

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ

#14c

Date: March 10th, 2016

Weekly Agenda Date: March 15th, 2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz; Building Services Director

SUBJECT: Clerk of Courts/ Treasures Offices- Relocations

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Funding source allocation for Woodbury County Clerk of Courts and Woodbury County Treasurer's Office from 2016 Prairie Hills CIP

EXECUTIVE SUMMARY: Associated costs relative to & in preparation of office relocations

BACKGROUND: On March 8th, 2016 the Board of Supervisors approved the relocation of the Clerk of Courts from the LEC to the Courthouse Treasures area & the Courthouse Treasures relocation to the Trospen-Hoyt building. While the Clerk of Courts will handle all expenses related to office set-up at the Courthouse, it is Woodbury Counties responsibility to provide the necessary Courthouse building structure such as electrical, data, or carpet. Any items that normally would remain with a building. The County would also need to make any accomodations to the Trospen-Hoyt building necessary to move Treasure staff to that area.

FINANCIAL IMPACT: \$20,800.00

RECOMMENDATION: Proceed with relocations as previously approved

ACTION REQUIRED / PROPOSED MOTION: Motion to approve expenditures

Clerk of Courts Office Relocation

Courthouse Treasurer's Area:

Carpet Installation-	\$9,200.00
Floor Repair-	\$1,800.00
Electrical-	\$1,500.00
Data- (see WCICC)	

Trosper Hoyt Area:

Construction (office)-	\$1,800.00
Electrical-	\$1,500.00
Data-	\$5,000.00

TOTAL \$20,800.00 (estimates)