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Date: December 18, 2012

To: County Board

From: Nathan Burkett, County Administrator

Cc: none

Re: December 18, 2012 Packet Supplement

Attached with this memorandum you will find documents related to the agenda items for the Health and Human Services Annexes remodel.

1. Resolution appropriating funds
2. Proposed Project Budget
3. Proposed Funding Plan
4. Solid Waste Fund Payment Calculation

# TODD COUNTY BOARD OF COMMISSIONERS

On a motion by the following resolution was:

**WHEREAS**, the Todd County Board of Commissioners has considered options related to maintenance of the Todd County Health and Human Services Buildings (Annex 1 and 2), and;

**WHEREAS**, The Todd County Board of Commissioners finds that the Health and Human Services annexes are not fully handicap accessible, and that spaces in the buildings are not being properly utilized to maximize their value, and;

**WHEREAS**, maintenance on the Health and Human Services Buildings has been deferred for many years, resulting in several maintenance concerns that must be addressed so that the buildings do not fall in to further disrepair, and;

**WHEREAS**, the County Board is concerned with the safety of employees and clients of health and human services, as well as data privacy, and the current layout of the building poses many safety and confidentiality hazards, and;

**WHEREAS**, the following outlines the steps and consideration to this point:

- Maintenance and renovation to the Health and Human Services Buildings was included in the 2011 – 2015 Capital Improvement Plan, including a legally noticed Public Hearing on December 21, 2010 and approved at a regular meeting by the County Board on January 18, 2011, and;
- The County Board considered a recommendation to move forward with planning for this project at a Work Session held on February 28, 2012, and;
- The County Board deliberated and approved a contract with Studio E and Contegrity for planning purposes on March 6, 2012 at a regular County Board Meeting, and;
- Maintenance and renovation to the Health and Human Services Buildings is included in the draft of the proposed 2012 – 2016 Capital Improvement Plan, a legally noticed Public Hearing was held on May 15, 2012, and further discussion on the Capital Improvement Plan held during public meetings on June 5, 2012, and July 10, 2012, and;
- County Health and Human Services Staff met on multiple occasions with Contegrity and Studio E to develop a plan for the buildings that meets the needs of the departments operations between March and June 2012, and;
- County Board deliberated these options publicly at a Health and Human Services Committee Meeting on June 12, 2012, June 26, 2012 and July 10, 2012 and gave direction to prepare a resolution for consideration at a regular County Board Meeting.

# TODD COUNTY BOARD OF COMMISSIONERS

**NOW, THEREFORE BE IT RESOLVED**, the Todd County Board of Commissioners appropriates funds for maintenance and renovation of the Health and Human Services Buildings, and directs the County Auditor/Treasurer to make the appropriate journal entries on January 2, 2012:

Remainder of Historic Courthouse Renovation Bonds	\$_____
Building Improvement Fund	\$_____
2012 County Program Aid	\$_____
Social Services Fund Balance	\$_____
Solid Waste Enterprise Fund	\$_____

**BE IT FURTHER RESOLVED**, the Todd County Board of Commissioners directs that the Solid Waste Fund shall be repaid the amount of \_\_\_\_\_ over \_\_\_\_\_ years (\_\_\_\_\_ payments) at an annual interest rate of \_\_\_\_\_.

