

Chairperson: Supervisor Dan Devine, 278-4247  
Committee Clerk: Jodi Mapp, 278-4073  
Research Analysts: Julie Esch, 278-4430  
Brian Dranzik, 278-5290

## **COURTHOUSE MASTER PLAN OVERSIGHT COMMITTEE**

**Wednesday, February 15, 2006 – 2:00 P.M.**

**Milwaukee County Courthouse – Room 201-B**

### **MINUTES**

**CASSETTE #: 1; Side B, 255 to 654**

**PRESENT:** Supervisors Dimitrijevic and Devine (Chair)

**EXCUSED:** Supervisor White

#### **SCHEDULED ITEMS:**

1. 06MP1 Request for Proposals – Timeframe and Funding Source for Developing the RFP and Hiring a Consultant

#### **APPEARANCES:**

Gregory High, Director, Architecture, Engineering and Environmental Services  
George Torres, Director, Transportation and Public Works

- 280 Mr. High informed the Committee that the Department of Public Works does not have monies in its operating budget to develop an RFP and hire a consultant. He stated that there are ways of creating it through fund transfers and Board action. Mr. High went on to state that even if the Board authorized the go ahead, the Department would have to come up with the money, and some kind of fund transfer would have to be done in order to do it. If this is what would be wanted for 2006, it could be a capital project, but it wouldn't be bond eligible. It would have to come from a cash-funding source because there isn't any actual building going on. It's just planning, research, and development of alternatives.
- 310 Mr. Torres indicated that he had an opportunity to speak with the Department of Administrative Services regarding the funding of this particular program, and they echoed the same sentiment. It is something that could be entertained for inclusion in the 2007 budget.

Questions and comments ensued.

**SCHEDULED ITEMS (CONTINUED):**

***ACTION BY:*** *(Dimitrijevic) Direct staff to do a scope of services for an RFP in conjunction with the Department of Public Works, Economic Development Division, and Department of Administrative Services. 2-0*

***AYES:*** Dimitrijevic and Devine (Chair) – 2

***NOES:*** 0

***EXCUSED:*** White

2. 06MP2 Discussion of Sixth and State, Community Correctional Center and Other Facility Reports

**APPEARANCES:**

Gregory High, Director, Architecture, Engineering and Environmental Services

George Torres, Director, Transportation and Public Works

407 Mr. Torres indicated that there is a common thread that runs between part of this initiative and a resolution that was put forth to the Transportation, Public Works & Transit Committee by Supervisor White to address the 6<sup>th</sup> and State location, the Criminal Justice Facility, and the Medical Examiner's Office. The resolution directed staff, on a broad scope, to take a look at what would be appropriate to put on those parcels with the emphasis being on the restoration of parking. Mr. Torres stated that he did talk to Supervisor White and made a suggestion to possibly take a look at intertwining the two because of the common thread that runs between them. Supervisor White's preference was to keep them separate because this particular initiative appears to be geared towards a more long-range plan and Supervisor White's resolution addresses a more immediate concern. He pointed out that another aspect to consider would be what would the City of Milwaukee allow to be put on the 6<sup>th</sup> and State footprint because of zoning and development issues. Mr. Torres stated that it is their hope to bring something conceptually back to the Transportation, Public Works, and Transit Committee for the March cycle.

453 Mr. High indicated that he met with Mr. Dranzik and Ms. Esch, County Board Research Analysts, and it was decided to have the County architect along with the Department of Administrative Services and Economic Development Division look at 6<sup>th</sup> and State, Community Correctional Center, and the Medical Examiner's Office to develop a scope of work for each of these sites and to consider the development of costs insofar as what it's going to take to do the planning. They would need to review prior work done by the County on these sites and look at development options, the issues of moving the existing tenants, City of Milwaukee development guidelines, and parking needs. They would review the similar plan that had previously been put together out of the County Executive's Office and was suggested to the Board several years ago. Mr. High emphasized the point of not wasting what had already been done. A staff member of the County

**SCHEDULED ITEMS (CONTINUED):**

Executive's Office also included in the previously compiled plan the potential for relocating the CCC/Medical Examiner's Office site, including ballpark costs for relocating, building new buildings, or using an existing building. The County architect will explore the same options for the 6<sup>th</sup> and State site such as should there be retail space, parking levels, an office building, should the County own it, should it be leased, and the impact of the Pabst development on anything that is done.

