

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, December 14, 2005 – 2:00 P.M.

Milwaukee County Courthouse – Room 201-B

MINUTES

**CASSETTE #: 1; Side A, 001 to EOT
1; Side B, 001 to 228**

PRESENT: Supervisors White, Dimitrijevic, and Devine (Chair).

SCHEDULED ITEMS:

1. Discuss Mission of the Oversight Committee (1/2 hour)

A-19 **APPEARANCES:**

Julie Esch, Research Analyst, County Board
Supervisor John Weishan, Jr., 16th District
George Torres, Transportation Superintendent, DPPI
Jack Takerian, Chief of Operations, DPPI
Gregory High, Director, Architecture, Engineering and Environmental Services
(AE&ES) Section, Parks Division (DPPI)
Brian Dranzik, Research Analyst, County Board

Ms. Esch explained that the Courthouse Complex is comprised of the following structures: Courthouse, Safety Building, Criminal Justice Facility, Community Correctional Center, and the Medical Examiner's Office. It also includes the property located at 6th and State. The Chairman suggested the Committee take a tour of the various buildings. Ms. Esch indicated that there are several partners involved - Milwaukee Area Technical College, the State, the City of Milwaukee, and possibly others. She touched base on several issues (the need for space, parking and office) that will be before this Committee in terms of master planning and welcomed further suggestions. Ms. Esch stated that once the Committee finalizes its intentions, she would then compose a mission statement.

A-68 Supervisor Dimitrijevic suggested that the Committee address maximizing and making the most efficient use of the space available and making that space easily assessable and user friendly. She indicated that the Committee should explore opportunities for leasing and the generation of revenue and also energy efficiency issues.

SCHEDULED ITEMS (CONTINUED):

- A-120 Supervisor Weishan indicated that this should be a planning group that would create an efficient and workable government center for Milwaukee County that encompasses the three levels of government - City, County, and State. He stated it would be like a government plaza and would allow all three entities to interact as efficiently as possible. He went on to explain that the Federal government could be included also insofar as leasing office space to help finance new construction.
- A-184 Mr. Torres indicated that in this process, the Committee should not only look at how space is used but should look at and do long-term planning insofar as rehab, infrastructure replacement, and annual repair.
- A-204 Mr. Takerian commented on the energy efficiency issues by stating that there has been concentration on energy efficiency in the last year focusing on the operation of heating improvement plants as well as lighting. He also indicated that assessments have already been done on some of the buildings that the Chairman would like to tour. This information will be provided to the Committee.
- A-232 Supervisor White stated that there should be an assessment of inventory identifying what the County currently has which should include parking, office and storage space, and which are revenue generators. A facility condition assessment should also be done to address planning for long-term needs, planning for budgeting expenditures, and a timeframe for such planning. He indicated that the key questions that should be answered are what does Milwaukee County have downtown, what does Milwaukee County need downtown, and what is the best way to get Milwaukee County's needs met. The Committee should look at what are the optimal conditions or projects for Milwaukee County. Supervisor White suggested that the immediate vicinity should be considered the priority one area. City Campus, 12th and Vliet, external parking lots, and the Pit should be considered secondary priorities because they are not in the immediate area. However, they should be included in all reports, especially in the initial report.
- A-389 Mr. High commented that it should be specified who should be present for meetings; what staff from what departments. As far as assessments are concerned, Mr. High related to the Committee that, approximately three years ago, there was a County Board initiative or resolution to do a capital project regarding the Courthouse Complex. A Request for Proposals (RFP) was done, a consultant was hired, and the project was started. An extensive space planning study was completed and a report was developed. However, somehow the project was downsized to the Courthouse building only. Mr. High stated that he has the information on this initiative and will make it available to the Committee. When asked what his definition of the Courthouse Complex entailed, Mr. High stated that it included the Courthouse, Safety Building, Criminal Justice Facility, City Campus, Community Correctional Center, and the Medical Examiner's Office. He

SCHEDULED ITEMS (CONTINUED):

also said that the Pit Parking Lot was included.

A-457 Mr. Dranzik distributed a site map of the Courthouse Campus and discussed said map with the Committee (copy attached to the original of these minutes).

2. Discuss Identification of Funding Source to Develop a Request for Proposal (Referral to staff) –15 minutes

A-501 **APPEARANCES:**

Julie Esch, Research Analyst, County Board
Gregory High, Director, Architecture, Engineering and Environmental Services (AE&ES) Section, Parks Division (DPPI)

Ms. Esch referred to the resolution in which it is indicated that the Superintendent of Transportation identify a source of funding to hire a consultant to do a master plan and recommends that George Torres and Gregory High begin that process and come back to the Committee with possible funding sources.