# TODD COUNTY HEALTH & HUMAN SERVICES BUDGET

CATEGORY OF WORK		TRADE CONTRACTOR NAME	ORIGINAL CONTRACT	ALTERNATE NUMBER 1	Value Engineering	TOTAL CONTRACT
1	Earthwork/Utilities	Twardowski Excavating, Inc.	\$47,900.00	\$0.00	\$0.00	\$47,900.00
2	Concrete	W. Gohman Construction Co.	\$230,245.00	\$0.00	\$130,000.00	\$100,245.00
3	Masonry	Royl Masonry	\$52,000.00	\$0.00	\$0.00	\$52,000.00
4	Steel & Metals	Ben's Structural Fabrication, Inc.	\$46,000.00	\$0.00	\$0.00	\$46,000.00
5	Carpentry	Yamry Construction, Inc.	\$51,000.00	\$0.00	\$0.00	\$51,000.00
6	Cabinetry/Casework	Miran Creek Furniture, Inc.	\$56,396.00	\$0.00	\$12,367.00	\$44,029.00
7	Roofing	Horizon Roofing, Inc.	\$30,970.00	\$900.00	\$0.00	\$31,870.00
8	Gypsum Board	Blanshan Construction Services	\$91,543.00	\$0.00	\$0.00	\$91,543.00
9	Doors Frames & Hardware	Sell Hardware, Inc.	\$58,800.00	\$0.00	\$0.00	\$58,800.00
10	Aluminum Entrances & Glazing	Alex Glass & Glazing	\$59,475.00	\$0.00	\$0.00	\$59,475.00
11	Tile	Mid State Tile Company, Inc.	\$26,569.00	\$0.00	\$0.00	\$26,569.00
12	Acoustical Treatments	Central Suspensions, Inc.	\$54,500.00	\$0.00	\$0.00	\$54,500.00
13	Flooring	MCI, Inc.	\$119,999.00	\$0.00	\$44,102.00	\$75,897.00
14	Painting	Fransen Decorating, Inc.	\$28,900.00	\$0.00	\$0.00	\$28,900.00
15	Specialties	Bartley Sales, Inc.	\$3,326.00	\$0.00	\$0.00	\$3,326.00
16	Elevator	Minnesota Elevator, Inc.	\$102,813.00	\$0.00	\$0.00	\$102,813.00
17, 18, 19	Plumbing / HVAC / Testing/Adjusting & Balancing	Gustafson Mechanical, Inc.	\$146,560.00	\$8,640.00	\$0.00	\$155,200.00
20	Controls	Johnson Controls, Inc.	\$15,485.00	\$3,600.00	\$0.00	\$19,085.00
21	Electrical	Rike-Lee Electric, Inc.	\$99,300.00	\$600.00	\$0.00	\$99,900.00
<b>TRADE CONTRACTOR TOTAL:</b>			<b>\$1,321,781.00</b>	<b>\$13,740.00</b>		<b>\$1,149,052.00</b>
	<b>Contingency</b>	Budget	\$93,441.63	\$0.00		\$93,441.63
	<b>General Conditions</b>	Budget	\$65,265.00	\$0.00		\$65,265.00
	<b>Architect &amp; Engineer Fee</b>	Studio E Architects	\$89,800.00	\$0.00		\$89,800.00
	<b>CM Fee</b>	Contegrity Group, Inc.	\$39,330.00	\$0.00		\$39,330.00
<b>CONSTRUCTION TOTAL:</b>			<b>\$1,609,617.63</b>	<b>\$13,740.00</b>		<b>\$1,436,888.63</b>
	<b>Miscellaneous Owner Items</b>	FF&E	\$80,000.00	\$0.00		\$80,000.00
<b>PROJECT TOTAL:</b>			<b>\$1,689,617.63</b>	<b>\$13,740.00</b>		<b>\$1,516,888.63</b>
		County Board Budget Approval	1,250,000.00			1,250,000.00
		<b>Bid Results in Excess of Budget</b>	<b>\$ 439,617.63</b>	<b>Net Budget Overage</b>		<b>\$266,888.63</b>

HHS Annexes Funding Proposal  
 Draft - For Discussion Purposes Only  
 20121214

<b>Project Costs</b>	<b>\$</b>
Construction Projection (w/value engineering)	1,516,889
Payments made to architect	(65,217)
Remaining to be funded	1,451,672

<b>Potential Revenue Sources</b>	<b>Projected</b>					
	<b>1/1/13 Balance</b>	<b>12/14/12 Balance</b>	<b>1/1/12 Balance</b>	<b>Target High (5 mos)</b>	<b>Target Low (3 mos)</b>	<b>Max Rec Available</b>
General Fund	4,400,000	4,490,156	4,391,996	3,838,426	2,303,056	2,096,945
Social Services Fund	2,850,000	2,829,917	2,554,126	2,992,186	1,795,312	1,054,688
Solid Waste Enterprise Fund	1,370,000	1,446,022	1,363,903	625,000	375,000	995,000
Building Construction Fund	141,371	41,371	2,401,318	n/a	n/a	141,371
Carry over 2012 CPA	100,000					100,000

<b>Recommended Funding Sources</b>	<b>Amount</b>	<b>Projected</b>
		<b>1/1/13 Balance</b>
General Fund	400,000	4,000,000
Social Services Fund	510,301	2,339,699
Solid Waste Enterprise Fund	300,000	1,070,000
Building Construction Fund	141,371	-
Carry over 2012 CPA	100,000	-
<b>Total</b>	<b>1,451,672</b>	

HHS Annexes Funding Proposal  
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20121214

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Solid Waste Fund Repayment Plan  
Draft - For Discussion Purposes Only  
20121218

Principle	\$	300,000
Interest		5%
Annual Payments		10
Annual Payment Amount		(\$38,851.37)
Total Payment Value		(\$388,513.72)