

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

**DATE:** Wednesday, June 11, 2014

**TIME:** 9:30 AM

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

**PRESENT:** Tim Hamblin, Bill Wingren, Tom Egan, Bill Roh and Chuck Farrey

**ALSO PRESENT:** Mike Elder-Facilities & Property Management Director

Meeting was called to order by District 7, Committee Chairman, Bill Roh at 9:30 AM.

**APPROVE MINUTES FROM PREVIOUS MEETING:** Motion to approve May's minutes made by Bill Wingren and 2<sup>nd</sup> by Tom Egan, motion passed 5-0.

**CORRESPONDENCE:** None

**PUBLIC INPUT ON AGENDA ITEMS:** None

**CHAIRMAN REPORT:** Bill Roh apologized for not being at last month's meeting. He asked the committee if the second Wednesday of the month still works for the committee to meet and also if 9:30 works for everybody? Yes.

**DISCUSSION AND POSSIBLE ACTION ON TRI-COUNTY ICE ARENA:** Bill Wingren complimented Bill Roh and the others that worked on this resolution. It looks like this will be a win/win for everybody. The Resolution to accept the 15 year lease does have to go before the County Board this coming Tuesday. Bill Wingren made the motion to approve the resolution and it was 2<sup>nd</sup> by Tom Egan. Motion passed 5-0.

**DISCUSSION AND POSSIBLE ACTION ON AIRPORT ADMINISTRATION BUILDING PROJECT:** A tour was asked for at last meeting. Nothing has happened since last meeting. Chuck thinks that a tour would be beneficial as the Airport said that they were using the Fond du Lac Airport as an example. Since then the plans have changed. Bill Roh is in favor of going to the Fond du Lac Airport for next month's meeting. The meeting will be called to order at the Fond du Lac Airport and it will be an abbreviated meeting. Everyone will meet at the Fond du Lac Airport at 9:30 am.

**DISCUSSION AND APPROVAL OF CLERK OF COURTS CAPITAL PROJECT BUDGET TRANSFER – CLERK OF COURTS OFFICE**

**CONSOLIDATION \$225,000:** Currently the Clerk of Courts operates out of different offices. They would like to combine all of Clerk of Courts into one space and also to update their records storage area. This will include updating cubicles, counter, movable filing storage and replacing carpet. If the Courthouse Study comes back and it is recommended that the Clerk of Courts be moved to a different area or different building, everything is movable to a new location. This project will also help Melissa to cross train her staff to be able to work in all aspects of Clerk of Courts and make the department more efficient. She will also be able to supervise all of the staff. Bill Wingren said that Melissa has thought this process through thoroughly, this is a good project and made the motion to approve, 2<sup>nd</sup> by Bill Roh. This project is in the capital plan. Chuck said he isn't against this project but he thinks it's premature and it should wait a month til after the Courthouse Study comes back. Bill Wingren said that the judiciary committee has already approved this project. Observation is correct that the department may end of moving but all items can be relocated. Chuck said that is a valid point however you will be losing all that money spent in labor. Bill Roh said that even when the Courthouse Study comes back it could take 2 or 3 years before anything gets started with the Courthouse Study. Chuck asked how much the labor is and Mike did not have a number on that. Chuck said he wants to wait 30 days for the Courthouse Study. Tom agrees. After the report is done that will help them with their decision. Mike said that this will still be going to the County Board. Motion passed 3-2.

**DISCUSSION AND APPROVAL CAPITAL PROJECT BUDGET TRANSFER – ASPHALT MAINTENANCE PROGRAM TO REPAIR THE**

**KNAPP STREET MAINTENANCE FACILITY PARKING LOT \$367,000:** This was laid over from last month so that Mike could give the Committee a map. This is the worst parking lot in the County. There will still be asphalt to the salt sheds but the rest of the area (where the contractors park there trucks) will be turned to grass. The contractors will have to find a different place to park. In 2011 the Highway Dept rated this parking lot a 1. This is in the capital plan. Tim Hamblin made the motion to approve, 2<sup>nd</sup> by Bill Roh, motion passed 5-0.

**DIRECTOR REPORT ON 2014 BUDGET:** We are right on track so far this year. Year end 2013 shows we were \$300,000 + under budget however, some of the project money was rolled over into 2014 to finish the projects. So the actual number was \$150,000.

We received a \$93,000 increase from the \$4.8 million last year. That is a 2% increase. Increase to utilities and labor will use up the increase.

**DIRECTOR REPORT ON DEPARTMENT OPERATIONS:** Mike discussed department operations.

**SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA:** None

**SET DATE AND TIME FOR NEXT MEETING:** The next Facilities and Property Management committee meeting will be held on Wednesday, July 9, 2014 at 9:30 am at the Fond du Lac County Airport, N6308 Rolling Meadows Dr, Fond du Lac, WI 54937

**ADJOURN:** Motion to adjourn by Chuck Farrey, 2<sup>nd</sup> by Tom Egan, motion passed 5-0 at 11:20 am.

Respectfully submitted,  
Penny Schry, Administrative Coordinator 6/13/14