

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 3/30/2022

Weekly Agenda Date: 4/05/2022

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz

WORDING FOR AGENDA ITEM:

Court Administration Office/ Judge Tott Requests

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

The Board of Supervisors have requested that Building Services meet with Court Administration to establish costs associated with office 210 remodel, window blinds for Judge Hoffmeyer's and Court Reporter's Offices, and identify Courthouse space available for necessary judge's office.

Building Services cost estimate for office 210 will be approximately \$55,000.00 including carpet, paint, window blinds, drywall, security access, electrical wiring, relocation of lighting, HVAC, & fire/smoke components, blinds Judge Hoffmeyer/ Court Reporter. There would be no associated costs to provide labor for office furniture removal, file relocations, or temporary staff relocations. Office space at the Courthouse is very limited. Judge Tott has requested space on the 6th floor (where other Judges are located) necessary for senior & traveling judges.

There is one office in the basement unoccupied (Old Building Services currently under control of County Sheriff Office).

The only space that is not currently occupied on the 6th floor is the Economic Development Director's office & the conference room there. The Board is encouraged to identify & approve a replacement location for the LEC file storage area as soon as possible.

BACKGROUND:

On March 15 2022 Board meeting, Judge Tott provided information to the Board of Supervisors and requested board assistance on five items.

1. LEC/ Court Files- Identify a future storage location.
2. Court Administration Office 210 Remodel- funding for walls, paint, carpeting, electrical, blinds. Labor assistance with office furniture relocation & new case goods/ modular office partitions installations purchased by the State.
3. Offices- Request space for senior & traveling judges on the 6th Floor.
4. Judge Hoffmeyer & Court Reporter's Offices- funding & installation of window blinds.
5. Parking- Parking spaces for judges.

FINANCIAL IMPACT:

\$55,000.00 (Estimated)

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Motion to approve funding in the amount of \$55,000.00 for Court Administration 210 Remodel.
Motion to approve office space for senior & traveling judge's offices.

ACTION REQUIRED / PROPOSED MOTION:

- A. Motion to approve funding in the amount of \$55,000.00 for Court Administration remodel, window blinds in Judge Hoffmeyer's office, & Court Reporter's office.
- B. Motion to approve office location/ space for Senior & Traveling Judges offices.