

**BOARD OF SUPERVISORS**

*Brown County*



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**FACILITY MASTER PLAN COMMITTEE**

Pat Buckley  
Bill Clancy  
Patrick W. Moynihan, Jr.  
Tom Sieber  
Pat Wetzel

**FACILITY MASTER PLAN SUBCOMMITTEE**  
**Thursday, July 19, 2012**  
**5:15 p.m.**  
**Room 201, Northern Building**  
**305 E. Walnut Street**

1. Call to Order.
2. Approve/Modify Agenda.
3. Election of Chair.
4. Election of Vice Chair.
5. Set date and time for regular meetings.
6. Approve/Modify Minutes of March 15, 2012.
7. Comments from the Public.
8. Communication from Supervisor Sieber re: Create a database of under-utilized County assets.  
*Referred from June County Board.*
9. Continued discussion of Brown County's safety plan. *Held from last meeting.*
10. Update on former Mental Health Center building.
11. Report of the Planning Director.
12. Report of the Facility Management Engineer.
13. Such other matters as authorized by law.

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN**  
**SUBCOMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Thursday, March 15, 2012 at 5:15 p.m. in Room 201, Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Carole Andrews, Mike Fleck, Bill Clancy

**Also Present:** Troy Streckenbach, Judy Friederichs, Chuck Lamine, Doug Marsh

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1. **Call to Order.**

The meeting was called to order by Chair Andrews at 5:15 p.m.

2. **Approve/Modify Agenda.**

A motion was made by Supervisor Fleck, seconded by Supervisor Clancy to approve the agenda.  
Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. **Approve/Modify Minutes of February 16, 2012.**

A motion was made by Supervisor Clancy, seconded by Supervisor Fleck to approve the minutes.  
Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. **Comments from the Public.**

No public present.

5. **Discussion of the Impact of the Department Reorganization on this Committee.**

Chair Andrews stated that she had received an e mail from Doug Marsh asking if he was still supposed to report to this subcommittee. She stated that according to the organizational documents, Marsh would continue to attend and report to the Facilities Masterplan Subcommittee for the foreseeable future. She also indicated that she had talked to Brian Lamers and invited him to attend the meeting if he desired and also provided him with a copy of the minutes. Andrews also stated that she had spoken with Corporation Counsel John Luetscher who stated that notice should be given at Admin. and PD & T that oversight had shifted, but no formal resolution would be necessary.

6. **Continued Discussion on Brown County's Safety Plan (re: Communication from Supervisor Wetzel).**

Motion made by Supervisor Clancy, seconded by Supervisor Fleck to hold until next meeting. Vote taken. **MOTION CARRIED UNANIMOUSLY**

7. **Update on Former Mental Health Center Building.**

Doug Marsh provided a written update on the MHC, a copy of which is attached. He noted that he had spoken with a demolition contractor from Combined Locks and Greenleaf who also has

redevelopment experience. Marsh gave this company a tour of the facility on March 9 and also provided him with a copy of the asbestos and lead study report in response to questions they had. Marsh noted that there still have been no offers or letters of intent on the property.

Lamine stated that he had been in contact with the Wisconsin Economic Development Corp as stated at the last meeting and he is in the process of setting up a site visit to look into the possibility of blight elimination and a brownfield grant. However, Lamine stated there may be a problem with eligibility for the grant in that the grant is focused toward privately held properties, but he will still meet with them and see if there is anything else they may be able to do.

Lamine continued that Cardinal Management Group and the Center for Veterans Issues will be back in town shortly to meet with Brown County Housing Authority with regard to housing vouchers for the project they are considering. Human Services Director Brian Shoup and Judge Kelley and several others have been working on creation of a Veterans Court and Shoup felt that Judge Kelley would also be interested in meeting with the group as housing is a very important element to the Veterans Court program.

A question was raised with regard to the adjacent farm property. Lamine stated that he has considered pulling the farm parcel as he is concerned that they could end up in a situation where someone could make an offer and the farm property could get in the way of bigger and better projects. He continued that on one hand he felt it was good for the information regarding the farm to be out there, but on the other hand, wondered if energy should be shifted toward bigger projects instead. Lamine stated that the language in the RFP does state that the boundaries are flexible, but Marsh wanted to make sure that there are no boundary conflicts. Lamine stated that if someone got to the point where they would be making an offer, staff from financing, planning and facilities would be brought in to go through the process.

**Motion made by Supervisor Clancy, seconded by Supervisor Fleck to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

8. **Review Space Needs Surveys for the Health Department.**

Health Department Director Judy Friederichs stated that she initially wished to point out several items in the survey that are no longer accurate including that the Health Dept. no longer rents the first floor, that moving people from the Extension over to the Health Dept. building has been completed and also that they no longer rent the additional space referenced in the study. Friederichs continued that as referenced on the last page of the survey they have many community partners which is a very essential part of public health and many of them meet in the Health Dept. conference room due to the accessibility of it. Chair Andrews felt that the County is spending a lot of money to rent the Health Dept.'s current space and maybe that money could be better spent on a nicer facility so the dollars could be used for actual services that the Health Dept. needs to provide.

Doug Marsh stated that Jeff Oudeans had put together a map of the square footage and floor plans of the Health Dept. and UW Extension. Andrews asked Friederichs if she had any sort of map detailing the location of the Health Dept. clients and Friederichs stated that most of their license facilities and home visits are in the metro area. As far as immunizations, Friederichs said that people come from all over and having the immunizations in a central location is important because many of their medications are not stable for moving out to different sites.

Andrews felt it would be helpful to get some data together on a map to see where the bulk of the clients come from so it can be determined what location would be appropriate. She also would like to see mapping as to the concentration of population serviced in certain areas.

