

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

#11c

Date: 12/07/2016Weekly Agenda Date: 12/13/2016**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Kenny Schmitz**WORDING FOR AGENDA ITEM:**

Motion to approve LEC kitchen reconfiguration and reallocation of funding for jail kitchen as required for kitchen and sheriff operations

ACTION REQUIRED:Approve Ordinance ☐Approve Resolution ☐Approve Motion ☒Give Direction ☐Other: Informational ☐Attachments ☐**EXECUTIVE SUMMARY:**

The eventual closure of the Prairie Hills facility necessitates the relocation of the Kitchen and food services preparation currently conducted there. Project planning and design have formulated a logical event process flow to expand into areas at the LEC required for the additional food storage and operations. Sensitive drawings are complete and to be provided for Board review.

This project identified as a "stand alone project" would be required to relocate kitchen operations, and food storage. Project costs would not be associated to, or fall within an LEC Jail Expansion Project which is an entirely separate project. This area could include space for; relocation of the current public/ inmate detention services, and a conference room. The current LEC first floor conference room in conjunction with this would be relocated to provide for the kitchen food service cooler, freezer, and dry goods areas. The location allows food service goods to be entered into the facility via east Sally Port, stored, and then transported to kitchen preparation utilizing the existing elevator to second floor access. This process allows functions to take place securely, out of sight, and back of house.

Adjustments and relocations are designed for planned improvements upon food preparation and delivery, existing facility Sheriff operations, and daily public service functions.

BACKGROUND:

The scheduled closure of the aged Prairie Hills facility demonstrates that Woodbury County is engaging in long-term planning and being responsible, sound, and prudent fiscal stewards of tax dollars as it relates to utility costs and extensive repair expenses.

Kitchen food preparation service replacement has been identified and to be relocated into the Law Enforcement Center.

A food service agreement negotiated with CBM Managed Food Service will provide new kitchen equipment, and for on-site meal preparation. The initial costs of new kitchen equipment would be amortized over the term of the ten year contract. Plans have been drafted for Board review which indicate associated changes to accommodate the relocation.

FINANCIAL IMPACT:

Funding is currently available within the 2017 CIP. Partial CIP item reallocation as follows:

2017 CIP #C1-17 (Trosper Hoyt Tuckpointing) \$250,000

Partial reallocation of funds-

Reallocate to new CIP Line Items #B-11 (\$75,000 Kitchen) and #B-12 (\$150,000 Sheriff Administration)

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:

Approve funds necessary to reconfigure LEC areas to accomodate space requirements for Kitchen food service storage and Sheriff area.

ACTION REQUIRED / PROPOSED MOTION:

1. Motion to approve funds necessary to provide LEC Kitchen food storage and Sheriffs Offices relocation space improvements.
2. Motion to reallocate \$225,000 of CIP #C1-17 to CIP #B-11 (\$75,000) and CIP #B-12 (\$175,000)