

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

**DATE:** Wednesday, September 10, 2014

**TIME** 9:30 AM

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

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

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

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

**APPROVE MINUTES FROM PREVIOUS MEETING:** Motion to approve August minutes by Chuck Farrey, and 2<sup>nd</sup> by Bill Wingren, motion passed 5-0.

**CORRESPONDENCE:** Chuck asked if Solid Waste has money set aside in their budget for disposal of Ash Trees. Mike said that Solid Waste is not on the levy. Chuck would like to see Solid Waste have money set aside for the tree disposal so they are prepared for the trees that come in. Tim asked if the \$50,000 that Facilities has in the budget is for the tree study? Mike said no, the tree study is going on now and is being paid from 2014 budget. The \$50,000 is for 2015 budget and is separate for cutting down trees and/or maintaining trees, etc. Chuck asked if you cut down trees where are you taking them? Mike said most likely to Solid Waste. Chuck asked how do they get Solid Waste to put money aside for tree disposal? Mike said the Committee probably has to do a resolution and submit to the County Board.

Tom Egan said that two large shows are leaving the Sunny View Expo Center Grounds because there is no upkeep to the buildings, etc. Tom asked who said that they want Facilities to take over the upkeep of all the buildings. The County Board and County Executive wants Facilities to take over the upkeep of all buildings. Bill Roh said the ordinance states the electrician and the plumber would come to Facilities.

Bill Roh said he received an email about 3 weeks ago about a disgruntled employee from Facilities that was leaving the County.

The employee wanted an exit interview with Mike Collard. Bill hasn't heard anything back as to how the exit interview went.

Bill Roh said that Guy Hegg wasn't able to be here today but wanted to know if there is anything in the 2015 budget for the Huber Center. Mike said no. Mike does have a meeting with Melissa Konrad about storing more records at the Huber Center. Bill Wingren would like to see the building be used for more than records/storage.

**PUBLIC INPUT ON AGENDA ITEMS:** None

**CHAIRMAN REPORT:** Already gave in correspondence.

**DISCUSSION AND POSSIBLE ACTION ON STORM WATER AT PARK VIEW:** The catch basin is 1" above the level of the retention basin. It just circulates the water back in forth from the catch basin to the retention basin. The study showed that a berm should be put around the retention [pond and a drain line added to go out under Snell towards the lake. Total project is \$66,000. Mike wants this added to the Parks project. Storm pipe is roughly \$46,000 and the berm is \$13,000. It's a 30" HDE storm pipe. Mike will talk to Mark to see if this project can go onto Parks project. The sidewalk at Park View is in the works. We have 14,550 sq ft of impervious surface available before we need to do anything with a retention pond. We will be fine when we get to the parking lot addition.

**DIRECTOR REPORT ON 2015 BUDGET:** Chuck Orenstein added a spreadsheet with the projects listed. The spreadsheet doesn't show the list of projects that we'd like to do that didn't make it into the budget. It was asked why there is \$5,000 for Parks buildings and \$10,000 for Parks equipment? Mike suggested to have these funds come out of Parks budget but he is unsure if it did or not. The money for Airport did come out of the Airport budget. Tom asked if we need to have an electrician on staff for events at Parks? Mike said no, we will do electrical work that needs to be done before and after but we do not staff the event. Mike said the \$250,000 Arc Flash study and the \$50,000 Emerald Ash Borer is being funded out of reserves (added to our budget) as these are County Wide projects.

**DIRECTOR REPORT ON 2014 BUDGET:** Bill Roh said that we are 2/3<sup>rd</sup> of the way through the budget and revenue is above and expenses are below. Tim asked if the budget show the health insurance increase? Mike said that every department should have a spreadsheet showing what the cost should be. Bill Roh heard that the County over budgeted \$1 million dollars for health insurance in 2014. Facilities went down from 2014 – 2015. Mike passed out a diagram showing energy usage in 2003 and 2013 - a 40% savings, decrease in energy.

**DIRECTOR REPORT ON DEPARTMENT OPERATIONS:** Mike should be receiving the Courthouse Study the end of this week. Mike can share the report with this Committee, Judiciary and Judge Siefert. Mike discussed the department operations.

**SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA:** (1) Discussion and possible action and refer to Solid Waste as a recommendation for the tree plan and disposal of emerald ash borer. (2) Discussion on Storm Water at Park View. (3) Discussion and possible action on the UW Extension building. (4) Joint meeting with Airport for discussion of proposed building – 1<sup>st</sup> item after Chairman Report.

**SET DATE AND TIME FOR NEXT MEETING:** The next Facilities and Property Management committee meeting will be held on Wednesday, October 8, 2014 at 9:30 am at the Facilities and Property Management, 1221 Knapp St, Oshkosh, WI 54902

**ADJOURN:** Motion to adjourn by Chuck Farrey, 2<sup>nd</sup> by Tim Hamblin, motion passed 5-0 at 11:38 am.

Respectfully submitted,  
Penny Schry, Administrative Coordinator 9/12/14