

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

**DATE:** Wednesday, March 14, 2012

**TIME** 9:30 AM

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

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

**ALSO PRESENT:** Mike Elder-Facilities & Property Management Director, Morgan Hinkley-Park View Administrator.

**ABSENT:** Joanne Sievert -excused

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 2<sup>nd</sup> Chuck Farrey Motion passed 4-0.

**CORRESPONDENCE:** none

**PUBLIC INPUT ON AGENDA ITEMS:** none

**Reallocation of Professional Service Funds Between Projects:** Mike has money in the budget for ADA Bathroom Study and he would like to move that money to have an Architect put a plan together to accommodate the Courthouse functions. To bring the Court functions that are currently in the Safety Building over to the Courthouse and to move the Register of Deeds, County Clerk, Treasurer and Property Lister out of the Courthouse. The Courthouse Security project is separate from this and would not involve any significant remodeling.

**Update of Park View Addition:** The contracts were sent out last week to Miron Construction and we should receive those back this week. Should be able to start the project soon. Questions were raised about parking lot needs. Need to wait a year for the ground to settle before doing a parking lot. If it's decided that we need a 50 stall parking lot then detention ponds are required. Mike and Morgan will look into the parking lot needs after the addition is up and they can see what room they actually have to work with.

**Update of Pleasant Acres and Pavilion Demolition :** The buildings are down and a layer of clay have been spread. Black dirt is out there and ready to be spread over the clay. Milton Proctor, contractor out of Oshkosh, will be doing the landscaping. Mike is going to get a price on restoring the Keller Gardens from Milton.

**Update on LEC Absorption Chiller Project:** Foundations in slab were poured today. Chiller will be here May28<sup>th</sup>. The Chiller should be up and running shortly after the summer season starts.

**Building Condition Review:** Mike handed out a sheet on the long range building needs. There was a discussion regarding a barn and two garages out by the Expo Building. This committee would like to have a tour of those buildings set up for the next meeting.

**Mike Elder Report on Department Operations:** Facilities is at about 16.9% of expenditures for the budget so far this year and we are budgeted for 25%. Warm weather and projects that haven't had payouts have attributed to being lower than 25%. Paul Berger is retiring and Mike is hoping to have the new person on board a month in advance. Mike discussed the current projects.

**CHAIRMAN REPORT:** none

**SET DATE AND TIME FOR NEXT MEETING:** The next Facilities and Property Management committee meeting will be held on Wednesday, April 11th at 9:30 AM at the Maintenance Facility, 1221 Knapp Street.

**ADJOURN:** Motion to adjourn by Tim Hamblin at 12:00pm 1<sup>st</sup> by Chuck Farrey and 2<sup>nd</sup> by Larry Kriescher, Motion passed 4-0.

Respectfully submitted,  
Penny Schry  
Administrative Coordinator, 3/16/12