

**PIERCE COUNTY
COMMITTEE MEETING AGENDA**

Judicial Facility Planning

Tuesday, May 23, 2023 – 4:30 p.m.

Courthouse Annex/Lower Level - County Board Room; 124 N. Oak St. – Ellsworth, WI

Attendance is also available virtually or by phone:

<https://us06web.zoom.us/j/85151426307?pwd=L3ZaSTNqL1JqWEx6YkdOekFMVzBRQT09>

Meeting ID Number: 851 5142 6307

Passcode: 971959

United States: + 1 (312) 626-6799

Access Code: 971959

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items. Public comments will be taken on agenda items prior to the Committee taking them up.	Chairman
2.	Establish and adopt agenda	Members
3.	Elect Chairman pro-tem	Members
4.	Elect Chairman	Members
5.	Elect Vice Chairman	Members
6.	Discuss/take action to consider a proposal for a Courthouse facilities needs assessment	Market & Johnson
7.	Discuss/Take action on future meeting dates & times	Members
8.	Future agenda items	Members
9.	Adjourn	Members

Questions regarding this agenda may be made to Jamie Feuerhelm at 715-273-3531, Ext. 6688.

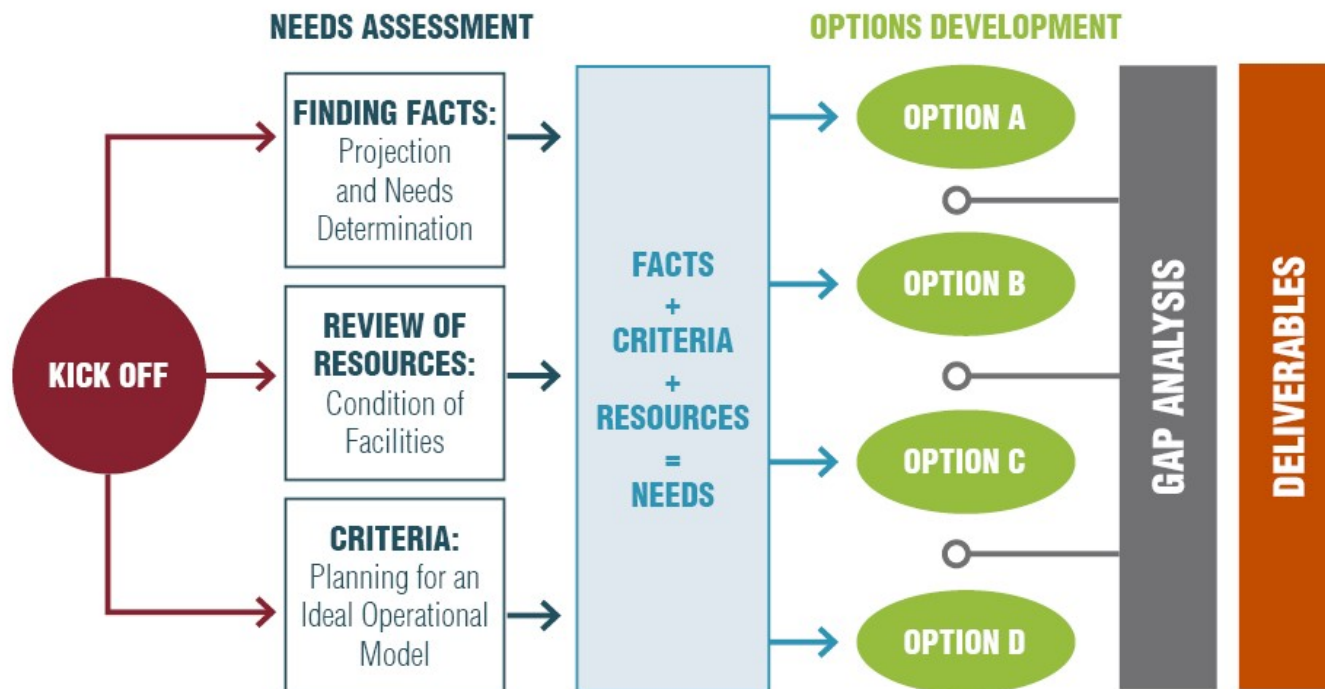
Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present.

