

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

DATE: Wednesday, August 12, 2015

TIME 9:30 AM

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

PRESENT: Bill Roh, Bill Wingren, Guy Hegg, Chuck Farrey and David Albrecht

ALSO PRESENT: Mike Elder - Director of Facilities, Tom Wiedner – County Board Supervisor, Mike Norton – County Board Supervisor, Larry Lautenschlager – County Board Supervisor, Harold Singstock – County Board Supervisor, Todd Christie-Sheriff's Dept, John Matz – Sheriff's Dept, Sue Ertmer – County Clerk, and Mary Krueger – County Treasurer, and Melissa Konrad – Clerk of Courts.

Excused: Tom Egan

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

APPROVE MINUTES FROM PREVIOUS MEETING: Motion to approve made by Bill Wingren and 2nd by Guy Hegg 3-1 abstain.

CORRESPONDENCE: None

PUBLIC INPUT ON AGENDA ITEMS: Tom Wiedner has a comment on the Human Services Security Assessment but will wait until after the presentation from the Sheriff's Dept.

CHAIRMAN REPORT: Bill Roh asked Mike if a break room at the Courthouse where the Property Lister was located has been created yet. Mike said no, it will be done this fall sometime.

Bill Roh spoke to Corporation Counsel regarding whether the UW Fox Valley meeting for the Library Walls was a legal meeting and Corp Counsel agreed with Bill that it was not a legal meeting. Tom Wiedner said that it only needs to be posted in one location and therefore it was a legal meeting.

REPORT OF HUMAN SERVICES SECURITY ASSESSMENT BY SHERIFF'S DEPARTMENT: John Matz and Todd Christie handed out pamphlets for the Neenah Human Services and Oshkosh Human Services locations listing the concerns and recommendations for security from the walk through that Erica Geschrei conducted in May 2015.

Chuck asked if there was a sign posted on the building saying "no weapons". Sheriff Matz said no there is not. Harold asked if this report will be given to the Human Services Board. Sheriff Matz said that he can get them a copy. Mike Norton asked if anybody clears the building at night when the building closes. Sheriff's Dept does not know if anyone at Human Services does that or not. Tom Wiedner said that this report is very good but the kind of protection he was looking for is personal protection with the circumstance of a social worker who takes children away from their parent's. Sheriff Matz said that he can talk to Dr Topal and get some kind of direction as to how often this circumstance happens and try to work on possible solutions for those situations, whether it be having a deputy there for the meeting or have the meetings held at the Courthouse.

Melissa Konrad thinks the same kind of protection should be provided for the employee who permanently terminates parent's rights (who is located in the Orrin King building).

DISCUSSION AND APPROVAL OF BUDGET TRANSFER (\$6,665,000) FOR COUNTY DEPARTMENT RELOCATION: This is the next step in the process of relocating county departments from the Courthouse to County Administration Building. Chuck said that the County Board and the County Clerk should be located in the same building. Mike said that the County Board is staying at the Courthouse and previously it was brought up that a person coming in for a marriage license shouldn't have to go through security, so the County Clerk will be at the County Administration Building. Bill Wingren stated that no matter what, some people aren't going to be happy with the move. Mike said that he did bring a plan forward that would accommodate all departments to stay in the Courthouse however it was a \$15 million dollar project. David Albrecht said that the County Clerk should stay with the County Board for convenience of not hauling supplies to a different location for the meetings. Sue Ertmer asked if the County Board could move to the County Administration Building. Mike said there is room there for the County Board. Guy Hegg asked if the building is structurally sound for the building of all the walls that will be going up. Mike said yes. Guy Hegg also stated that the money needs to be spent to get the parking that is needed and to move the departments that are needed to move. Chuck said that originally the Sheriff told him that employees would not have to go through security check point and now they will have to. He was also told that the County Clerk wouldn't be moving; now they are. Sheriff Matz said that originally they didn't think that employees would need to go

through the check point however after seeing how other counties operate and with violence in the work place it was decided that employees should go through the security check point. Guy asked if Branch 2 is getting there own space in the Courthouse. Mike said yes that is the plan. Bill Wingren hopes this doesn't delay the project. These things can be worked out in the process. But he thinks that if the County Board will be moving to a different location then he thinks it should be at Coughlin. Melissa asked if Judge Woldt moves to a different courtroom, could the County Clerk move into the current chambers for that courtroom as its big enough to accommodate them. She also stated that there are some departments that are not county functions that are housed in the courtroom and could possibly be moved out. Guy made a motion to approve the budget transfer and 2nd by Bill Wingren passed 5-0.

DISCUSSION AND APPROVAL OF BUDGET TRANSFER (\$985,000) – ROOF MAINTENANCE PROGRAM: This is for the Highway's roof and a small section of the Courthouse roof. Motion made to approve made by Chuck and 2nd by Bill Wingren passed 5-0.

UPDATE ON TREE SURVEY AND 2015 FORESTRY OPERATIONS: The contract has been awarded to Phoenix Landscape. They will be treating 16 ash trees, 17 trees will be taken down and several trees will be pruned. There is \$30,000 allocated to the 2016 Budget for trees. Chuck asked the members of the Parks Board if Parks is working on a tree management plan and if they applied for the grant this year. Guy will ask Rob Way tomorrow in their meeting. Mike Norton said that it's not that Rob isn't doing anything with the trees; he wants to add a position for taking care of the trees year round.

DISCUSSION OF 2016 PROPOSED BUDGET: Mike went over the proposed budget. The Orrin King windows were taken out of the budget and a few sprinklers that have antifreeze in them that need to be changed over to a dry system were added in the budget. Mike asked to have his part time plumber to be staffed full time and he also asked for a temporary part time clerical position. Mike made a note that Kronos time keeping is on hold as HR wants to know who will manage Kronos and they also want employees to punch in/out for their breaks/lunch. With our employees at different locations throughout the day and only a few locations having Kronos we are not able to accommodate that. Guy Hegg asked what Facilities is putting back in the general fund end of 2015. Mike roughly estimates \$100,000. Harold doesn't agree with the County putting the \$750 health insurance reimbursement back on the employees. He hopes that the County will be generous with compensating this. Chuck understands Harold's concerns.

DIRECTOR REPORT ON DEPARTMENT OPERATIONS: Discussed department operations. The Facilities Dept is under budget so far at 52% however some project invoices have not come in yet.

5 Min Recess at 11:28
Back in Session at 11:32

Bill Roh asked about the status of Park View Health's nurse call system. Mike said he is having a hard time with the contractor. Draft specs and drawings have been reviewed and comments returned to the engineer.

SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA: Chuck would like to have a discussion on Butler Ave road as it needs to be repaired.

SET MEETING DATE AND TIME: The next Facilities and Property Management committee meeting will be held on Wednesday, September 9th, 2015 at 9:30 am at the Facilities and Property Management, 1221 Knapp St, Oshkosh, WI 54902

ADJOURN: Motion to adjourn by Chuck Farrey, 2nd by Guy Hegg, motion passed 5-0 at 11:45 am.

Respectfully submitted,
Penny Schry, Administrative Coordinator 8/12/15