

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

**DATE:** Wednesday, February 10, 2016

**TIME** 9:30 AM

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

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

**ALSO PRESENT:** Mike Norton – County Board Supervisor and Mike Elder – Facilities Director

**EXCUSED:** Guy Hegg

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

**APPROVAL OF 1/13/16 FACILITIES COMMITTEE MINUTES:** Motion to approve made by Bill Wingren and 2<sup>nd</sup> by Chuck Farrey motion passed 4-0

**CORRESPONDENCE:** None

**PUBLIC INPUT ON AGENDA ITEMS:** None

**CHAIRMAN REPORT:** None

**DISCUSSION AND APPROVAL OF BUDGET TRANSFER (\$40,000) FROM CAPITAL EQUIPMENT TO EQUIPMENT REPAIRS FOR LEC UPS:** Mike is requesting to reclassify funding, this was in a capital account as he thought the whole UPS system would need to be replaced, however we can replace 3 components on the UPS and get another 5 years out of it. Would like to transfer the \$40,000 out of capital equipment and put into equipment repairs. Motion to approve made by Bill Wingren, 2<sup>nd</sup> by Tom Egan, passed 4-0.

**DISCUSSION AND APPROVAL OF BUDGET TRANSFER (\$150,000) FOR CAPITAL PROJECT TO REPLACE THE CARD ACCESS SYSTEM:** This is for the card access system, the current system is 20 years old and we have reached capacity limits, need to upgrade the system. The current system is on a telephone line and the new system would be on the network. Motion to approve made by Chuck Farrey, 2<sup>nd</sup> by Bill Wingren, passed 4-0.  
Chuck would like to have the cost broken down when it's presented to the board.  
Tom noticed that the Towers were listed on the project, he was under the impression that the Towers would not cost the tax payers any money. Mike said that Facilities has been paying utilities, repairs, and maintenance costs on all the Towers since he's been with the County. Mike believes that the \$0.75 surcharge that everyone pays for their cell phones and home phones is just for the 911 system not the antenna's/towers.

**DISCUSSION OF DEPARTMENT MOVE OUT OF AND INTO THE COURTHOUSE:** Mike received 7 responses from the RFP that range from \$388,000-\$600,000. \$388,000; \$414,000; \$499,000; \$510,000; \$524,134; \$535,000 and \$600,000. The lowest two bids were not fixed costs, they asked for reimbursable for travel, prints, etc. The 3<sup>rd</sup> lowest bid was a fixed price and Mike made that recommendation to the County Executive, which the County Executive agreed with. The \$499,000 proposal is Kontext Architects and they are also doing the engineering/architecture for the Courthouse Security project and are familiar with the whole project. It was asked how long will it take until it's ready to go out for bid for construction work. Mike said approximately 9 months. The Courthouse is a historic building and also needs approval from the State Judge in Fond du Lac.

**DIRECTOR REPORT ON DEPARTMENT OPERATIONS:** Mike went over the 2015 year end budget, approximately \$150,000 under budget and will need some funds to be carried over. Mike went over the list of projects. It was asked if the RFP has gone out yet for the Airport Terminal. Mike said not yet, he is hoping to get that done this week and be able to send out next week, they have 3 weeks to respond.

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

**SET MEETING DATE AND TIME:** The next Facilities and Property Management committee meeting will be held on Wednesday, March 9, 2016 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 Tom Egan, motion passed 4-0 at 11:30 am.

Respectfully submitted,  
Penny Schry, Administrative Coordinator 2/12/16