

WINNEBAGO COUNTY BOARD OF SUPERVISORS  
*Facilities & Property Management Committee*

**DATE:** Wednesday, September 8, 2010

**TIME** 9:30 AM

**PLACE:** Facilities and Property Management, 1221 Knapp Street, Oshkosh, WI 54902

**PRESENT:** Chuck Farrey, Tim Hamblin, Bill Wingren, Joanne Sievert, Bill Roh

**ALSO PRESENT:** Mike Elder-Facilities & Property Management Director, Patty Francour Director of Information Systems, Doug Gieryn, Public Health Director

**ABSENT:**

Meeting was called to order by Chairman Tim Hamblin at 9:30 AM.

**APPROVE MINUTES FROM PREVIOUS MEETING:** Motion to approve August 11, 2010 meeting minutes as written, by Bill Wingren. Seconded by Joanne Sievert. Motion passed 5-0.

**CORRESPONDENCE:** None

**PUBLIC INPUT ON AGENDA ITEMS:** None

**DISCUSSION AND DECISION ON MAINTENANCE FACILITY ROOF REPAIR:** Mike explained that the bids came in higher than estimated and the project budget was short \$75,000. The Roof Replacement Capital Fund has sufficient funds remaining to accommodate the increase. This will require no additional bonding. Motion to approve by Chuck Farrey. Seconded by Bill Roh. Motion passed 5-0.

**DISCUSSION AND UPDATE ON COUNTY ADMINISTRATION BUILDING PROJECT:** Mike updated the committee on the status of the remodeling of the County Administration Building. Demolition is completed in the 2<sup>nd</sup> Chance Building. Most installations are complete and the contractor is working on the finishes (flooring, painting, and ceiling). The contractor has stated that work should be completed and the building ready for move in 9/27. Demolition is completed in the main building. The office furniture has been inventoried. New construction is ongoing. The 2<sup>nd</sup> floor has the most work to be done. The walls are up and being dry walled today. Bill Roh questioned whether Public Health had been involved in the design and solicited comments from Doug Gieryn. Doug explained his needs for the space and what he felt were deficiencies in the design. Mike Elder explained that the usual procedure for all construction and remodeling projects was followed. Public Health was involved in several meetings leading up to the final design. In no project was a department allowed to inspect the site during construction and to request changes. Patty Francour discussed her concerns with running cable in the building.

**DISCUSSION AND UPDATE ON PARK VIEW ADDITION:** Mike Elder updated the committee on the status of the project. A Request for Proposal was being developed by Mike and Laura Forbes of Purchasing. It should be ready for advertising and bidding later in September.

**MIKE ELDER REPORT ON DEPARTMENT OPERATIONS:** Mike Elder gave an update on the various other projects and operations.

**CHAIRMAN REPORT:** No report.

**SET DATE AND TIME FOR NEXT MEETING:** The next Facilities and Property Management committee meeting will be held on Wednesday, October 13<sup>th</sup> at 9:30 AM at the County Administration Building, if available. In the event the building is not available, the meeting will be held at the Maintenance Facility, 1221 Knapp Street.

**ADJOURN:** Bill Wingren made a motion to adjourn at 11:30 am and seconded by Chuck Farrey. Motion passed 5-0.

Respectfully submitted,

Mike Elder  
Director, Facilities and Property Management  
8/20/2010