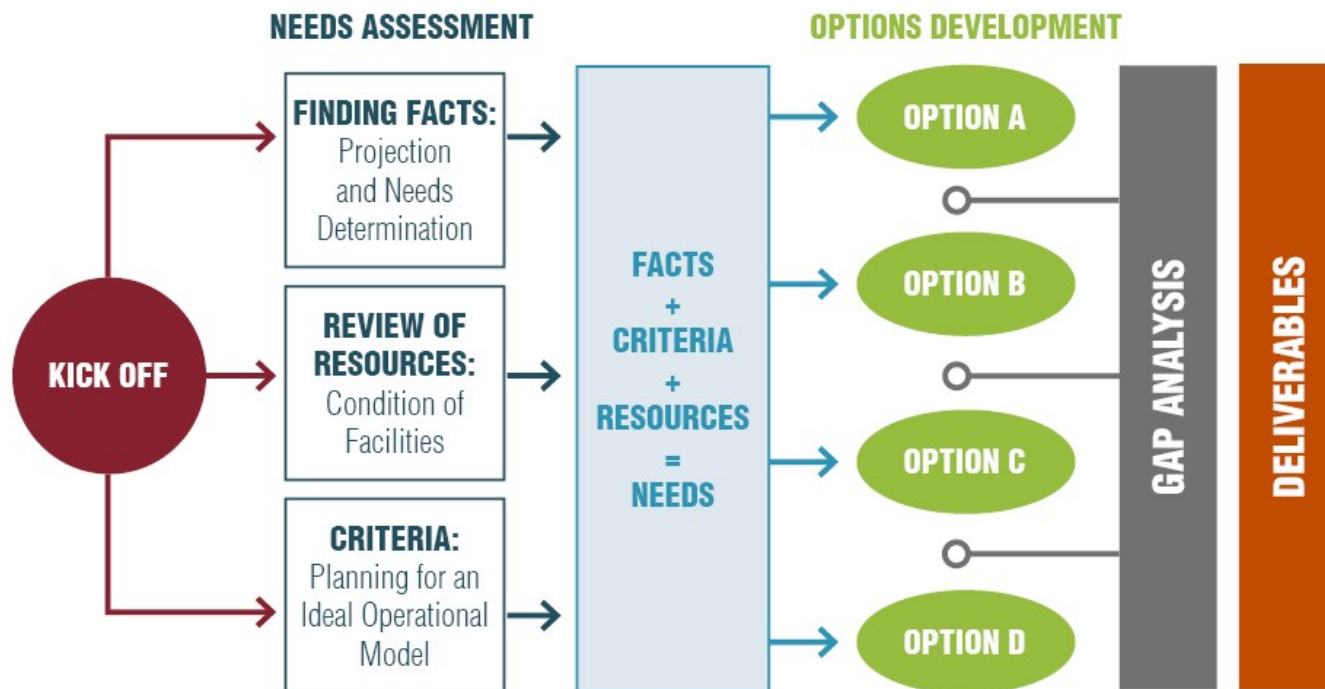
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PLANNING PROCESS

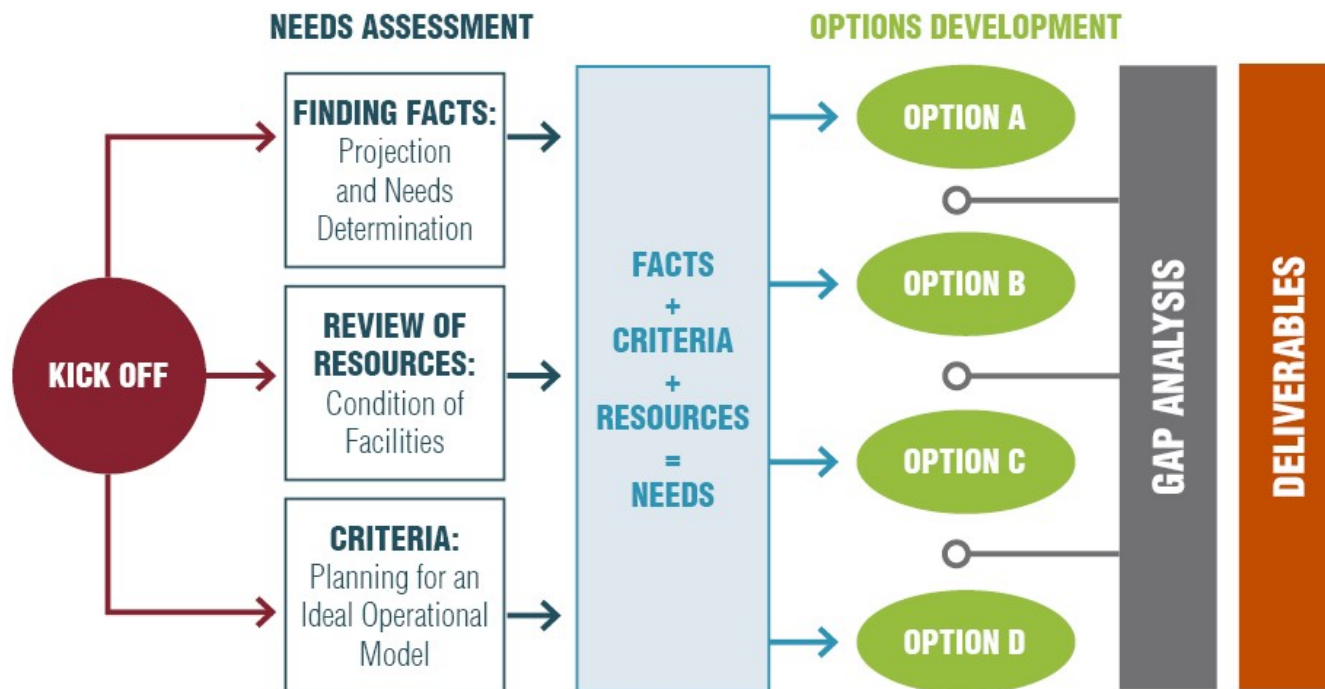
WORK PLAN



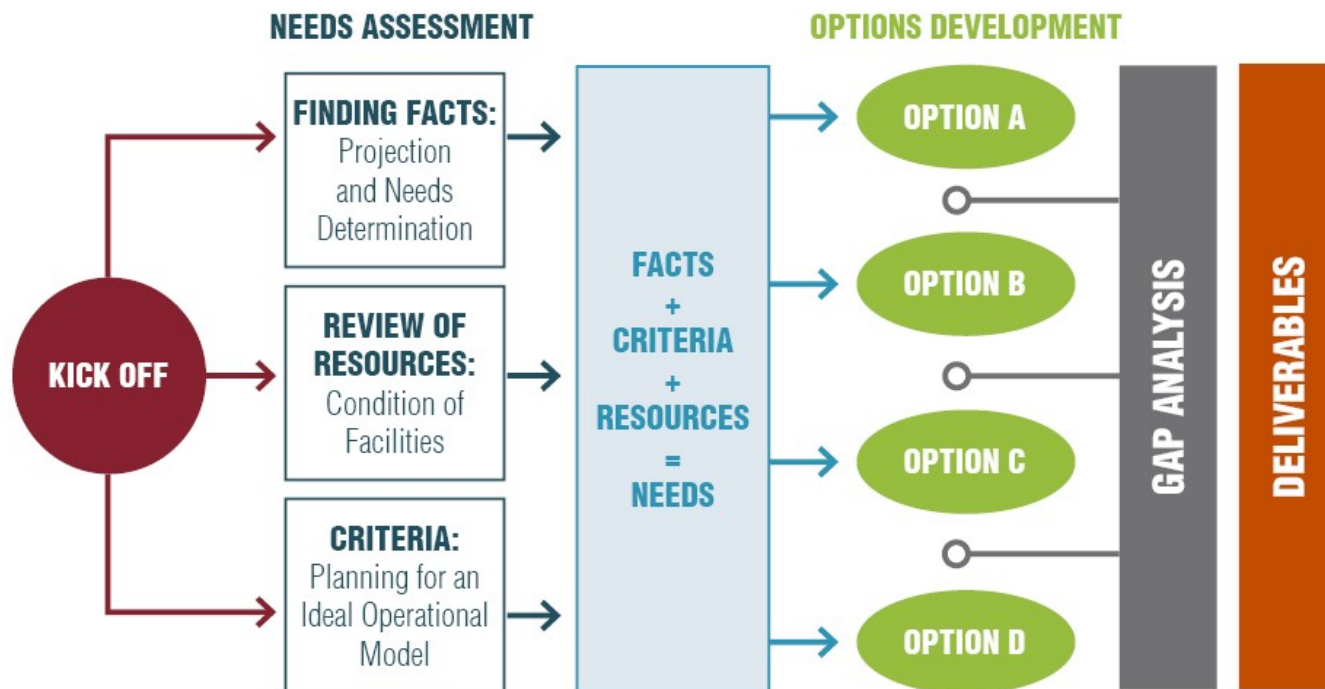
PLANNING PROCESS WORK PLAN



