


| Meeting Minutes | |
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| Committee: County Facilities Plan Steering Committee Phase 4.0 | Date: 11/17/2022 |
| Location: teleconference | Meeting Sequence 138 |
| Committee Voting Members in Attendance: Jim Tarantino, Stu Carron, Calli Berg, Sean Hayes, Peter Nilles, Tim Christian, Matthew Hasemen, John Blonien, David Muhammad, Erica Goblet, Shawn Sullivan |  |

1. Approval of meeting minutes

Action: A motion to revise the minutes from the September 22, 2022 meeting to replace "OCHC" with "Outreach Community Health Center", and approve the revision to the September 22, 2022 meeting, as well as approve the October 6, 2022 meeting minutes as presented, was seconded, motion passed unanimously.

2. County Facilities Plan System Update (informational only)

No items.

3. County Facilities Plan Project Requests

a. 2022-013 – Parks agricultural leases

Emily Goblet provided a summary of the leases.

Action: A motion to recommend approval of the leases as presented was seconded, motion passed unanimously.

b. 2022-014 – Parks Waukesha Water Utility easement

Emily Goblet provided a summary of the easement. DAS-FMD AE&ES staff has not yet reviewed the legal description. It was noted that there is an apparent discrepancy in the description of the easement, whether it is a temporary or permanent easement. It was also suggested that Corporation Counsel review the easement.

Action: A motion to recommend approval of the easement as presented, contingent on review of the legal description by AE&ES staff, resolution of the type of easement (temporary or permanent), and review by Corporation Counsel, was seconded, motion passed unanimously.

4. County Facilities Plan Strategy Updates (informational only)

a. Strategic Facilities Planning – Phase 2

Peter Nilles provided a draft of the project charter for Phase 2. The charter focuses Phase 2 on the future of the leased space at 633 W. Wisconsin Avenue (Clark building), the UW Extension and Office of Equity leased space, and the future of the Parks Administration facility. Peter requested comments from the

Steering Committee members by Monday, December 5. Two initial comments were provided:

- Add Calli Berg as a member of the task force
- Add "Develop business cases" to the general objective

5. New Business

a. Steps to replace or take equipment out of service

- i. Facilities – Update new asset with tags and Cityworks update
- ii. Accounting – Any accounting updates required?
- iii. GIS – update LIO with asset change
- iv. VFA – update FCAP with asset change
- v. Environmental – ensure proper material, chemical, etc. disposal

Tim Christian presented an overview of the Preventative Maintenance/Asset Management Program he is working on for DAS-FMD managed assets. A copy of the overview is provided as an attachment to these minutes.

Informational only, no action taken.

b. Melody Top sale

DAS-Economic Development staff have come to an agreement on the sale of the Melody Top property, to facilitate the construction of an indoor soccer facility at Uihlein Soccer Park by Milwaukee Kickers. DAS-Economic Development and Parks will be requesting authorization for conditional approval of the sale during the December County Board cycle.

Informational only, no action taken.

c. Status of leased space at West 6th Street and North Walnut

DHHS is leasing space at 6th and Walnut for Housing and other division staff. DHHS recently renegotiated their lease to occupy additional space, however, before DHHS staff moved into the additional space, there were issues with City approvals and environmental concerns. It appears those issues and concerns have been resolved and DHHS will occupy the additional space in the near future.

Informational only, no action taken.

6. Tabled Topics & Projects

No items.

7. Announcements

- a. Calli Berg reported that DAS-Economic Development will be fully staffed as of November 28.

8. Adjournment

Preventative Maintenance / Asset Management Program
DAS / FMD / OM
Update November 17, 2022 @ CFP

TODAY & VISION

- Today, utilize Cityworks for reactive maintenance, with little preventative maintenance and no formal asset management.
- Vision/Goal: Create a 60/40 balance (reactive/preventative) & strengthen long term capital asset replacement planning.

PROCESS

- 2021, hired consultant (BMOC) to catalogue and tag 1,000 assets in the Courthouse Complex.
- There were 20K assets identified but we focused on what we believed are the most critical.
- Included QR Coded tags.
- Integrated GIS (asset information contained there), updated Cityworks with PM plans, & began connecting VFA asset data.
- Updated Respond interface for easier use (vs. standard Cityworks interface).

CURRENT – TESTING

- Using Respond (phones, tablets, and laptops) for testing. Plan to use Respond moving forward for all work orders.
- Respond is being upgraded currently.

NEXT

- Testing will continue until we are ready to Go Live in Courthouse Complex.
- Will expand to other FMD buildings.