A-516 Supervisor Dimitrijevic stated that all resources, including government grants, be explored as possible funding mechanisms.

A-529 Mr. High indicated that the prior study he mentioned earlier was a capital project, however, bonds could not be used. He assumed that cash was probably used to finance the project because planning and inventory is not eligible for bonding. Mr. High also stated that inventory and assessment is in his operating budget and funded by tax levy.

3. Discuss a Timeframe for Developing Master Plan (Referral to staff) – 15 minutes

A-537 **APPEARANCES:**

Julie Esch, Research Analyst, County Board
Gregory High, Director, Architecture, Engineering and Environmental Services (AE&ES) Section, Parks Division (DPPI)
Brian Dranzik, Research Analyst, County Board
Jack Takerian, Chief of Operations, DPPI

Ms. Esch recommended that this item be referred to George Torres to determine what the timeframe would be to hire a consultant and a timeline for developing the master plan taking into account five-year intervals, so a timeline would be needed to determine how far it would go in the future.

A-551 Supervisor Dimitrijevic indicated that it might be a little ambitious but requested to have a final master plan in six months, which would be right before budget time and perhaps an allocation could be made in the next capital budget.

SCHEDULED ITEMS (CONTINUED):

Mr. High informed the Committee that the fiscal note on the resolution indicates that the adoption of the resolution will not require an expenditure of funds. However, anytime he is involved, there is an expenditure of funds, which is not included in their budget at this time. A funding source is needed. As far as the duration of a study, it usually takes about six weeks. Once the funding is acquired, a Request for Qualifications (RFQ) can be done. Although this would be the first stage to weed out anybody that doesn't have the proper qualifications, it is not necessary. Then a formal Request for Proposals (RFP) will need to be done with the specific scope of work. Depending on how many responses are received, a selection panel can either pick from that or interviews can be conducted. After an evaluation is completed, a consultant can be selected.

Mr. High indicated that the process gets pretty involved. With inventory and assessment of every facility completed for the consultant to review, in addition to looking at the tenants, how the facility and space is used now, what their plans are for staffing and programming for the next few years, it is anticipated that this would not be ready for the 2007 capital budget.

- A-587 Supervisor White requested that either Mr. High or Mr. Torres make a recommendation to the Committee regarding how doing just an RFP as opposed to doing an RFQ and an RFP will affect the timeline.
- A-611 Supervisor Dimitrijevic requested a copy of the Community Correctional Center's assessment as soon as possible.

Questions and comments ensued.

- A-698 Supervisor White requested a formal report regarding the CCC/Medical Examiner building, which should include its condition, a rough estimate pertaining to the cost to demolish the building, timeframe for the demolition, and suggestions for the use of property (such as parking and how many spaces could be utilized). He also requested information regarding the acquisition of MacArthur Square from the City along with the amount of their annual generated revenue and a possible swap with MATC of its parking facility. Mr. Takerian stated that he has requested information regarding the generation of revenue by MacArthur Square but hasn't yet received a response. Once the numbers are received, Mr. Takerian will forward that information to the Committee.

Supervisor White highlighted three key points that he felt will need to be addressed. One is the immediate vicinity buildings' inventory space and parking space, two would cover the facilities that are not quite in the downtown area but are in close proximity, and three is the external relationships with the surrounding property owners, i.e. MATC, the City, the State, St. Ben's, etc.

SCHEDULED ITEMS (CONTINUED):

4. Identify Stakeholders (internal and external) – 20 minutes
- B-132 Supervisor White indicated that the stakeholders were identified in Item 3.
- B-135 Supervisor Dimitrijevic stated that stakeholders should also include employees, Courthouse users, other entities, corporations, and organizations and residents of the community in the immediate area.
- B-144 Ms. Esch stated that she and Mr. Dranzik would compile a list for the next meeting of internal and external stakeholders and also figure out a plan for how to communicate the intended course of action to the stakeholders whether that is by letter or meetings.
5. Next Meeting
- B-154 **APPEARANCE:**
Jack Takerian, Chief of Operations, DPPI
- Supervisor Devine indicated that the next meeting would probably be determined by when the tour of the facilities could take place. Mr. Takerian explained the difference in what would be a light tour as opposed to an in-depth tour. The Committee agreed that a light tour would be sufficient.
- Committee members agreed to aim for the second week in January for the next meeting as long as it doesn't conflict with the standing committee meetings.

This meeting was recorded on tape. Committee files contain copies of the subject reports and communications, 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 3:15 p.m.

Adjourned,

Jodi Kapp
Committee Clerk
Courthouse Master Plan Oversight Committee

ADA accommodation requests should be filed with the Milwaukee County Office for Persons with Disabilities, 278-3932 (voice) or 278-3937 (TTD), upon receipt of this notice.