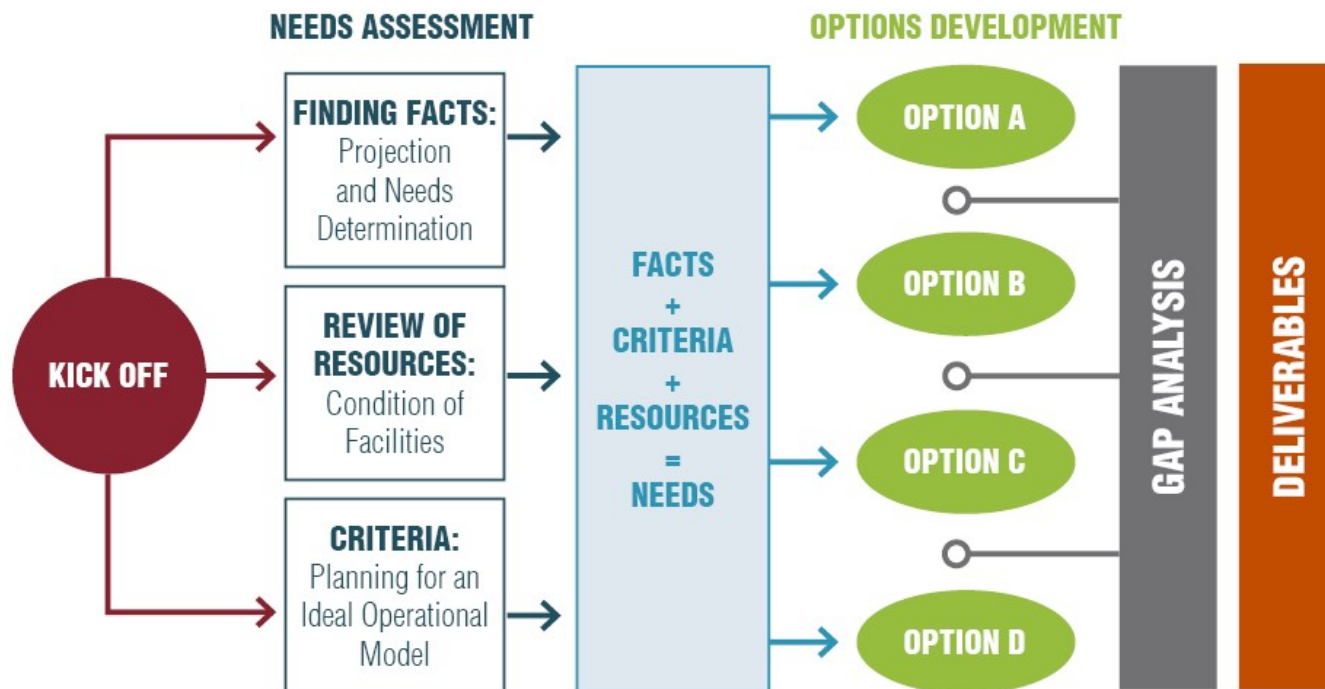
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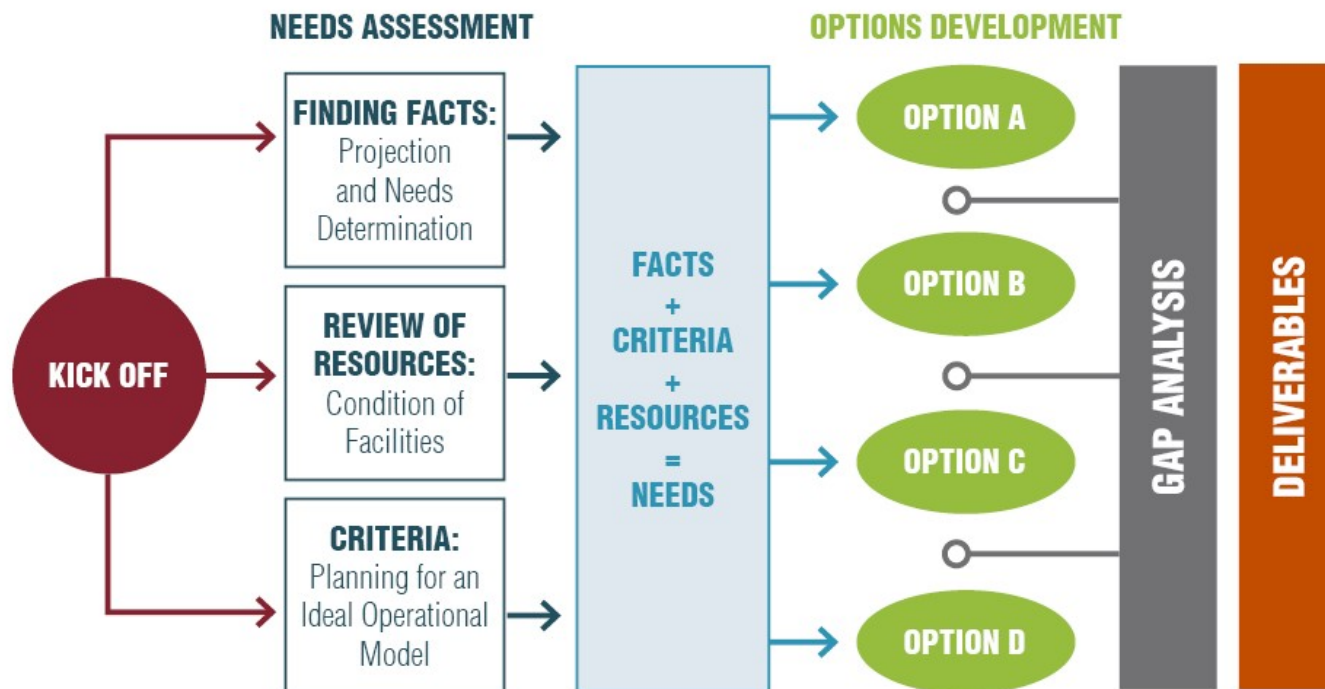


