

COUNTY OF MILWAUKEE
Inter-Office Communication

DATE: June 8, 2023
TO: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors
FROM: Peter Nilles, DAS-FMD Planning & Development Director
SUBJECT: A report from DAS-FMD and IMSD providing information on the status of the improvements to the County Board Boardroom (room CH200).
File Type: Informational Report

REQUEST

This informational report provides an update on the status of the capital project adopted by Milwaukee County under File No. 22-436. The Board Chairwoman created in September 2022 a reference file that was referred to the County Board Committee on Community, Environment, and Economic Development (CEED) with the intent of receiving progress updates from the Administration in line with adopted policy.

POLICY

This request relates to the following Milwaukee County Board file numbers:

File 23-77 requesting an informational report regarding the progress of new Capital Improvement Project – County Board Meeting Room Health Safety and Public Access

Resolution File 22-436 authorizing the Office of Strategy, Budget and Performance and the Office of the Comptroller to process an appropriation transfer of \$150,000 from Org. Unit 1940-1945 9 – Appropriation for Contingencies to a new Capital Improvement Project County Board Meeting Room Health Safety and Public Access.

BACKGROUND

In 2022, The County Board approved a new capital improvement project (capital project WC023101) to update the County Board boardroom (CH 200) to provide for appropriate social distancing and more effective video conferencing capabilities. The scope of the project includes the installation of single occupancy desks for distancing, modernizing technology to facilitate remote participation in meetings, carpet installation to allow greater access to wiring for technology, and updating the central wall with the existing American flag and addition of drapery. The customer department communicated operational requirements and available options were provided in response for planned improvements.

The existing double-occupancy rolltop desks are worn, not conducive to modern work and do not provide appropriate distancing for privacy and health spacing. Custom desks have been

designed to best fit the space, provide spacing and individual workspaces for supervisors. Worn fabric chairs will also be replaced with easy clean vinyl fabric chairs.

Technical equipment, electrical and cabling will also be updated for improved audio and video performance during meetings, and to allow individuals participating in the meeting to plug in their laptops. Electrical outlets and cabling in the floor are being relocated for easy future access and to reduce trip hazards.

The existing carpet will be replaced with a final selection, with a selection decision pending. A drapery with cornice will backdrop the front of the room.

ALIGNMENT TO STRATEGIC PLAN

The remodeling of room CH200 aligns to the County's strategic plan in the following ways:

- 1A Reflect the full diversity of the County at every level of County government
- 1B Create and nurture an inclusive culture across County government
- 1C Increase the number of County contracts awarded to minority and women-owned businesses
- 2C Apply a racial equity lens to all decisions
- 3C: Dismantling barriers to diverse and inclusive communities

New desks and ergonomic chairs are being put in place for each elected supervisor, with health and safety in mind. Chairs and drapery were purchased from a woman-owned company. Desk build was bid out for best quality and price. New technical equipment is being provided for improved meeting experience when in person and remote, including public viewing. Carpeting options which should reduce future reconfiguration and replacement expense will be presented for consideration. Under carpet electrical is easier to move and saves money when furniture layouts are changed.

The updates to the room, will help enhance the functionality and operations of the Milwaukee County Board.

CURRENT PROJECT DEVELOPMENT STATUS

A prototype of the desk was reviewed by Board staff and minor adjustments are being considered prior to full production, as well as the impact of the changes on cost and delivery schedule. Drawings of the updated desk reflecting the adjustments were provided to County Board staff for review. The adjustments to the desks are currently being reviewed for cost and schedule impacts.

New carpeting has been selected and is in the process of being ordered. The carpeting is currently scheduled to be installed in mid to late August.

We understand it would be most convenient to schedule final installation in August 2023 to minimize conflicts with County Board use of CH 200. The final installation date of the desks will be confirmed after a decision is made on the adjustments to the desks.

The mastic for the existing carpeting has been tested for asbestos, and no asbestos was detected.

FISCAL EFFECT

Not applicable. As noted, funding has already been allocated for the project.

TERMS

Not applicable.

VIRTUAL MEETING INVITES

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