

Building Utilization Committee (BUC)

Members: Lisa Rien, Management Accountant
Jay Steinle, Building Director
~~Heather Hauschild, Elected Official~~ — not able to attend
Mark Harris, Commissioner
John Erny, IT Representative

Meeting: March 3, 2025 at 3:00pm

Guests: Brenda Leisy
Charlie Knapper

Topics of discussion:

- Space availability for Tourism Office at County Administration Building

I was asked by Charlie Knapper to gather the BUC to discuss moving the Tourism office from the Legacy of the Plains Museum to open offices available in the Administration Building. We met at the Legacy of the Plains Museum space dedicated to Tourism to view the office resources and space currently provided.

Brenda's current office space is a 12' x 14' (approximately) space. She pays \$6,000 annually for rent, along with \$270/month for Allo phone and internet. She has a large open space with cupboards available for supply storage. Office equipment included a large desk that was not in good condition, computer and copier/printer. Also, located in the office was a former computer and former printer/scanner that were not in use, and would not have to be transferred.

We discussed the space at the breezeway entrance to the Legacy of The Plains. Brenda is allowed to display her Visitor Bureau brochures and pamphlets obtained from the annual Nebraska Travel Association (NETA) brochure swap. This is an event sponsored for NETA members to gather statewide brochures and pamphlets to advertise events throughout the State to the traveling public. It is my understanding the brochures are a product of her membership and are to be displayed with the Visitors Bureau office, which would be where her office is. Others interpreted the Legacy would not allow the display, if the Tourism office was moved from their location.

The BUC moved to the Administration building. We met in the former Health office. Two offices will be available in the Administration building, the former health office and the office soon to be vacated by the Mapping Department.

Based on the BUC review, either office can accommodate the business needs of the Tourism office/Visitors Bureau. IT had no issues moving and setting up the computer and copier/printer equipment. Building and Grounds can update the space with new paint, if deemed necessary.