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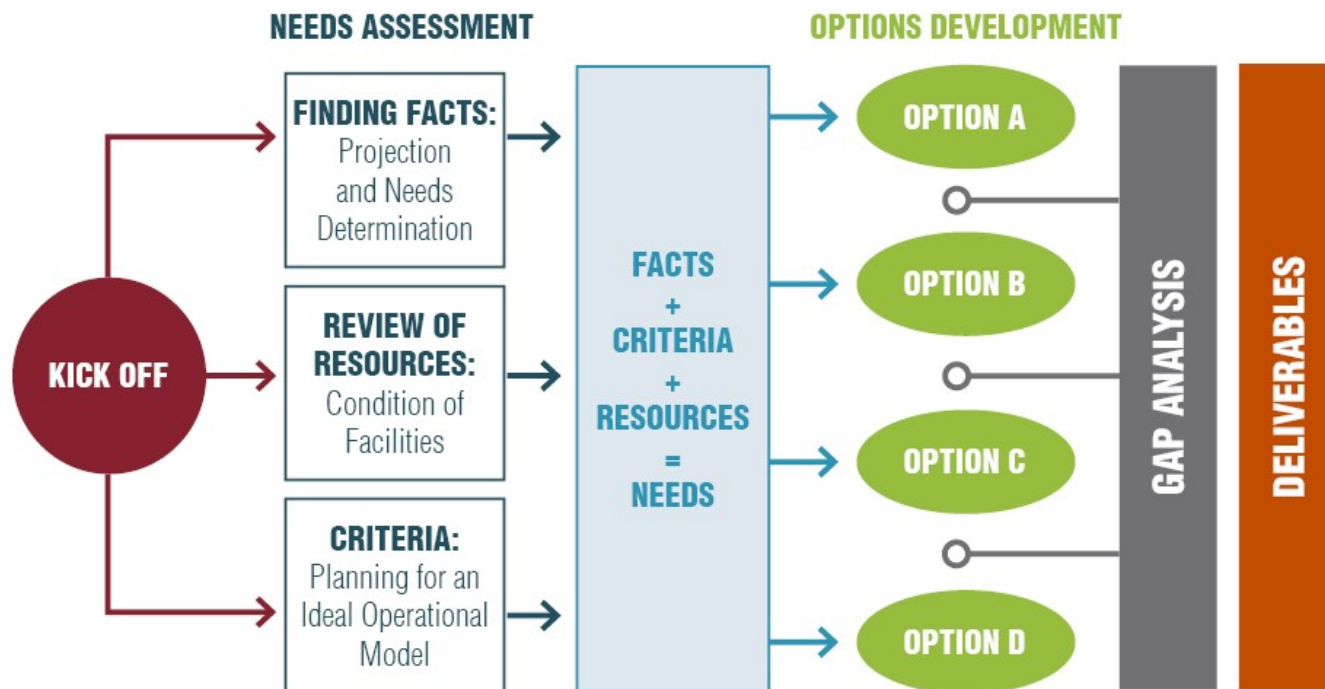
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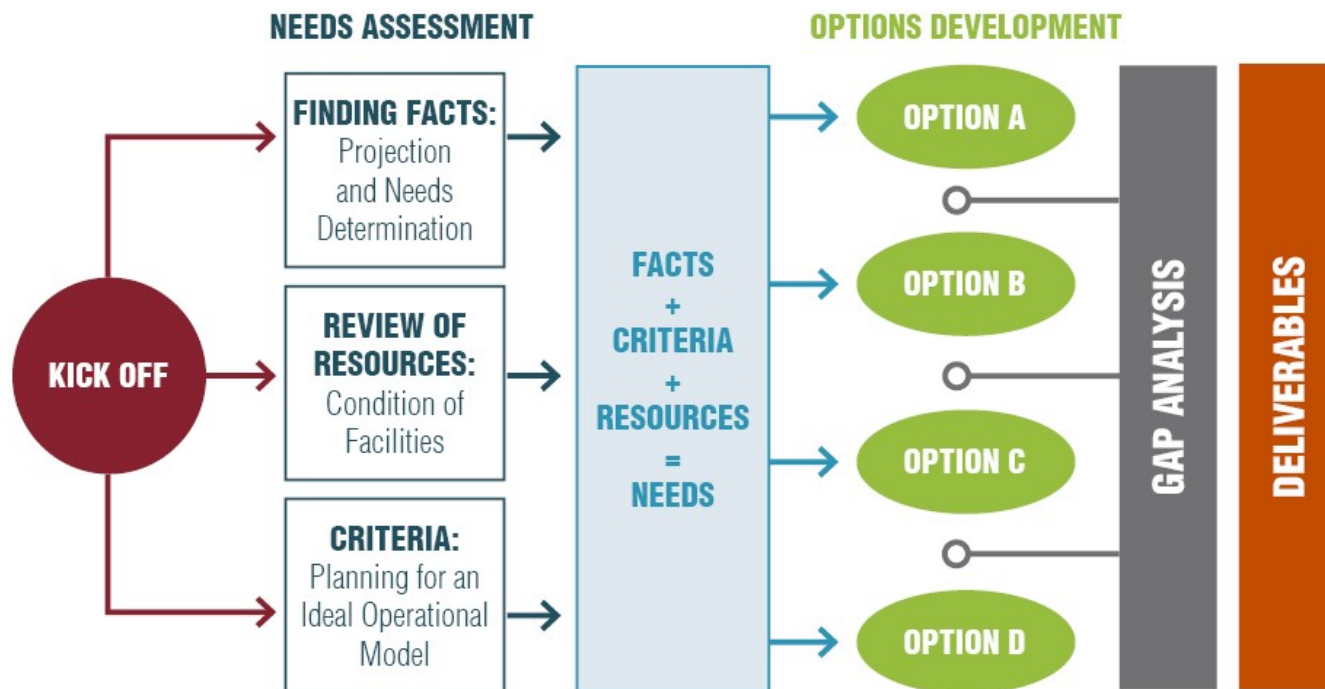


