

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

**DATE:** Wednesday, July 13, 2011

**TIME** 9:30 AM

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

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

**ALSO PRESENT:** Mike Elder-Facilities & Property Management Director, Larry Last - Citizen, Debbie Last – Citizen, Charles Greenley – Oshkosh Northwestern.

**ABSENT:** none

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

**APPROVE MINUTES FROM PREVIOUS MEETING:** Motion to approve June 8, 2011 meeting minutes as written, by Joanne Sievert, Seconded by Bill Wingren. Motion passed 5-0.

**CORRESPONDENCE:** None

**PUBLIC INPUT ON AGENDA ITEMS:** Larry Last wanted to discuss what the purpose of Facilities & Property Management Committee is as far as County projects go. For instance the Airport is planning a 6 million dollar road project that will have an 80/20 split. Does this committee have jurisdiction? Mike Elder got the Winnebago County Handbook and according to Chapter 24.3 the Definition/Interpretation of policy is: The committee shall review policy issues related to Winnebago County buildings, grounds, office equipment, furniture and fixtures in all county-owned or leased facilities; long-range development plans for buildings and office space; review policy goals relating to the Purchasing Department and Facilities and Property Management Department; and recommend appropriate goals and legislative action to be taken by the County Board. Mike will talk with John Bodnar to get clarification as to whether this committee has jurisdiction to bring this to debate.

**DISCUSSION OF DEMOLITION OF PLEASANT ACRES AND PAVILION BUILDINGS:** Last Friday the asbestos crew came back to take out windows as the glazing had asbestos too. All asbestos is done. There have been two walk throughs with contractors for the demolition. Bids are due July 21<sup>st</sup>. Will start demolition as soon as we have received the contracts back which will be around Oct. The plan is to crush rock on site as long as the noise level doesn't go above 80 decibels. There is a need for the crushed rock within the County. Highways have said that they can haul materials with 5-6 trucks a day for 10 hours a day for 5 days a week.

**DISCUSSION ON 2012 BUDGET:** Mike is working on putting together the 2012 Budget. We have received a lot of requests to do stuff for other Departments. Budget can only grow by \$15,000 from last year. Estimating the energy costs will increase 5-7% from last year. Projecting the fringe benefits for retirement will decrease approximately \$90,000. However, there will be an increase to the healthcare premiums. Mike will be asking to fill 1 part time seasonal position to help cut grass \$8.00 hour, fringe benefits are not paid to seasonal workers. Budget will be ready next month.

**MIKE ELDER REPORT ON DEPT OPERATIONS:** Facilities Dept has been swamped with the moving of departments. We have received a few complaints from other departments about non emergency items not getting done in a timely manner. UPS – still working with IS. Courthouse Security Projects – adding security to some offices, adding barriers to keep public out of certain area. Looking at hiring an Architect to reconfigure the bathrooms in the Courthouse to make ADA compatible. We are a type 2 facility which means we need to make the changes when we can. We will be having the Dept of Corrections come take a look at the Courthouse signage as they need new lenses. District Attorney Office is scheduled to move July 20-21<sup>st</sup>, they will take two floors at the Orrin King Building. The Expo project is done except for adding additional roof walk ways. That is an OSHA requirement. FM desktop - database is loaded but there is a problem with it. Jail Absorption Chiller the walk through is July 21<sup>st</sup>, bid in August. Windows at the Jail are done and contractor believes that the problem is resolved. Ended up rebuilding the frames and adding additional flashing. Tuck pointing at Facilities is complete. Highways are working on the Neenah Human Services parking lot. Oshkosh Human Services Tuck pointing was started the middle of June and should be completed in August. PVHC Storage is in final stages of developing, close to budget. PVHC access card system is in the 2012 Budget. We are keeping up with the Siren repairs. We have received \$148,000 from the Stimulus Grant for the Expo project and our cost was \$232,000 and we also will receive \$12,500 rebate from Focus on Energy. Boiler will be replaced at the Huber Center by August Winter & Sons. We are at 53% of total expenditures so we are doing ok right now.

**CHAIRMAN REPORT:** None

**SET DATE AND TIME FOR NEXT MEETING:** The next Facilities and Property Management committee meeting will be held on Wednesday, August 10<sup>th</sup> at 9:30 AM at the Maintenance Facility, 1221 Knapp Street.

**ADJOURN:** Chuck Farrey made a motion to adjourn at 11:00am and seconded by Bill Wingren, Motion passed 5-0.

Respectfully submitted,

Penny Schry  
Administrative Coordinator, 7/15/11