


Meeting Minutes	
Committee: County Facilities Plan Steering Committee Phase 4.0	Date: 01/13/2022
Location: teleconference	Meeting Sequence 123
Committee Voting Members in Attendance: Jim Tarantino, Stu Carron, Adam Stehly, Peter Nilles, Tim Christian, Vera Westphal, John Blonien, Erica Goblet	

1. Approval of CFP meeting minutes

Action: A motion to approve the meeting minutes from the December 16, 2021 meeting was seconded, motion passed unanimously.

2. County Facilities Plan System Update (informational only)

No items.

3. County Facilities Plan Project Requests

a. 2021-005 – DHHS-BHD Children’s Community Wellness Clinic draft lease

Action: A motion to recommend approval of the lease, pending updates to lease language in Paragraph 9 on page 5 specifying landlord’s responsibilities for repairs, was seconded, motion passed unanimously.

b. 2022-001 – Parks MMSD Honey Creek easement

Action: A motion to recommend approval of the easement, pending review of the legal descriptions by DAS-FMD AE&ES staff, was seconded, motion passed unanimously.

c. 2022-002 – Parks South Milwaukee sanitary sewer easement

Action: A motion to recommend approval of the easement, pending review of the legal descriptions by DAS-FMD AE&ES staff, was seconded, motion passed unanimously.

4. County Facilities Plan Strategy Updates (informational only)

a. Coggs renovation

i. State of Wisconsin status

The State of Wisconsin has indicated that they plan to move out of Coggs in approximately the third quarter of 2022. Current renovation plans for Coggs do include renovations to accommodate the State, based on the program provided by the State in their April 2021 RFP for lease space.

ii. DHHS scenario planning

In light of the State’s decision to move out of Coggs, DAS and DHHS met on Monday, January 10 to identify alternate scenarios for occupying

Coggs or building a new facility. The preferred scenario from the meeting was to continue down the path of renovating Coggs, explore options to relocate County staff to Coggs based on findings of the Administrative Space Strategic Facility Plan, and look for opportunities to provide for leased space for other community partners and service providers.

iii. ARPA funding request

There is still an ARPA funding request in front of Finance Committee to provide for funding of the Coggs renovation, based on occupancy of Coggs by DHHS and the State. DHHS and DAS-FMD staff will be meeting with the nine County Board Supervisors that voted to send the ARPA funding request back to the Finance Committee on an individual basis to answer questions.

5. New Business (for information only unless action noted)

a. Conversion of administrative orders to policies

In anticipation of the County Board cancelling the existing COVID-19 administrative orders, the County Executive's office is converting many of those to policies. Peter Nilles and Tim Christian have been asked to help with the conversion. The administrative orders being converted consist of:

- AO 20-4v1 – In-Person Workers: Social Distancing and Symptomatic Employees and Contractors
- AO 20-13v10 – Service Risk Mitigation and Re-Opening Requirements
- AO 20-14v7 – Universal Face Mask Policy and Procedures
- AO 20-17v4 – COVID-19 Health Screening Policies and Procedures

The intent is for the policies to be included as an appendix to existing department tenant handbooks.

b. Revised facility capacity limits

The County Executive's office recently provided updated facility capacity limits, which are based on the risk level as determined by the State of Wisconsin. Facility managers are asked to post updated capacity limits for rooms as required.

c. ARPA funding requests related to facility improvements

The CFP Steering Committee should consider tracking ARPA funding requests to be able to compare against capital project requests and strategic facility planning efforts.

6. Tabled Topics & Projects

No items.

7. Announcements

- a. Karl Stave in DAS-FMD AE&ES is retiring. His last day is January 21, 2022.
- b. Tim Christian and Stu Carron met with Courts leadership recently to review the results of the recent security assessment of the Courthouse Complex. A work group will be formed in the near future to implement the recommendations.

8. Adjournment