Questions and comments ensued.

3. 06MP3 Discussion of Internal and External Stakeholders (Report from Staff)

**APPEARANCES:**

Brian Dranzik, Research Analyst, County Board

Gregory High, Director, Architecture, Engineering and Environmental Services

- 516 Mr. Dranzik distributed a list of defined internal and external stakeholders (copy attached to original minutes) and reviewed said list with the Committee. He emphasized that development of a site like CCC/Medical Examiner's Office will have implications on not only what happens at the Courthouse but also what happens at the surrounding properties. Everyone listed will have an interest in what the County is doing, and likewise, the County may have some interest in what, for example, Pabst City is doing. Mr. Dranzik indicated that at some point, it is anticipated to make contact with the stakeholders listed to determine if what they plan to do works with what the future needs of the County may be.
- 551 Supervisor Dimitrijevic suggested that Courthouse users/the general public be added to the internal stakeholders to support the concept of a user-friendly environment.
- 559 The Chairman suggested that it would be very helpful to perhaps get lists from the internal stakeholders indicating what their needs are in regards to space, expansion as well as minimization in certain areas, if at all possible, which they indicated during the tour. He encouraged keeping dialogue open between the Committee and the various departments involved to keep the project moving forward.
- 575 Mr. High informed the Committee that included with the packet of reports that were previously distributed is the space planning report that was done of the Courthouse in 2002. The majority of the departments listed on the internal stakeholders document provided are in the report. The departments had been interviewed and indicated what their plans would be up to as much as ten years out in this report. Mr. High stated there is the possibility that the plans noted could have changed but, for the most part, the report should provide some very

**SCHEDULED ITEMS (CONTINUED):**

useful information.

4. 06MP4 Planning Assessment Reports for County Facilities

**APPEARANCES:**

Julie Esch, Research Analyst, County Board

Gregory High, Director, Architecture, Engineering and Environmental Services

George Torres, Director, Transportation and Public Works

586 Ms. Esch indicated that she and Mr. Dranzik are in the process of reviewing these reports. Once the review is completed, they intend to extract any and all useful information from the reports to prevent repeating work that has been done and determine what information needs to be updated to develop a scope of services for the RFP. Ms. Esch also suggested more touring because it would be more informative to have the reports in hand while getting a visual of what is being discussed.

616 Mr. High referred to the CCC planning and assessment report and stated that because of the building's poor condition the research went above and beyond the usual inventory assessment in that it included future use options such as renovating existing structures, demolition, and constructing new structures. He stressed that no recommendations were made. The options were laid out in addition to the costs associated with those options.

Questions and comments ensued.

623 Mr. Torres added that another document that could prove to be beneficial for the Committee to use in conjunction with the assessment is the space usage lease report that was a directive from September or October that came out of the Transportation, Public Works and Transit Committee that asked staff to assess all of the County's facilities, determine how much space was actually being leased out and how much space was available. This could be looked at in the event that there were a need or an opportunity to move staff around. Mr. Dranzik elaborated further by stating that there was an initial report provided by the Department of Administrative Services back to the Transportation, Public Works and Transit Committee. He went on to state that the report was a real basic review of what the County has, what was being used, what wasn't being used, what was useable, and what wasn't useable. It identified, in essence, what the total square footage is, what the useable square footage is, and what its potential is. Mr. Dranzik indicated that he does have a copy of the report and will use it as well.

**SCHEDULED ITEMS (CONTINUED):**

5. 06MP5 Next Meeting

643 The Chairman suggested that based on the amount of reading and the amount of coordination ahead that a status report should be provided to the Committee by April and a final report by May. The second Wednesday of the month has been the target meeting date, but due to the fact that the full County Board meeting would follow the next day, it was agreed that the third Wednesday, April 19, 2006, at 2:00 p.m., be the next scheduled meeting date.

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**STAFF PRESENT:**

Gregory High, Director, Architecture, Engineering and Environmental Services  
George Torres, Director, Transportation and Public Works  
Brian Dranzik, Research Analyst, County Board  
Julie Esch, Research Analyst, County Board

This meeting was recorded on tape. Committee files contain copies of the subject reports, etc., which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes is available in the County Board Committee Services Division.

Length of meeting: 2:00 p.m. to 2:45 p.m.

Adjourned,

*Jodi Kapp*

Committee Clerk  
Courthouse Master Plan Oversight Committee