

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

DATE: Wednesday, March 8, 2017

TIME 9:00 AM

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

PRESENT: Bill Wingren, Rob Keller, Guy Hegg (arrive at 9:30am) and Tom Egan

EXCUSED: Bill Roh

ALSO PRESENT: Mike Elder – Director of Facilities

Meeting was called to order by Vice Chairman, Tom Egan at 9:00 AM.

APPROVAL OF 2/8/17 FACILITIES COMMITTEE MINUTES: Motion to approve made by Bill Wingren and 2nd by Rob Keller to approve the minutes. Motion passed 3/0.

CORRESPONDENCE: N/A

PUBLIC INPUT ON AGENDA ITEMS: None

CHAIRMAN REPORT: Chairman Roh asked to be excused and Guy Hegg will be a bit late.

DISCUSSION OF VETERANS MUSEUM STORAGE, STATUS, LEASE and LIABILITY INSURANCE: Mike Elder stated he met with the Veteran's Museum Board Members and talked about rent. He told them the first year would be \$1.00 per square foot. The Veteran's Museum had concerns regarding being able to afford it. Mike Elder informed them we need to be listed on the insurance as well. He has not heard back from them. They said they need to meet with their board. If they cannot afford their rent, they could reduce square footage. Tom Egan expressed concern regarding them not even getting back to us. Bill Wingren questioned what their plan was to expand their building. Mike Elder explained that they want to put an addition on their building. Tom Egan stated the committee is open to speaking with them at a meeting. Rob Keller stated that we are going in the right direction toward our goal of getting something happening. Tom Egan questioned Mike Elder if the space the Veteran's is currently utilizing could be utilized by Winnebago County Facilities Department. Mike Elder answered that yes we could use it for multiple things including the storage of all our equipment. We need the space to avoid renting space in the future.

DISCUSSION AND APPROVAL OF CELL TOWER LEASE EXTENSION AT UWV: Mike Elder stated that Outagamie County has not gotten back to him yet regarding the lease extension. It has not gone in front of their committee, corporation counsel or county board yet. Currently there is no information on their part. We can approve our half. This will not be able to go forward until Outagamie County approves their half. Bill Wingren is questioning where the extra \$7500.00 goes? Mike Elder answered it goes into their budget, to offset the funding required from the County. Rob Keller stated that we could possibly ask for more money. Bill Wingren moved to approve. The current lease expires in 2022, they want to renew the lease 5 years early. The next 5 years would be \$17,000. Then the amount would go up 20% to \$20,400.00 for five years. The lease would be a 40 year lease. Rob Keller second the motion to approve. No discussion. Approved. 3/0

BUDGET TRANSFER-REALLOCATION of \$1,100 within the 2017 CAPITAL EQUIPMENT ACCOUNT- Mike Elder explained that if the piece of equipment costs more than \$5000.00 it becomes a capital purchase. We had in the budget to purchase two pieces of capital equipment. One of them was less than budgeted for and will be funded out of small equipment. The other was more than the budget amount. This budget transfer is to move funds between the 2 pieces of equipment so both can be purchased. There will be an excess of \$2400.00 after all moves. For that \$2400.00 to be used in the future, it will need to be approved. Bill Wingren moved to approve. Rob Keller Second. No discussion. Approved. 3/0

UPDATE ON UW FOX VALLEY: They currently have one project to be approved by county board. Interesting in buying another building. Funding for the purchase is not determined yet.

DIRECTOR REPORT ON DEPARTMENT OPERATIONS: The budget is currently where we should be. We are at 20% of the year and expenditures are at 12%. Power, light and heat is currently a little high at Public Safety Building. Hopefully can make up for this during the summer. Capital is still pretty low as well, the projects haven't been started at this time. LED lights to conserve energy have been started to be installed and cut down on costs. Status report: Airport building is on hold.

