____

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50 Approved by the Solid Waste & Buildings and Grounds Committee this 7th day of October
51 2013.

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Consent Agenda Item: YES NO

Offered and passage moved by:

Supervisor

Supervisor

Supervisor

Supervisor

Supervisor

Ayes
 Nays
 Absent
 Abstain
 Adopted

by the County Board of Supervisors this _____ day _____, 2013.

Defeated

Mary Bartelt, County Clerk

Ted Cushing, County Board Chair

**Fiscal Impact
Option 1:**

Action	Anticipated Cost	Anticipated Annual Recurring Expense
Move airport administrative offices to former restaurant area; relocate economic development offices to former airport administrative offices	150,000	0
UW conference room renovated by airport	0	0
Redistribute space currently occupied by ED, TSA break room, LWC, airport conference room (Heck room) and UWEX	5,000	0
Create reception area	10,000	0
Update wall finishes, flooring, furniture/equipment	40,000	0
Provide cold storage for LWC	1,500	0
Annual rent expense (will need to include charge for additional square footage obtained by moving into former Economic Development area, TSA break room - negotiable)	40,193+	40,193+
Total cost:	246,693+	40,193+

Proposed timeline:

Funding for project appropriated by 12/31/2013

Plans developed by 2/28/14

Bid project by 3/31/14

Renovation work by 6/30/2014

Project complete and departments relocated by 7/31/2014

**Fiscal Impact
Option 2:
111 E. Davenport Street (former WPS building)**

Action	Estimated Cost using Year 2009 Figures	Annual Recurring Expense	Priority
Bathrooms (meet ADA requirements)	35,000	0	1
Telephone service (utilize voice over IP)	0	0	1
Computer infrastructure/connectivity with courthouse	37,100	0	1
Exterior building deterioration	7,500	0	1
Sidewalk deterioration	2,000	0	1
Heating/cooling occupied building/maintenance costs – additional annual costs	25,000	25,000	1
Staff/cleaning occupied building – annual costs	26,440	26,440	1
Parking lot seal/stripping (meet requirements/ADA spaces)	5,000	0	1
Fire detection/suppression compliance (not identified in 2009)	0	0	1
Proximity reader system	7,500	0	1
Architectural/engineering services to develop plan; submittals to state	10,000	0	1
Partition walls to create efficient use of space, electrical to code/replacement/relocation of emergency generator	20,000	0	2
Insulation (spray insulation)	15,000	0	2
Signage	2,500	0	2
Video surveillance	8,000	0	2
Update finishes (carpet, wallpaper, paint, window coverings)	135,000	0	3
Year 2014 rent of airport space	40,193	0	1
Continued subsidy to airport budget in the event new tenant is not found (if city agrees to fund half)		20,097	1
Totals	376,233	71,537	

Priority basis:

- 1 – Needs to be addressed prior to occupancy, possible consequences of worker injury or county liability
- 2 – Efficiency need, but unlikely consequence of worker injury or county liability
- 3 – Needs to be addressed soon, but not an immediate need

Proposed timeline:

- Rescind resolution to sell WPS building 10/15/13
- Funds for renovation project appropriated by 12/31/13
- Architect/engineer hired, plans developed and state approval obtained by 5/1/14
- Bid project by 7/31/14
- Renovation work complete by 12/31/14
- Departments relocated by 1/31/15

**Fiscal Impact
Option 3:**

Action	Anticipated Cost	Anticipated Annual Recurring Expense
Return LWC to courthouse, former offices – second floor	0	0
Create more workable space at courthouse for LWC utilizing one additional office and additional square footage	20,000	0
UW conference room renovated by airport	0	0
Reassign leased airport space using current configuration of offices and TSA break room space	0	0
Create reception area for UW	10,000	0
Update wall finishes, flooring, furniture/equipment for UW	40,000	0
Annual rent expense	40,193	40,193
Total cost:	110,193	40,193

Proposed timeline:

LWC could return to courthouse (their former location in far end of Planning & Zoning) immediately; cold storage items could be stored at courthouse (basement/garage areas)