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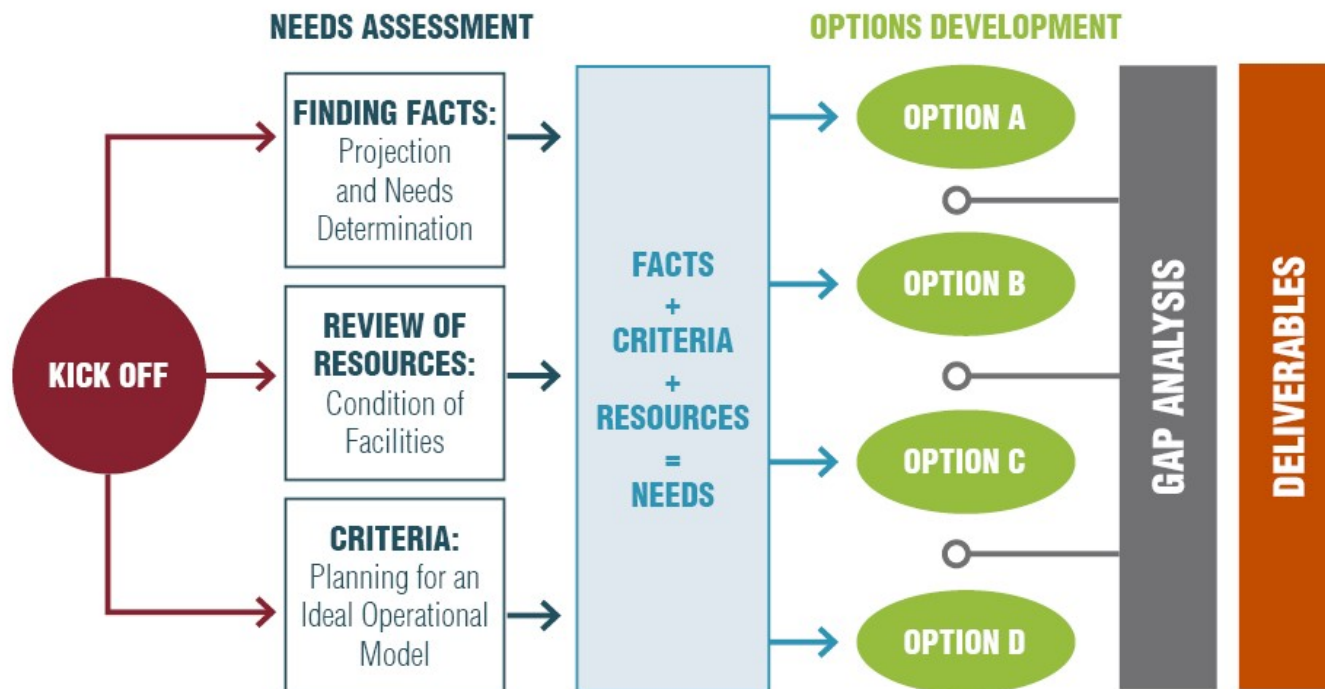
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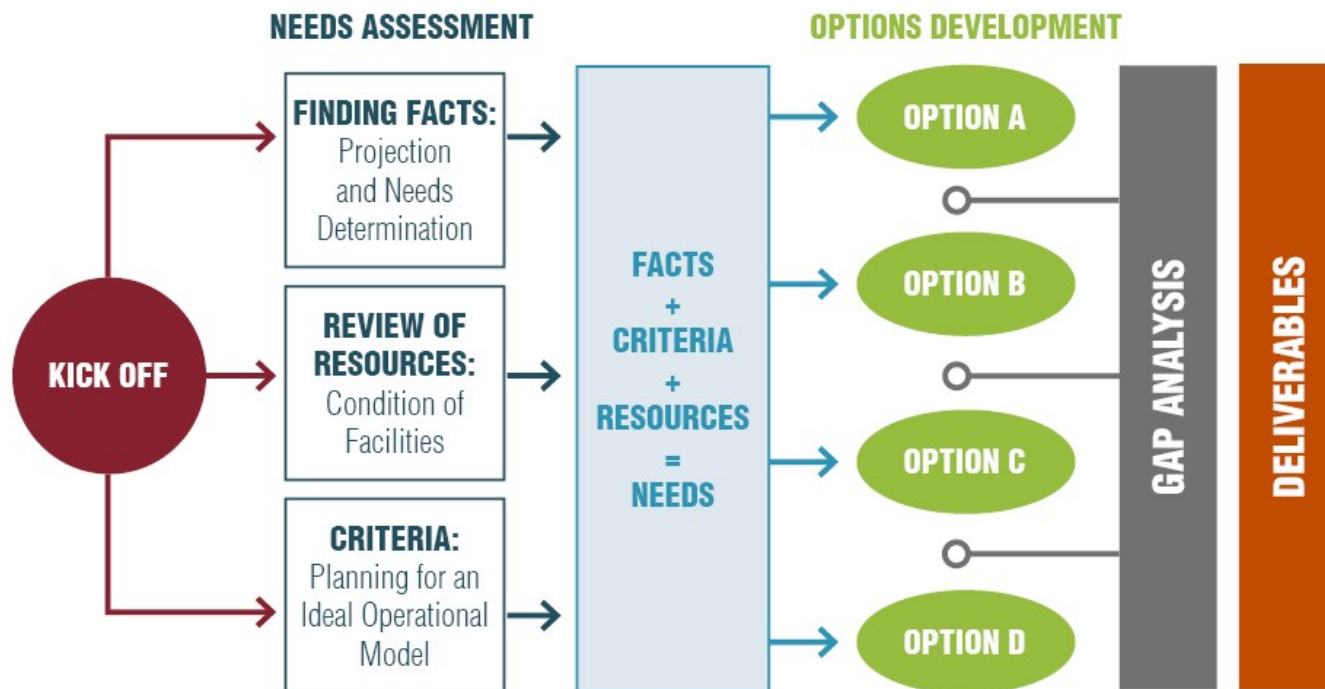


