

<b>Meeting Minutes</b>	
<b>Committee:</b> County Facilities Plan Steering Committee Phase 4.0	<b>Date:</b> 1/3/19
<b>Location:</b> 633 West Wisconsin Ave., CR 633 Room 907	<b>Meeting Sequence 57</b>
<p><b>Committee Voting Members in Attendance:</b> Jim Tarantino, Stu Carron, Aaron Hertzberg, Peter Nilles, Tom Travia, John Westrich, Jeanne Dorff, Erica Hayden</p> <p><b>Other Attendees:</b> Johanna Jimenez, Justin Rodriguez, Mike Parker, Rolf Kemen, Karl Stave, Kyle Mack, David Cialdini, Vince Masterson, Jeremy Lucas, Tod Huber</p>	

Approval of December 20, 2018 CFP Meeting Minutes

**Action:** A motion to approve meeting minutes was seconded, motion passed unanimously.

1. County Facilities Plan Update

a. System Development, Training, and Tools Overview

- i. CFP charter updates and work initiation AMOP  
Informational only, no action taken.
- ii. MAC workflow  
Informational only, no action taken.
- iii. Lease procedures AMOP  
Informational only, no action taken.
- iv. Lease maintenance AMOP  
Informational only, no action taken.

2. Real Estate Management

a. Land Access Agreements

- i. 2018-043 – FMD booster station electrical services easement  
**Action:** A motion to recommend approval of the easement was seconded, motion passed unanimously.
- ii. 2018-044 – FMD 87<sup>th</sup> St. Phase 1 southwest electrical easement  
**Action:** A motion to recommend approval of the easement was seconded, motion passed unanimously.

iii. 2018-045 – Parks TAC lease

**Action:** A motion to consider this item simultaneously with item v. 2018-047 Parks Park People lease was seconded, motion passed unanimously.

**Action:** A motion to recommend approval of the lease was seconded, motion passed unanimously.

- iv. 2018-046 – Parks Summit lease at Kosy  
**Action:** A motion to recommend approval of the lease was seconded, motion passed unanimously.
- v. 2018-047 – Parks Park People lease  
**See previous motion under item iii. 2018-045 Parks TAC lease**  
**Action:** A motion to recommend approval of the lease was seconded, motion passed unanimously.
- vi. 2018-048 – Parks Kulwicki lease by Greenfield  
**Action:** A motion to recommend approval of the lease was seconded, motion passed unanimously.
- vii. 2018-049 – Parks/Housing land transfer  
The CFP work initiation request identified this as a land transfer between Housing and Parks, however, the board report attached defined the requested action as a declaration of Parks property as surplus, and subsequent authorization of sale of the surplus property.  
**Action:** A motion to recommend approval of the declaration of surplus and authorization of sale of surplus property was seconded, motion passed unanimously.

b. Footprint Master Planning

- i. Courthouse Facilities Study Phase III  
Informational only, no action taken.
- ii. SRCCCY Project  
Informational only, no action taken.
- iii. Mental Health Complex ramp-down  
Informational only, no action taken.
- iv. BHD FQHC partnerships  
Informational only, no action taken.
- v. MPM-Domes master planning  
Informational only, no action taken.

c. Space Management & Planning Overview

- i. County-wide administrative space analysis  
Informational only, no action taken.
- ii. DHHS administrative space analysis  
Informational only, no action taken.

d. Space Requirements Review

- i. Center for Forensic Science and Protective Medicine  
Informational only, no action taken.

- e. Space Relocations or Reallocation Requests
  - i. 633 restacking  
Information only, no action taken.
  - ii. RPS relocation  
Information only, no action taken.
- 3. Property Improvements, New Construction, Condition, and Accountability  
No items.
- 4. Economic Development & Surplus Property Dispositions  
No items.
- 5. New Business
  - a. There was a recent rodent infestation at Coggs, which suggests the need to develop building rules for County-managed buildings and distribute to tenants, to minimize those types of issues.  
Informational only, no action taken.
  - b. Key fobs have recently been installed at Clark building for parking structure, will be installed in near future for restrooms on 7<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> floors.  
Informational only, no action taken.
  - c. DHHS Bakari House snow and ice removal needs to be addressed with landlord.  
Informational only, no action taken.
  - d. There appears to be a lift installed at the OAAA leased space, to provide for ADA accessibility to the leased space. No additional information on whether other ADA-related improvements have been made yet.  
Informational only, no action taken.
- 6. Tabled Topics & Projects
  - a. Active Projects Pending
    - i. Senior Centers strategic facilities plan  
No update.
- 7. Announcements  
No items.
- 8. Adjournment