

PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN
SUB COMMITTEE



Pursuant to Section 19.94 Wis. Stats., a meeting of the **Facility Master Plan Sub Committee** was held on Tuesday, October 17, 2006 in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin

Present: Patty Hoeft, Adam Warpinski, Mike Fleck, Pat Evans and Harold Kaye.

Also Present: Bill Dowell, Supervisor Fewell, Doug Hartman, Jack Krueger, and Chuck Lamine

1. **Approve/Modify Agenda:**

Chair Hoeft stated that item 3 would be deleted and heard under item 6.

Motion was made by Supervisor Evans and seconded by Supervisor Fleck to modify the agenda to take delete item #3 and take it up under item #6. Vote taken.
MOTION APPROVED UNANIMOUSLY

2. **Review minutes of July 25, 2006.**

Motion was made by Supervisor Warpinski and seconded by Supervisor Kaye to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

3. **Discuss role and responsibility of Facility Master Plan Sub Committee.**

Deleted from agenda per the above motion.

4. **Discussion on East Side Dog Park Plan.**

Doug Hartman passed out two maps on the Proposed Dog Park, along with a handout called, *Old County Farm Dog Park*. Hartman said that in the years since he was Assistant Director, he has heard many comments from residents asking where they can walk their dog. Dog walking is not allowed at any parks, except for on a leash on the Mountain Bay Trail and on the Fox River Trail and one facility at a Brown County Park near NWTC. Residents want an area where they can walk their dog off-leash. Hartman spent some time explaining the development plan and explaining the terrain of the property. A while back, Green Bay had thought about a dog park at an East side facility; however, this area would not really meet the needs, and they are excited about the proposed Brown County Farm Dog Park.

Supervisor Kreuger said he thinks the dog park plan is wonderful; however, he had a call from someone who lives on Laverne Drive. The lady is very much against the location because she was mauled by a dog and is absolutely petrified of them. Kreuger then asked Mr. Hartman if the City of Green Bay had been asked about a co-sponsorship at Baird's Creek. Hartman said Green Bay had not mentioned anything about Baird's Creek. Kreuger suggested mentioning this to Green Bay to see if there would be a possibility of a co-sponsorship.

Supervisor Kaye said that Supervisor Bernie Erickson is asking to hold this for 120 days. However, Mr. Dowell recommends moving ahead with it.

Supervisor Evans said movement as far as a residential site could play into the decision. Also, things are uncertain about the Mental Health Center site. He would also like feedback from the City of Green Bay about working with us. We may not want to move ahead with the dog park if, in a year, we could be selling it off.

Supervisor Fleck also feels we should wait and see what happens with the Mental Health Center and it should not be a problem to hold for three months.

Mr. Lamine stated that this Committee had already acted to encourage the County to develop this property. Supervisor Warpinski commented that he feels that there is a sufficient use of green space to make a dog park. He would like to get more public input.

Motion was made by Supervisor Evans and seconded by Supervisor Kaye to hold for 120 days. Vote taken. MOTION APPROVED UNANIMOUSLY.

5. **Overview of current and future facilities plans for Brown County from Bill Dowell, Facilities Director.**

Bill Dowell provided the Committee with the *Facilities Overview* (attached). He spent some time going over the overview beginning with reading the Mission Statement. He then continued reading through the report clarifying several items for the Committee and answering questions.

Chair Hoeft asked Mr. Dowell to bring his short and long terms plans back to this Committee at the next meeting, looking at space needs and projections for space needs and energy management.

Motion was made by Supervisor Evans and seconded by Supervisor Warpinski to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

6. **Review draft scope of project for Facilities Master Plan for Brown County. (Chuck Lamine, Planning Commission.)**

Chuck Lamine walked the Committee through the draft of the *Scope of Project Proposal* contained in their agenda packet. He said that he and Mr. Dowell thought it would make sense to have someone from Department of Administration to help with the financial side of this discussion.

Supervisor Fewell voiced his concern that in the past decisions have been made without consulting consumers, without strategic planning, and without Facilities Master Plan saying anything about it. Talking to consumers would be a very meaningful step. Discussion followed on the renovation of the Mental Health Center.

Supervisor Kreuger will provide the Committee with past minutes to review discussion and decisions previously made in order to see what was previously decided.

Motion was made by Supervisor Evans and seconded by Supervisor Warpinski to place this item on the next agenda. Vote taken. MOTION APPROVED UNANIMOUSLY.

7. **Discuss date and time for next meeting.**

The Committee will meet on the fourth Tuesday of the month at 1:30 p.m.

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

None.

Motion was made by Supervisor Fleck and seconded by Supervisor Warpinski to adjourn at 6:43 p.m.. Vote taken. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Carol A. Lambert
Recording Secretary

DRAFT

BROWN COUNTY FACILITIES PLAN
Scope of Project Proposal of the
Brown County Planning Commission
and Brown County Facilities Department
October 16, 2006

DRAFT

Facilities Planning Committee:

Patty Hoeft, Committee Chair, Brown County Board of Supervisors
Adam Warpinski, Committee Vice-Chair, Brown County Board of Supervisors
Harold Kaye, Brown County Board of Supervisors
Mike Fleck, Brown County Board of Supervisors
Pat Evans, Brown County Board of Supervisors

Committee Staff Support:

Bill Dowell, Brown County Parks and Facilities Director
Chuck Lamine, Brown County Planning Commission
?Department of Administration Representative?

