

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

DATE: March 30, 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

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**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 10 Meeting Room Health Safety and Public Access.

**BACKGROUND**

In 2022, The County Board approved a new capital improvement project 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 broadloom carpet will be replaced with carpet tiles allow more convenient access to electrical wiring and cabling and change out if spills or wear and tear occur. 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. With carpet tiles replacing broadloom, areas can be replaced as needed instead of a whole recarpet expense. 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 made prior to full production. Other project details are being finalized with installation currently planned for the May Board Meeting.

### **FISCAL EFFECT**

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

**TERMS**

Not applicable.

**VIRTUAL MEETING INVITES**

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**APPROVED BY**

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Aaron Hertzberg, Director  
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