Funding for projects (LWC additional office and square footage at courthouse; UW renovation at leased space) appropriated by 12/31/13

Reconfigure Planning & Zoning area adjacent to LWC’s former offices

Relocate file cabinets to outside wall

Relocate cubicles to interior walls, and to provide LWC with additional square footage adjacent to their former offices

Create office for Assistant PZ Director adjacent to PZ conference room (area currently housing file cabinets)

Plans developed by 12/31/13

Renovation work complete and UW offices relocated by 4/30/14

	Option 1 UWEX and LWC stay at Airport	Option 2 UWEX and LWC Move to WPS	Option 3 UWEX stays at airport, LWC moves to CH
Pros	<p>Moving both TSA and OCEDC upstairs in airport meets <u>current</u> needs of both UWEX/LWC departments.</p> <p>Allows continued collaboration between departments.</p> <p>Maintains strong relationship with airport</p> <p>Allows continued collaboration between OCEDC and UWEX Classroom/Meeting room space remains available for community groups in evenings and on weekends without staff needing to be present</p> <p>Airport will invest in refinishing conference room</p>	<p>Seen as “best” option by both UWEX/LWC departments and CUW committee</p> <ul style="list-style-type: none"> o Purportedly adequate space for all UWEX/LWC offices and files (9000 ft², est. 4000 ft² needed) <p>Best “business” decision for increasing clients served by being in a more accessible and visible location</p> <p>Proximity to Courthouse would allow County Staff and elected officials to more easily access</p> <p>Extension staff for services and consultations</p> <p>Preservation of county building space for other future use</p> <p>Free up additional space in CH for future use (LWC area)</p> <p>Opportunity to lease unused space in WPS building to governmental / non-governmental partner</p> <p>Opportunity for other county offices to utilize space</p>	<p>Shortest timeline</p> <p>Solves an immediate need (as space at airport is limited)</p> <p>Quickest solution</p> <p>Cheapest solution (building costs)</p> <p>Would make immediate private office space available for Michele, LTEs would use cubicle space</p> <p>All of LWC files in one place(!)</p> <p>No architectural evaluation needed</p> <p>Maintains UWEX relationship with airport</p> <p>Plenty of space at airport for UWEX use, regain use of Heck Room as a conference room</p> <p>Classroom/Meeting room space remains available for community groups in evenings and on weekends without staff needing to be present</p> <p>Allows continued direct collaboration between OCEDC and UWEX</p>
	<p>This option maximizes all available space available in airport - may/probably will not meet <u>future</u> needs of both departments (growth/change, i.e., specifically addition of a Conservation Specialist).</p> <p>?? space for all LWC files?</p> <p>Distance from downtown</p>	<p>2009 numbers presented are not solid – still need outside architectural input (at cost)</p> <ul style="list-style-type: none"> o Have not done any floor planning design specific to LWC and UWEX <p>Longest implementation timeline, most intensive for work</p> <p>Loss of day to day contact between OCEDC staff and UWEX faculty</p> <p>Would meeting space at WPS be available for community group use outside of traditional working hours?</p> <p>Adequacy of parking?</p>	<p>Concern about 0.4 FTE support staff – decreasing department efficiency</p> <p>Loss of day to day contact between UWEX faculty and LWC staff would make joint programming and consultation considerably more difficult</p> <p>Distance from downtown for UWEX Classroom/meeting space is not easily accessible by LWC and AIS programs for night/weekend meetings</p>

<p>Considerations</p>	<p>Require architectural input to confirm cost Requires addition of outdoor storage for AIS Future technology needs? (Citrix, VoIP) Medium timeline: still involves a lot of construction, etc.</p>	<p>Would investment of building improvements + use of WPS building = “break even” on past investment? What is the square foot cost commitment to updating WPS vs. adding 3rd floor to CH 2nd floor annex for future space needs? What is the total square footage that could be gained from CH 3rd floor addition vs. WPS (less space/more cost)? Costs for technology (Citrix/VoIP). Change in county code necessary to lease space (?)</p>	<p>Need to arrange for storage of AIS field equipment at CH 84 and/or off-site 85 Future technology needs? (Citrix, VoIP)</p>
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