Friederichs stated that inspection sites for restaurants are already mapped. Lamine stated that in the past his office had put together a colored shading map to show generally how many persons within a specific area utilize Health Dept. services and his department would be willing to work with the Health Dept. on different types of mapping. Friederichs noted that they are going into more and more population based services where people come into the Health Dept. for services. She also stated that they have a new client database and she would see if that would give any usable data.

Supervisor Fleck asked what the rent on the building is and Marsh stated it was \$3,000 per year for the garage space and \$105,000 for the second floor, totaling about \$108,000 per year, plus utilities. Marsh asked if the facility was used in the evening hours and Friederichs stated that occasionally it is and estimated that clinics occur after hours about 3 – 4 times per month.

Friederichs continued that WIC occupies the first floor of the building and that the Health Dept. works closely with them in encouraging WIC families to get their immunizations. Friederichs stated that she has had conversations with the WIC Director who has indicated that if the Health Dept. leaves their current location, they would also leave the building. Supervisor Clancy felt that the building seemed dilapidated and Friederichs agreed that it has not been kept up properly. She did state that her staff likes the location because it is accessible to the clients.

Andrews felt that this should proceed to some sort of mapping to have the Health Dept. clients pinpointed on a map and Lamine advised Friederichs to give him a call so they can get this started.

Lamine questioned what could be financed with the amount of rent being paid annually to the Health Department. Marsh stated that he had run some preliminary numbers and based on the annual rent over a ten year period there would be in excess of one million dollars. Lamine was thinking of existing buildings that are currently empty, such as the Cub Foods building on West Mason Street, and thought that may be a good location considering its proximity to Goodwill. Friederichs stated that the two special aspects of the building they currently occupy are the laboratory and the garage where they do car seat fittings and she estimated that they do approximately 1000 car seat fittings annually. She did note that the security of the building is of concern to her as well as the lack of maintenance and upkeep. She also stated that the building is currently for sale and they now pay the rent directly to the bank instead of the landlady.

**Motion made by Supervisor Clancy, seconded by Supervisor Fleck to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY**

9. **Report of the Planning Director.**

Lamine stated that he did not have anything additional other than what he had already presented.

**Motion made by Supervisor Clancy, seconded by Supervisor Fleck to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY**

10. **Report of the Interim Facilities Director.**

Doug Marsh began reporting on the Arena complex and stated it was his understanding that PMI had a study done by a Milwaukee or Madison firm, although he has not seen this study. Marsh stated at some point the County will need to decide if they will keep the Arena and, if so, will it be renovated and modernized. He felt it could be a great facility with some work and he also felt if the County continues to vacillate on a decision it would become difficult to effectively and appropriately reinvest in the ongoing maintenance. He also brought up the Central Library renovation and stated that the Library Board gave a great presentation at the Board meeting. Based on the age of the Central Library alone, Marsh felt all of the mechanical, electrical and plumbing systems need replacement or upgrades and there are also ADA issues which need to be resolved.

The other building Marsh brought up was the Courthouse and stated that it is in pretty good shape, although the County should start looking at the copper dome and he estimated replacement of that to be in the neighborhood of three-quarters to one million dollars. He also felt some sort of alternative material should be looked at but was concerned if a synthetic material could be considered due to the fact that the Courthouse is on the National Historic Registry.

Marsh also brought up the Health Dept. and stated that one of the things being considered is an addition to the UW Extension and perhaps some reconfiguration within the existing Extension to accommodate the Health Dept. He has shared square footage data with County Executive Streckenbach and has discussed rough figures for a 12,000 square foot addition but noted that no design work has been done at this time. Andrews stated at one time it was also discussed moving both the Health Dept. and UW Extension to a parcel near the fairgrounds and she felt that what needs to be determined is which option is even viable given what each Department does.

Marsh felt that it may be worth considering looking at a masterplan for Brown County government services to see what programs are growing versus those that are decreasing and which ones will be eliminated and what programs may be emerging. Some of this is based on technology and some is based on demographics and the needs of the population to be served within the County. Based on that information, financial implications and what the County can afford can be examined and then we can start to determine where the puzzle pieces need to go. Lamine stated that the goal has always been to create a masterplan, but the reality was that an incremental approach always felt more politically comfortable. Lamine stated they will be updating the County's comprehensive plan in 2013 and one of the chapters of the County's comprehensive plan is the government facilities chapter and that would be holistic looking even beyond facilities. Lamine felt that there has been a commitment to downtown and taking the government campus away from downtown would be detrimental. Marsh stated that the age of many of the County buildings which make up the Courthouse Square campus are middle age to older buildings and consideration must be given to what the condition of these buildings will be in another 20 – 40 years.

Andrews stated that previously this subcommittee worked division by division, but it was not necessarily where a current need was. Lamine felt that there would be a need to see how all the pieces fit together comprehensively and he felt that that was one of the intentions of this subcommittee. Lamine felt that you need to go to a broader look and then to a committee who would parent this and bring it forward, but if each committee only looks at its own piece of the puzzle, this is more difficult to accomplish. Marsh's concern is by the time you get through all the committees, the early ones would need work again. Andrews felt that perhaps this subcommittee could be repurposed following the elections and then see what will happen when we have to rewrite

the comprehensive plan. Lamine felt it may be helpful for this subcommittee to look at examples of what other counties have already done in this regard and this could lead to discussions as to how to proceed. Clancy felt this type of plan would be important at budget time and it would also be important to have somebody who could explain it to the Board and let them know what has to be done and what the priorities are.

11. **Such other matters as authorized by law.**

**Motion made by Supervisor Clancy, seconded by Supervisor Fleck to adjourn at 6:25 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary