

STEBEN COUNTY ADHOC OFFICE SPACE COMMITTEE

Tuesday, November 13, 2018

10:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Robin K. Lattimer, Chair Brian C. Schu	Carol A. Ferratella, Vice Chair Gary D. Swackhamer	John V. Malter
STAFF:	Jack K. Wheeler Tammy Hurd-Harvey Pat Donnelly	Mitchell Alger Matt Sousa Jennifer Prossick	Alan Reed Brenda Mori
LEGISLATORS:	Joseph J. Hauryski	Frederick G. Potter	
ABSENT:	Scott J. Van Etten		
OTHERS:	Mark Kukuvka, LaBella Carla Grace, LaBella		

I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE OCTOBER 9, 2018, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. NEW BUSINESS

A. County Manager

1. **Parking Lot Lease** – Mr. Wheeler stated 20 months ago we entered into a lease with Jay Dickson for additional parking. That lease expired at the end of October. He recommended extending the lease under the same terms and conditions for an annual price of \$4,000.

Mr. Malter asked has this been built into the budget? Mr. Wheeler replied we will pay for it out of the capital project.

MOTION: AUTHORIZING THE COUNTY MANAGER TO EXTEND THE LEASE FOR PARKING WITH JAY DICKSON FOR ONE YEAR FOR A COST OF \$4,000 MADE BY MR. SCHU. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Swackhamer asked do we have a time schedule for the other property? Mr. Wheeler replied they have not heard back yet. Ms. Lattimer asked for the status on the parking lot extension. Mr. Wheeler stated the abstract is back and now they will do the survey and go through the application for subdivision. We will not be able to do anything until the beginning of spring.

Mr. Swackhamer asked are you keeping a budget on the extra costs? Mr. Wheeler replied yes. Mr. Swackhamer stated he would like to see everything, including labor and materials. He stated that for him he believes it would

be safer to hire someone to have the trees taken down. Mr. Wheeler stated we can look at it. We do have trimming to do around the complex and we could see if they would take down those trees as well.

2. **Court Space Study** – Mr. Kuvka provided a handout and PowerPoint presentation of the Court Space Study. Last month, the group had wanted to know the existing space as well as the proposed new space and we have provided a graphic representation of the phasing. Each phase has to be completely done and occupied before the next phase begins. This is only a study, but we are guessing the timeframe could be as soon as 47 – 48 months on an aggressive schedule, or up to 60 months or higher. Mr. Kuvka stated if you bid all of the phases at once, he would think there would be some savings. You would bid as one contract with the understanding that there are phases.

Mr. Malter stated on the program summary you reference net square footage and gross square footage. What is the difference? Mr. Kuvka replied net square footage is what we call the carpet area, inside the walls. The gross square footage includes hallways, walls, etc.

Mr. Wheeler stated if you separate out what is for the courts, the additional reimbursable space would be 4,500 square feet. We get reimbursed \$176,000 right now, which does not include any renovations. The square foot reimbursed is different in every space. You had asked what it would be now and if we use the current rate, we may get an extra \$25,000 per year.

Mr. Malter asked would the reimbursement be on the net or gross square footage? Mr. Wheeler replied that is for the court space. When we take out all the others and just look at the court space, they are getting an additional 4,500 square feet or so.

Mr. Kuvka reviewed the proposed floor plans and the phasing schedule. Mr. Malter asked has the square footage for the Public Defender, County Attorney and District Attorney been increased? Mr. Wheeler replied yes. Mr. Kuvka stated we tried to right-size and did a head count in each of the departments. Mr. Wheeler asked does this include the additional staff with Raise the Age? Mr. Kuvka replied yes.

Mr. Swackhamer asked when will we see the proposed layout for the Legislature? Mr. Kuvka replied we have not been hired beyond this study. We would do the designs at all once. There will be three phases, if the Legislature approves the plan. You will have multiple meetings with the user groups for concepts. There will be steps along the way and more detailed budgets as you move forward. Because of the complexity, it will take one year to design it. He would suggest that you bid the entire project all at once. Swing space will be an important issue.

Mr. Malter asked construction would begin 2020? Mr. Kuvka replied yes. Mr. Wheeler commented if we got aggressive, we may be able to start construction at the end of 2019. Mr. Kuvka stated it will take at least five weeks for the bidding process. There will be two months between the date you bid and the date you award. Then we will need to get the contracts in order. So, that could be three months for the bidding and award process. You would only be moving one department twice, and that is a court function. Mr. Kuvka reviewed the probable costs summary by construction level.

Mr. Malter commented it looks like the project will be over a four-year period so we wouldn't have to budget it all at once. Mr. Kuvka replied we may be able to get something from the Office of Court Administration for this, and that is something they will look into. When you award the project together, you will have to have the money encumbered in order to award it.

Mr. Malter asked we do not really have a choice, do we? Mr. Wheeler replied no. Ms. Lattimer commented looking at the schematics and her conclusion, all we can really do is try to control the cost. We are not going to nitpick and move departments around and she is relying on the architects to do that. Mr. Malter stated his only concern is that he feels the Law Department should be located by the Legislature, but apparently there is no room.

Ms. Lattimer asked the committee for their thoughts. Mr. Schu stated that he agrees with Ms. Lattimer; this is a mandatory project and the key is to hold down the costs.

Mr. Hauryski asked what are the next steps? Mr. Wheeler replied in the past you have done a resolution authorizing the project. At the last meeting you selected a plan and he doesn't think you really need to formalize that, other than the next step which would be securing the contract for architectural and engineering services. This contract will be for the high-level schematics; we will have to get the costs for that and then discuss procurement.

Mr. Hauryski asked what is the timeframe? Mr. Wheeler replied we could have a meeting next month. If we need to do an RFP, we can hold a special meeting prior to the November Legislative Meeting.

Mr. Swackhamer commented that he thinks we should keep this in the same committee. This committee was formed for this reason. Ms. Mori commented you will need action for the project from the Legislature; you will need actual authorization. Mr. Wheeler commented in his view what you do in moving forward with this project is get authorization when you get to the point of financing. You have enough in the Fund Balance, that you could transfer unrestricted fund balance into the capital project. Mr. Reed stated you may want to confirm that the committee has the authorization. Ms. Mori stated the initial contract was for the Annex and Records Storage Building. Now this is a separate project. Mr. Wheeler stated it is a separate project, but the decision point is to contract for engineering services. Ms. Mori stated I do not want you to run into issues with the other Legislators not having input.

Mr. Swackhamer stated we need to do something. We have been in contact and the Legislators have known this was coming. Mr. Hauryski stated at the last Chairmen's meeting they all saw this presentation. Mr. Malter commented they just need the new update. Ms. Lattimer asked Mr. Wheeler to send out the new presentation materials to all Legislators via email. Mr. Malter asked why are we waiting at this point for the design work? Mr. Wheeler replied we need to confirm the process. If it is an easy answer, we could bring it back for a special meeting prior to the November Legislative Meeting.

**MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MR. SCHU. ALL BEING IN FAVOR.
MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature