

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

**DATE:** Wednesday, May 8, 2019

**TIME:** 9:00 AM

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

**PRESENT:** Rob Keller, Jim Wise, Tom Egan, Andy Buck and Bill Wingren

**ALSO PRESENT:** Mike Elder – Director of Facilities, Steve Binder - Highways, Kevin Newhouse – UW Oshkosh, JoAnn Rife – UW Oshkosh, Marleah Keuler Graham – Park View Administrator

Meeting was called to order by Chairman, Rob Keller at 9:00 AM.

**APPROVAL OF 4/10/19 FACILITIES COMMITTEE MINUTES:** Motion to approve the minutes made by Bill Wingren and 2<sup>nd</sup> by Jim Wise. Motion passed 5-0.

**CORRESPONDENCE:** The packets sent out ahead of the meeting were professional, appreciated.

Discussion of General Aviation Support Facility and the new terminal Jim Schell met with the Bureau of Aeronautics and received an estimate BOA (Bureau of Aeronautics) contribution of \$1,250,000. A new estimate from engineer is at \$5.5 million and based on 100% complete design package. The previous estimate was at the 80% complete status when the process was delayed.

**PUBLIC INPUT ON AGENDA ITEMS:** Steve Binder mentioned the two experts present for UW Fox Valley/Oshkosh (JoAnn and Kevin).

**DISCUSS & APPROVE A CAPITAL PROJECT FUND REQUEST (\$193,000) FOR A STORAGE/GARAGE/TRAINING FACILITY AT PARK VIEW:** Park View would benefit from a new building across the parking lot, the design Mike Elder based off a similar utility building built previously for UWEX. Current space at Park View is insufficient: vehicles cannot be stored out of the elements, training is difficult to schedule or must be done off-site, and new residents have new special equipment needs that require storage. A dedicated training space could train CAN's for Park View, addressing current staff shortages.

The committee was concerned the cost estimate was too low, and that having training adjacent to a garage might be an issue. Park View does not have enough green space for a new addition, and building on top of the current physical therapy section would disrupt current operations. There was interest in moving forward with the garage and with an architect to study possible solutions for the space. Mike Elder was asked to check with Mark Harris about money from the undesignated fund to go towards this.

Motion to postpone until Mike Elder spoke with Mark Harris, and until there are estimates for an architect. Motion made by Tom Egan, 2<sup>nd</sup> by Andy Buck, passed 5-0.

**DISCUSS & APPROVE CAPITAL PROJECT FUND REQUEST (\$267,300 WINNEBAGO COUNTY PORTION) FOR AN ADDITION TO THE CHILD CARE CENTER AT UW FOX VALLEY:** The Committee questioned why the county is responsible for supporting the UW Fox Valley buildings and grounds, and to what extent we were responsible for them. Rob Keller inquired for information from Sue Ertmer (County Clerk); she didn't have an answer at the time. There were concerns about changing UW systems. JoAnn Rife offered to send relevant documents to Mike Elder, she also pointed out Outagamie County had already approved all three UW Fox Valley items.

The current child care center serves the public, UW Faculty, and students and is not suitable for extreme weather conditions. The children must cross the street to seek shelter in the UW Fox Valley basement. Shelter-in-place in the bathroom is not feasible at full capacity, and not safe.

Motion to postpone until documents regarding the agreement between the County and UW Fox Valley have been reviewed. Motion made by Jim Wise, 2<sup>nd</sup> by Bill Wingren, motion passed 5-0.

**DISCUSS & APPROVE CAPITAL PROJECT FUND REQUEST (\$25,000 WINNEBAGO COUNTY PORTION) FOR ROOF REPAIRS TO THE BUILDINGS AT UW FOX VALLEY:** As per discussion on item 5, motion to postpone made by Bill Wingren, 2<sup>nd</sup> by Jim Wise, motion passed 4-1 with Jim Wise opposing.

**DISCUSS & APPROVE CAPITAL PROJECT FUND REQUEST (\$167,600 WINNEBAGO COUNTY PORTION) FOR THE RECONSTRUCTION OF THE SOUTH PARKING LOT AT UW FOX VALLEY:** As with items 5 & 6 the motion was made to postpone. The motion was made by Bill Wingren, 2<sup>nd</sup> by Andy Buck, motion passed 5-0.

**REVIEW OF WISCONSIN OPEN MEETINGS LAW COMPLIANCE GUIDE:** Last meeting there was an item that was voted on that the committee was later told they couldn't have voted on as it wasn't an action item on the agenda. Rob Keller's research found that's not the case, motions can be made as they arise.

**DISCUSSION OF THE COST BENEFIT OF A METAL ROOF VS ASPHALT SHINGLE ROOFING SYSTEM FOR THE COUGHLIN CENTER:** Mike Elder offered his findings, with regard to the longevity of Coughlin. Mike Elder to move forward with a presentation to the County Board with an asphalt shingle roof, with the option to get alternate pricing for a metal roof.

**DISCUSSION OF THE BROWN BARD HISTORICAL SIGNIFICANCE:** Previously the committee had voted to raze the building but concerns from the Historical Society at the County Board meeting had it brought back to the Committee. Mike Elder checked with an architect, Kelly Thompson with Kontext Architects, and was told modifications made to the barn have compromised any historical value and would recommend razing it. Running a historical study would cost \$25,000. No Historical Society members were present nor had they submitted any plans.

An additional advantage to razing the barn: the CBRF scheduled for construction might not require more ground work for storm water.

**DIRECTOR REPORT OF DEPARTMENT OPERATIONS:**

-UPDATE OF CURRENT AND UPCOMING MAINTENANCE PROJECTS

Courthouse windows, benches, etc are out for bid. May 14<sup>th</sup> is the date for the walk through for CH windows.

Park View state survey – Facilities side is in good shape.

Mike Elder is working with Mike Collard to have Facilities (and the IS department) on the list of new position requests to avoid issues concerning office space, equipment questions, etc.

Roof leak on the Rick Meyer room, the leak still needs to be located.

Clerk of Courts remodel: Estimate of \$15-20 thousand for remodeling a storeroom in to an office.

The slab by Highways (for the 980 residential project) is out for bid.

The 3 LEC boiler burner replacements are out for bid; pricing is turning out higher than estimated.

-UPDATE OF DEPARTMENT BUDGET

We are at the mid-year where normally we'd be at 50% but we are at 30%.

**SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA:** Possibly revisiting items 4, 5, 6, 7; 5-7 once the documents/contract are provided. Revisit the Williams Building raze. Update on the General Aviation Facility and old terminal. Mike Elder to check with Mark Harris on undesignated funds, estimates for architect for item 1. JoAnne Rife to send Mike Elder relevant documents to Mike Elder for UW Fox Valley items. Mike Elder to present to County Board concerning roofing options for Coughlin (item 9).

**SET NEXT MEETING DATE A TIME:** The next Facilities & Property Management meeting is June 12, 2019 at 9:00 am.

**ADJOURN:** Motion to adjourn made by Andy Buck and 2<sup>nd</sup> by Jim Wise, motion passed 5-0 at 11:20 am.

Respectfully submitted,  
Alyssa Lockhart, Administrative Associate 1  
5/9/19