PLANNING PROCESS WORK PLAN



PLANNING PROCESS

WORK PLAN



April 28, 2023

Pierce County
414 W. Main Street
Ellsworth, Wisconsin 54011

ATTN: Jason Matthys, Administrative Coordinator

RE: Pierce County Courthouse Building
Facility Assessment

Dear Jason,

We are pleased to provide a proposal for the professional Architectural and Engineering consulting services required for a facility assessment of the new Pierce County Courts building and remodeling of the existing Historic Courthouse. Our team will assess the condition of facilities including the identification of current deficiencies, future needs, and the development of design options.

A team of Market & Johnson preconstruction professionals, Wold architects, mechanical engineers, and electrical engineers will visit the facilities to conduct a conditional assessment of current conditions. We also request a meeting with yourself and other pertinent County staff to conduct a functional assessment of space and gather initial information on adjacencies, workflow, and future growth needs. Design options will be developed from both the conditional and functional assessments including estimated project costs. All data will be documented in a report that can be presented to the County board and/or Ad Hoc Committee for review and approval.

We propose the following work scope:

1. Receive any copy of plans of the existing buildings for use in planning purposes.
2. Review the existing building conditions (Conditional Assessment) for the new Courthouse Building and existing Historic Courthouse.
3. Conduct departmental meetings with staff to discuss current and ideal workflow and future needs (Functional Assessment) for the Courts and other County Services.
4. Meet with you and your staff to determine needs, project goals and objectives and to review design options.
5. Develop design concept options for your review and approval.
6. Developing probable construction and project budgets. Market & Johnson will help determine these budgets using construction and inflation costs used in the market today.
7. Presentation of findings to Pierce County board and/or Ad Hoc Committee.