FACILITIES PLANNING COMMITTEE MEETING #1: October 16, 2006

1. Consider establishing a schedule for tours of county facilities for each meeting.
2. Discussion regarding approach to develop Facilities Plan.

STAFF WORK ACTIVITY #1: September-October 2006

1. Develop Scope of Project for Brown County Facilities Plan
2. Discussion and agreement regarding project objective:

To identify the physical resources which are required to support Brown County programs with the goal to maximize the cost effectiveness of all Brown County Facilities and to provide space as needed to include the development, purchase, renovation, construction, and lease of facilities and disposition of excess facilities. The 20 year Facilities Master Plan will identify action steps in five year increments.

1. Discussion and agreement regarding County departments and facilities to be addressed in the Facilities Plan, such as:
 - a. Courthouse Square including:
 - i. Northern Building
 - ii. Courthouse
 - iii. Sheriff's Department
 - iv. Huber Facility
 - v. District Attorneys office
 - vi. Sophie Beaumont Building

- b. Auxiliary Locations
 - i. Health Department
 - ii. Museum
 - iii. University Extension Bldg.
 - iv. Communication Facility
 - v. Denil Building

 - c. Bay View Campus
 - i. Jail / Communications Center
 - ii. Mental Health Center
 - iii. Dairy Barn Building

 - d. Arena Complex (plan reviews)
 - e. Libraries (plan reviews)
 - f. Airport (plan reviews)
 - g. Vacant County properties
2. Discussion and agreement regarding proposed project scope and timeline with project completion by September 2007.

STAFF WORK ACTIVITY #2: October through December, 2006

- 1. Complete an inventory and description of County facilities and lands.
- 2. Prepare a summary of existing facility related plans.

FACILITIES PLANNING COMMITTEE MEETING #3: November, 2006

- 1. Review County facilities visioning process and strengths, weaknesses, opportunities and threats (SWOT) analysis with the committee members.

FACILITIES PLANNING COMMITTEE MEETING #4: December, 2006

- 1. Summary and discussion of the following adopted facility related planning documents:
 - a. *Brown County Comprehensive Plan – Vision for Great Communities*
 - b. *Brown County Open Space and Outdoor Recreation Plan*
 - c. *Other plans.*

- 2. Present and discuss County Facilities and Lands Inventory using previous facility resource documents and updated information.

STAFF WORK ACTIVITY #3: December, 2006 to February, 2007

1. Staff conduct Stakeholder Interviews to increase communication, and identify facility issues with the following:
 - a. County Government representatives
 - b. County Department Heads
 - c. County service customers.

2. Prepare summary of stakeholder Interviews

FACILITIES PLANNING COMMITTEE MEETING #5: March 2007

1. Present summary of stakeholder interviews

STAFF WORK ACTIVITY #4 March 2007 to May 2007

1. Develop a 20 year facilities plan for County facilities with action steps identified in five year increments:
 - a. Develop a facility location strategy for downtown Green Bay and Bay View campus.
 - b. Develop a strategy for acquiring necessary land and new building space including and evaluation of options to renovate, lease, or purchase.
 - c. Develop a strategy for disposing of excess building space and land with consideration of future facility as well as park and open space needs.
 - d. Develop benchmark standards including office space standards and functional program standards.
 - e. Evaluate the cost effectiveness of existing space by determining the facility and land assets, identifying functional categories such as office, courts, jail, mental health facilities, etc.
 - f. Develop building utilization standards by functional categories by identifying functional space efficiencies and identifying excess space.
 - g. Identify County program trends and projections.
 - h. Develop a preliminary strategic facilities space plan by identifying the new space requirements, excess space, analyzing location options to match existing and new program requirements.
 - i. Develop Life Cycle Costs and determine the levy impact for new space options
 - j. Determine cost benefits for sale of excess properties.
 - k. Determine final strategic facilities plan by identifying priorities, funding and schedules for facility projects.

FACILITIES PLANNING COMMITTEE MEETING #6: May, 2007

1. Present draft County Facility Plan to the Facility Planning Committee.

FACILITIES PLANNING COMMITTEE MEETING #7: June , 2007

1. Present revised draft County Facility Plan to the Facility Planning Committee.

STAFF WORK ACTIVITY #5 May –June 2007

1. Revise draft County Facility Plan

FACILITIES PLANNING COMMITTEE MEETING #8: July 2007

1. County Facility Plan Open House

FACILITIES PLANNING COMMITTEE MEETING #9: August, 2007

1. Recommend adoption of the County Facility Plan

Final Presentations to Administration and Executive Committee and the Brown County Board: September, 2007