

**DATE:** May 13, 2020

**TIME:** 9:00AM

**PLACE:** Virtual meeting via Zoom.

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

**ALSO PRESENT:** Mike Elder – Facilities Director, Mike Norton – District 20

**ABSENT:** None

**1. Approval of Minutes of the March 11, 2020 Facilities and Property Management Committee**

Motion to approve made by Jim Wise, seconded by Andy Buck; motion to approve minutes passed 5-0.

**2. Correspondence – Shared by Committee Members**

None.

**3. Public Input on Agenda Items**

None.

**4. Discussion and Action on the Sanitarium, Poor House/Farm and the Asylum Historical Marker**

Mike Elder has not heard from the Winnebago County Historical Society. The committee had previously decided not to revisit this item until such a time.

**5. Discussion of Facility Needs for the Jail Diversion Program**

Mike Elder updated the committee on plans and cost estimates; this should go out for bid soon. \$40,000 was budgeted and Mike Elder has worked with the District Attorney to address their needs and doesn't anticipate problems moving forward.

**6. Director Report on Department Operations**

Mike Elder updated the committee on various department projects.

Mike Elder notified the committee that sometime this summer we will be housing a Chapter 980 sex offender at the prepared trailer on Highway Y. The State of Wisconsin has about a month to come up with a release plan and approve the trailer. The tenant can perform snow removal and lawn mowing under the supervision of a probation officer and is responsible for maintaining the interior.

The estimate for the Park View multipurpose building came back higher than expected. A request for a budget transfer for design spending allocation is pending. The building will be situated west of Butler Ave.

The courthouse elevator replacement project is underway beginning with the prisoner elevator. There's been some difficulty getting the elevators manufactured, with July as an expected delivery date. The project should be completed later in the fall.

The bids for General Aviation Facility have come back \$2,000,000 lower than expected. Mike Elder had advised those working on the project to sit down and do a bid review with the contractor to discuss expectations and avert ambiguity but it was deemed unnecessary and the contract was awarded to Cardinal Construction. The committee expressed concern over the discrepancy between estimates and the lowest bids. There was some speculation about the pandemic's effect on the industry's current

environment. The committee expressed interest in speaking with Mark Harris and airport director Jim Schell on the matter.

New windows for the courthouse are expected May 18<sup>th</sup>. The CBRF is open and occupied as of March 31<sup>st</sup> with some final touches still awaiting completion.

Jim Wise asked for a general update on the department with regards to labor and the challenges regarding the pandemic. Mike Elder updated the committee on adjustments made to observe social distancing and work with other departments' policy changes. The seasonal grounds crew begins May 18<sup>th</sup>. John Vandehey has retired as of May 1<sup>st</sup>, leaving a manager position open. Mike Elder has been working with Mike Collard regarding the department's organization and finding a replacement, which he expects to take four to six weeks at this time.

#### **7. Suggestions for Items for the Next Meeting Agenda**

The committee requested Mark Harris and Jim Schell be present at the next committee meeting to update and answer questions on the contract approval process.

#### **8. Set next meeting date and time**

The next committee meeting will take place June 10<sup>th</sup> at 9:00AM.

#### **9. Adjourn**

Tom Egan moved to adjourn, seconded by Andy Buck; motion passed 5-0 at 9:48AM.

Respectfully submitted,

Alyssa Lockhart, Administrative Associate – Facilities

5/13/2020