Will need to discuss with Mark Harris. Plan A is a new building. Plan B fix the existing building. It was stated that Plan B is not sufficient. There is no Plan C currently. Possibly rental trailers or office buildings to be rented? Current damage is getting worse causing cost of repair to go up.

Guy Hegg arrived at 9:30am.

Projects that are waiting: Butler Building Furnace. Otter Street roof was coated once before, to be coated this year. Elevator pit water proofing specs are in process. The pit cannot have any water in the elevator pit. Security addition should be done March 24th. Sherriff's Dept. will have training March 25th. It is expected to be up and running April 3rd, 2017. Tours to be scheduled individually with Mike Elder. The bids are back for department relocation. We need to reduce the scope of work to hopefully lower the bids. Elevator upgrades will be a separate project and Judge Jorgensen asked for significant amount of work to remodel his courtroom area. Will both need to be future separate projects? The original specs were questioned by the bidders and answers are incorporated into the rebid. Judge Woldt is taking the new courtroom and Branch 6 will be going to Woldt's old courtroom. By reducing the scope going back out for bid, we are expecting at least two bidders. Courthouse ED Chase to do roof. Courthouse window replacement going out for bid. Courthouse intake platforms 90%. Replacement chairs for county board. Sue and Dave in talks with us. Witness chairs were ordered. Branch 2 ceiling repairs are in progress. Branch 2 lighting upgrades will use modern fixtures looking like the 1938 fixtures. Card access replacement project is done except Courthouse, which will be done March 15th. Drinking fountains are all good now and all are back in service. Carpet replacement going on currently. ARC flash- study from last year showed potential for ARC flash. LEC arc flash repairs to be done by outside electrical contractor. Fall protection needs a few more railings for buildings. The Huber facility done except landscaping. \$25,000.00 is the amount we purchased property for. We need to talk to County Exec to get property appraised. Highway shop roof is under contract with Oshkosh Industrial Roofing. Orrin King tuck pointing, we will use another consultant to work with us and make sure the specs are completed. LEC cart wash area looking for solution for current situation. LEC hot water storage tanks need to be replaced. We need to figure out how to get the existing big ones out. The current tanks are too large to fit out the door. Recreation areas lighting, we are looking at upgrading to LED. Garage doors for Buildings 3 and 4 are out for bid. Maintenance Shop window replacement out for bid. Existing single pane windows will be replaced with thermal panes to fight heat loss. Neenah exterior lighting slowed down by being down one electrician. Separating thermostats at Human services to reduce temperature complaints will begin later this year. Frequency drives for the air handlers at Oshkosh Human Services will be started soon. We are looking for a rebate from Focus on Energy. Sand Pit UPS batteries needed to be replaced. The electrician is up to speed and trained on the tornado sirens. Tom Egan expressed concern on rebids for department relocation prolonging the process. Mike Elder answered that the hope is to get more bids and clear up a few things and lower the scope of work to lower the cost. Guy Hegg expressed concern for better more clear vision for the airport. The airport needs to be addressed. Mike Elder agreed and stated he will be further discussing it with County Exec. Bill Wingren suggested completely replacing the Aviation Committee. He has been contacted by multiple people regarding this. Guy Hegg stated that UW Fox Valley voted to go ahead with restriping parking lot. It was not a unanimous decision. He stated he agreed such a big expenditure, on a parking lot that they are not charging for, is not a good move.

SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA: UWV Cell Tower, Veterans Museum, Airport Plans and UWV updates.

SET MEETING DATE AND TIME: The next Facilities and Property Management committee meeting will be held on Wednesday, April 12th, 2017 at 9:00 am at the Facilities and Property Management, 1221 Knapp St, Oshkosh, WI 54902

ADJOURN: Motion to adjourn made by Rob Keller, 2nd by Guy Hegg, motion passed 3/0 at 10:00am.

Respectfully submitted,
Katy Binning
Administrative Associate I – Facilities 3/16/17