


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

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 87th 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 7th, 9th and 10th 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