Our team will provide a comprehensive package of professional design services for you and manage our time internally to always meet your expectations. All engineering and consultant services and budgeting necessary to complete scope of work defined above are provided in our fee. The budgeting services provide additional perspective on constructability for a more robust facility assessment. Our commitment to you is to agree on a fixed fee and not request additional fees unless the scope of the effort changes significantly.



The anticipated timeframe for the proposed services will take approximately three to four months. We commit that we will not limit the number of options that we will explore or the number of meetings we will attend in the pursuit of finding a solution that Pierce County is happy with and ready to move forward and implement. We propose the following fixed fee structure for both the new Courts building and assessment of the existing Courthouse.

- | | |
|--|-----------------|
| 1. New Courts Building (jail site) | \$ 6,000 |
| 2. <u>Existing Historic Courthouse</u> | <u>\$15,000</u> |
| Total not to exceed \$21,000 | |

We appreciate the opportunity to assist with your upcoming project.

Sincerely,

MARKET & JOHNSON, INC.



Randy LaFaive
Division Manager

cc: Joel Dunning, Wold
Melissa Stein, Wold
James Hanke, Market & Johnson, Inc.

**APPROVED MINUTES OF THE AdHoc
JUDICIAL FACILITY PLANNING COMMITTEE MEETING HELD
May 23, 2023 – 4:30 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room
124 N. Oak St., ELLSWORTH, WI**

2023 – 01

1) Meeting Convened

The Pierce County Judicial Facility Planning Ad Hoc Committee met in the County Board Room of the Pierce County Courthouse Annex, Ellsworth, WI. County Board chairman J. Aubart called the meeting to order at 4:32 p.m.

1a) Those Present

A quorum was established acknowledging 7 members present.

Members present:

Absent/Excused: None

Jim Ashbach	District #2
Jon Aubart	District #3
Mike Kahlow	District #6
Scott Bjork	District #7
Neil Gulbranson	District #11
Elizabeth Rohl	Judge
Joseph Boles	Judge-retired

Also present: Jason Matthys-AC, Jamie Feuerhelm-County Clerk, Greg Weaver-Data Analyst, Kerry Feuerhelm-Clerk of Circuit Court, Randy LaFaive-Market & Johnson, Joel Dunning-Wold, Sarah Nigbor-Press; PC Journal.

1b) Public Comment

None.

2) Agenda Adopted

Motion by M. Kahlow/S. Bjork to adopt agenda as presented; motion carried unanimously.

3) Election of Chairman Pro-Tem

Nominations called for by CB Chairman J. Aubart. J. Boles nominated M. Kahlow. Supervisor J. Aubart called for other nominations; none given. Motion by N. Gulbranson/S. Bjork to close nominations and cast a unanimous ballot for M. Kahlow; motion carried unanimously. Supervisor M. Kahlow elected Chairman Pro-tem and presided over election of Chairman.

4) Election of Chairman

Chairman Pro-tem M. Kahlow called for nominations of Chairman. S. Bjork nominated J. Aubart. Chairman Pro-tem M. Kahlow called for other nominations; none given. Motion by J. Boles/E. Rohl to close nominations and cast a unanimous ballot for J. Aubart; motion carried unanimously. Supervisor J. Aubart elected Chairman, who then presided over the remainder of the meeting.

5) Election of Vice Chairman

Chairman J. Aubart called for nominations of Vice Chairman. N. Gulbranson nominated M. Kahlow. Chairman J. Aubart called for other nominations; none given. Motion by S. Bjork/N. Gulbranson to close nominations and

cast a unanimous ballot for M. Kahlow; motion carried unanimously. Supervisor M. Kahlow elected Vice Chairman.

6) Discuss/take action to consider a proposal for a Courthouse facilities needs assessment

Chairman Aubart introduced R. LaFaive who then introduced J. Dunning of Wold architects. J. Dunning gave an overview of the proposal that was presented as well as services they could offer & some general details about the scope of the project. Committee discussed timelines & funding mechanisms. J. Matthys explained that the \$21,000 estimate to do a needs assessment would be an unfunded & unbudgeted expenditure, & would need to be addressed by the Finance & Personnel Committee. Motion by M. Kahlow/E. Rohl to recommend to the Finance & Personnel Committee to approve courthouse needs assessment & identify funding source; motion carried unanimously.

7) Discuss/Take action on future meeting dates & times

Committee discussed when, if, & how soon they may have to meet again. J. Dunning indicated that it could take a couple months before at least parts of the assessment would be done. Committee tentatively set a date for August 29, 2023 at 4:30 p.m.

8) Future Agenda Items

- Needs assessment

9) Adjourn

Motion M. Kahlow/S. Bjork to adjourn at 5:10 p.m.; motion carried unanimously.

Respectfully submitted by: Jamie Feuerhelm, County Clerk