

MEETING MINUTES

Issue Date2/14/18
ToLee Kelly, County Coordinator
Alan Wilczek, Facilities Services Director
BKV Group Project Team

AuthorBruce Schwartzman, BKV Group
LocationCounty Board Room
Wright County Government Center
10 2nd Street NW, Buffalo, MN

Subject:**Wright County Facility Study Update**
Meeting Date.....12/12/17
Meeting Time11:00 AM
Agenda.....Review Draft Study Data and next steps

Attendees

WRIGHT COUNTY TEAM

Alan Wilczek, Facilities Service Director
Lee Kelly, County Coordinator
Wright Co. Department Leaders
Commissioner Christine Husom
Commissioner Darek Vetsch
Commissioner Mark Daleiden
Commissioner Michael Potter
Commissioner Charlie Borrell

BKV GROUP

Bruce Schwartzman

The following represents the author's understanding of the discussions and a complete and accurate record of the decisions and agreements made. Amendments to this record shall be submitted in writing to the author within 5- working days of the issue date of this memorandum.

ITEMS DISCUSSED

1. An overview of the information developed in the study was provided per the handout provided
2. There was discussion on the available parking at the government center site and the impact Human Services and their current need for 160 parking spaces.

3. When training occurs at Human Services there could be a need for as many as 50 additional spaces for visitors.
4. Current staff for Human Services is 230 and is anticipated to grow by 22% in the next 20 years.
5. Discussed that if Human Services moved out of their current building that that building could be sold.
6. The Human Services department currently has around 45 client visits per day.
7. Discussed that option D would be most operationally efficient and accessible for the public
8. There is currently high interaction between Human Services and county attorney, courts and LEC that makes option D more operationally efficient
9. One option could be to phase construction of option D, build Human Services first since it is anticipated that they would use an entire floor with ability to add balance of the government center in the future. However, there are some challenges with this from a construction standpoint.
10. The way Human Services interacts and serves the public could be changing in the future to less face to face and more phone / web consults
11. Veteran Services also could see changing service delivery in the future to increased teleconferencing / web base
12. The current location of Human Services in the old Palmita building was initially planned as a temporary location to address space needs 18 years ago.
13. BKV to review option D with Ehlers and work with Alan to develop tax impact analysis
14. The current schedule is that the courts will be completed around March 2020, county moves in and existing government center would be ready for any remodeling around May 2020.
15. Alan and some staff expressed concern for lack of space for staff and the need to have a plan that accommodates it appropriately.
16. There could be a possible energy savings with Option D compared to utilizing the existing government center, based on improved energy efficient construction methods and systems. BKV will assess that possible savings.
17. Mechanical upgrades will be required for the existing government center as has been identified in the CIP at around \$1.2 Million
18. If Human Services were to remain in the Palmita building funds will be needed to be allocated to address deferred maintained and repair work of the exterior and mechanical systems.
19. A short-term option would be to move public health into vacated justice space in the government center
20. On the 1st page of the handout material an analysis was prepared that shows based on assumed energy consumption of the old non- used jail that the jail demolition to energy usage payback is 8.3 years. Converting that area to surface parking would be at a cost of approximately \$100,000
21. The following are items discussed based on the cost estimate page and the end of the handout materials.
 - a. The County Board requested that the cost for option B be added to the analysis
 - b. Appraisal for the Human Services building is currently \$500,000, adjust from the \$890,000 shown
 - c. The bond on the new jail / LEC is paid off in 2028

- d. A rough estimate was discuss that it would cost around \$6M to \$7M for partial remodeling to address space needs, bringing bathroom to ADA compliance and mechanical modernization
- 22. The option of a minimal approach to address more immediate space needs for 10 years was discussed, however based on anticipated inflation cost and overall operations impacts this was not seen as a good approach
- 23. It was discussed that Option D, to create a centralized county government campus with all services in one area, was seen as the best long-range plan, question was raised if it could be done in 10 years. BKV will talk with Ehlers about a tax impact analysis that shows that projected cost of that approach. A follow up was also mentioned that even with doing option D in 10 years the county would have remodeling cost as mentioned in 21d of the minutes to address short term space and facility needs.

End of Meeting Minutes

Attachments: Hand out