


Meeting Minutes	
Committee: County Facilities Plan Steering Committee Phase 4.0	Date: 9/23/2021
Location: teleconference	Meeting Sequence 116
Committee Voting Members in Attendance: Jim Tarantino, Stu Carron, Adam Stehly, Amy Keltner, Peter Nilles, Tim Christian, Amos Morris, David Muhammad, Erica Goblet	

1. Approval of CFP meeting minutes

Action: A motion to approve the meeting minutes from the August 26, 2021 meeting was seconded, motion passed unanimously.

2. County Facilities Plan System Update (informational only)

No items.

3. County Facilities Plan Project Requests

a. 2021-023 – Parks WE Brady St. electrical easement

Action: A motion to recommend approval of the easement, contingent on review of the legal description by AE&ES, was seconded, motion passed unanimously.

4. County Facilities Plan Strategy Updates (informational only)

a. Update – Climate Action 2050 Initiative

Gordie Bennett – DAS-FMD Director of Sustainability, provided a report on development of a framework for a County-wide carbon neutrality plan.

b. Courthouse Complex Planning – Advisory Committee meeting

The Courthouse Complex Planning Advisory Committee met on September 21 to re-engage the group. The agenda included a brief review of work done on the project to-date, discussion of status of project engagement with the State of Wisconsin, and a listing of next steps. Another Advisory Committee meeting will be scheduled in the next month or so, at which time is it anticipated that work groups will be convened to focus on project funding and verification of project needs assessment.

c. Coggs strategy

The design consultant team has provided an updated conceptual cost estimate. The total cost estimate for the tenant improvements, including the space for DHHS administrative services, the State of Wisconsin, and common areas, is approximately \$24 million. The project team will be reviewing the cost estimate and conducting a simplified value engineering exercise.

d. Admin Space Strategic Facility Plan Recommendations

The recently-completed Administrative Space Strategic Facility Plan included recommendations for facility management best practices. Some of the recommendations are best implemented by the CFP Steering Committee, and others are more specific to administrative improvements. The CFP Steering Committee discussed how to implement the recommendations, and agreed to start with looking at opportunities to improve procurement of facility management related service and material contracts County-wide, to take advantage of economies of scale, develop common performance measures and increase opportunities for minority and woman owned businesses.

5. New Business (informational only)

No items.

6. Tabled Topics & Projects

No items.

7. Announcements

No items.

8. Adjournment