

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

DATE: Wednesday, February 8, 2012

TIME 9:30 AM

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

PRESENT: Tim Hamblin, Joanne Sievert, Lawrence Kriescher, Bill Wingren, and Chuck Farrey

ALSO PRESENT: Mike Elder-Facilities & Property Management Director, Rob Way-Parks Director, Chris Kniep-UW Extension, Morgan Hinkley-Park View Administrator, Patty Francour-Info Systems Director, and Tom Konezke-County Board Supervisor District 1.

Meeting was called to order by District 10, Committee Chairperson, Tim Hamblin at 9:30 AM.

APPROVE MINUTES FROM PREVIOUS MEETING: Minutes approved as is. Motion made by Bill Wingren and 2nd Larry Kriescher Motion passed 4-0.

Chuck Farrey yes to January 4th meeting and abstains to January 11th meeting as he was absent for the January 11th meeting.

CORRESPONDENCE: Bill Wingren shared that Tom Widener asked Bill to bring to the committee's attention his concern about the UWEX storage building being in the same building as the Parks. He would like to see it be two separate buildings. This will be addressed more in topic #8 of the agenda.

PUBLIC INPUT ON AGENDA ITEMS: none

Discussion on Proposed Capital Project Approval Procedure: Chuck Orenstein and Mark Harris put together a written procedure for capital projects on the process for approval. It was presented to the P& F Committee and will not have to go to the County Board at their February meeting. This procedure isn't any different from the current process but this is a written format for all departments to follow.

Update of Park View Addition: Mike introduced Morgan Hinkley, the new Administrator for Park View to the committee. Mike did get funding approved from the P& F Committee. It will go to the County Board at their February meeting. After County Board approval then we will be able to award contract and start work. The project is anticipated to take 6-9 months.

Update of Pleasant Acres and Pavilion Demolition : The buildings will be completely down this week. Crusher will be on site tomorrow. WasteCap says that after the stone is crushed and backfilled that we should be at 80% for recycled materials on the project that didn't go to the Landfill. The asbestos is all done. Chuck asked what the bottom line for the project is and Mike said right around 1.6 million. The lawn will be restored back to seeded condition. We will be responsible for reclaiming Keller Gardens. There haven't been any complaints from residents on noise or dust from the project. A question was raised about whether we will be adding onto the parking lot and it has to settle first and Mike also has to talk to Ernie from the Highway Dept to see if he will be handling all the asphalt.

Update on LEC Absorption Chiller Project: Most of the interior piping is done. Foundations should be poured next week. Mike is estimating a June time frame for completion. Chiller should be here in a month as the company gave a 6-9 week arrival time. They do not make them until ordered.

Discussion on Parks and UWEX Storage/Work Shop Building: Mike is working with Rob to define the project more. Mike sent out info to metal building companies that have pre engineered buildings, hasn't received anything back yet. Rob's committee has approved the project and Chris' committee has also approved the project. Discussion about whether it needs to be one building or if it can be two buildings. The new building would have two entrances and a wall dividing the two departments. This project started out as one building 5 years ago in the capital project plan. Chuck requested info from Mike on all buildings and locations. Chuck said he went past these buildings out by Parks and saw some of them have been neglected. He thinks that they should be restored rather than be torn down. He feels that the committee needs to review these buildings and what they are used for before this goes any further. Chuck asked why the Parks couldn't relocate to a different building. Rob has a concern about the lawn mowers and carts crossing Cty Rd Y several times a day. There was a discussion about what the buildings are being used for. Rob and Chris suggested that this committee, UWEX committee and the Parks committee take a tour of the buildings and then they can explain what they are used for. Tim requested that the committee be given the information that Chuck requested from Mike so they can see where these buildings are located. Mike made copies and handed them out to the rest of the committee. Chuck asked why these buildings have been neglected. Mike said it comes down to what buildings they are and who's responsibility it is to maintain them. Facilities Dept

does not maintain the Airport, Highway, Solid Waste and Parks buildings. Facilities help with plumbing, electrical, and hvac. Chris said that there is a meeting tomorrow morning at 9:00 at the Coughlin building with Tom Widener and Jerry Finch to discuss this project and invited the committee members to join.

Mike Elder Report on Department Operations: Mike said that we came in at 93% of the 2011 budget, 7% goes back into the general fund. For 2012 we are at 5 ½% of the budget. The mild winter has been good with the heating costs. The Airport west wing terminal boiler failed. Peter is requesting a \$25,000 transfer to replace the boiler. The cost to repair the boiler came in at \$13,000 and a new boiler is \$18,000. The Airport Infrared heating system needs to be replaced in one of the hangars that they rent out. Public Health is working on a plan for rearranging the department to make it function better. The wheelchair lift at the Courthouse will be replaced with a newer one. Maintenance Facility Tuck pointing has been changed to a capital project to get the project done all at once. Park View ID Badge System, Gatekeeper is no longer available and we will be changing them over to Winpak which is what the rest of the County uses. Reconfiguration of the 911 Center to combine Winnebago County and Outagamie County is in process. Siren maintenance to start up soon. No word on when the new Town of Vinland siren will be put up.

CHAIRMAN REPORT: none

Bill asked for a list of all the capital projects (County wide) so the committee can see all the projects.

SET DATE AND TIME FOR NEXT MEETING: The next Facilities and Property Management committee meeting will be held on Wednesday, March 14th at 9:30 AM at the Maintenance Facility, 1221 Knapp Street.

ADJOURN: Motion to adjourn by Tim Hamblin at 11:30am 1st by Chuck Farrey and 2nd by Bill Wingren, Motion passed 5-0.

Respectfully submitted,
Penny Schry
Administrative Coordinator, 2/8/12