

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

DATE: Wednesday, June 8, 2016

TIME 9:00 AM

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

PRESENT: Bill Roh, Bill Wingren, Rob Keller and Tom Egan, Guy Hegg arrived at 9:05

ALSO PRESENT: Mike Norton County Board Supervisor District 20, Paul Eisen County Board Supervisor District 4 and Mike Elder – Facilities Director

Meeting was called to order by Committee Chairman, Bill Roh at 9:00 AM.

APPROVAL OF 5/11/16 FACILITIES COMMITTEE MINUTES: Motion to approve made by Bill Wingren and 2nd by Tom Egan to approve the minutes. Bill Roh stated that Guy Hegg was excused and the minutes should be changed to reflect, motion passed 4/0.

CORRESPONDENCE: Tom Egan started the discussion of some e-mails everyone had received from Mike Norton regarding modifying drinking fountains so that water bottles could be refilled. Mike Elder stated that they have been looked into and the cost would be approximately \$700 per drinking fountain. Mike also stated that each building now has a breakroom with a sink and faucet that can be used to refill water bottles. Bill Roh stated that it is his understanding that ergonomic needs are addressed by a County policy and that this issue is handled by administrative procedures and no further action is required.

PUBLIC INPUT ON AGENDA ITEMS: Paul Eisen addressed the Committee on his support that the tunnel between the Orrin King Building and the Courthouse should be used as a judicial and other appropriate staff restricted entrance subject to the same screening as the public entrance as described in Wisconsin Supreme Court Rule 68.06 Security: structure and Design, Paragraph 68.06.2.b.

CHAIRMAN REPORT: Bill Roh stated that he had nothing to report.

DISCUSSION AND APPROVAL OF THE REQUEST TO RECLASSIFY THE CUSTODIAL SUPERVISOR POSITION TO A MAINTENANCE SUPERVISOR POSITION: Mike described the need to reclassify this position due to the needs of the management staff to have an individual that has more mechanical aptitude and skills than just a custodial supervisor. This position supervises both custodians and maintenance workers. It is on call and needed to respond to situations requiring knowledge of the building systems and equipment. The department has attempted to do this with the past 3 individuals hired as custodial supervisors with limited success. Changing the title and job description would allow applicants to more fully understand the hiring expectations. Mike stated that the position is vacant now, and making the change would be the least disruptive and most expeditious manner in hiring someone. Motion to Approve be Bill Wingren and 2nd by Guy Hegg to approve. Motion passed 5/0.

DISCUSSION AND APPROVAL OF BUDGET TRANSFER FOR THE MAINTENANCE FACILITY PARKING LOT RECONSTRUCTION

PROJECT: Mike explained that the project went out to bid and the low bid came in \$100,000 over the approved funding amount. Mike explained several factors that affected the costs. Originally the project was approved in late 2014. The engineering firm was in contact with the city during the design phase, explaining what was being designed. The plans went to the City for approval in mid-2015. The City took 6 months to approve the plans. Once the City started the approval process they added the requirements for a retention pond which was not previously required. Mike stated that we are reducing the impervious surfaces by about 2/3. The engineer argued on the County's behalf and convinced the City to waive the pond requirement but did add a deeper 'polishing' pond. Adding to the cost is; the consolidation of the source of gravel to one, inflation due to the delay, market conditions that are driving up the cost (abundance of work, reduction in the number of contractors). Tom Egan asked if Highways could do some of the work such as trucking the gravel, milling the old surfaces. Mike responded that the Highway department has told him they want to do only the paving. Mike's preference would be for the Highway Department to do the entire project as one of their own. Discussion ensued over how the work would be done. Mike responded that the low bidder had several options to use and that they had submitted what they thought was the lowest bid to meet the requirements of reconstructing the parking lot. Guy Hegg stated that this was a lot

of money to pave the lot. Mike responded that it also included razing the salt sheds. Rob Keller made a motion to approve the budget transfer, 2nd by Bill Roh. Motion passed 4/1.

DISCUSSION AND REAFFIRMATION OF THE DECISION TO CLOSE THE TUNNEL BETWEEN THE KING BUILDING AND THE COURTHOUSE: Bill Roh explained the tunnel situation. At the start of the security project the Sheriff was in favor of closing the tunnel and having one entrance with screening to the Courthouse. Subsequent to that the Courthouse Security Committee formed a subcommittee, chaired by the DA, to look into access to the Courthouse. That sub-committee recommended that the tunnel remain open for use by the DA Office for employees. Tom Egan explained how the need for the tunnel to stay open was originally because the King Building had the breakroom that was used by staff in the Courthouse. The Courthouse now has its own breakroom. Guy Hegg stated that there were maintenance issues that supported the need to close and remove the tunnel. Tom Egan made a motion to reaffirm closing the tunnel, 2nd by Bill Wingren, motion passed 5/0

DIRECTOR REPORT ON DEPARTMENT OPERATIONS: Mike went over the budget report and stated the department is currently at 40% for the year so far. Mike answered specific questions about several revenue accounts and the building rental expenditure account. Mike discussed the current projects. Questions were asked on the Airport building as to how the process works. Mike said that the architect should have basic plans and costs in about 2 months. It would be presented to a joint committee meeting. If no concerns were expressed funding for the construction of the building would go to the County Board for approval. Guy Hegg suggested that the Airport staff be moved into the West Wing to allow for demolition to begin and avoid additional operational costs for the entire old building.

SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA: Tour of Maintenance Facility Buildings

SET MEETING DATE AND TIME: The next Facilities and Property Management committee meeting will be held on Wednesday, July 13, 2016 at 9:00 am at the Facilities and Property Management, 1221 Knapp St, Oshkosh, WI 54902

ADJOURN: Motion to adjourn by Tom Egan, 2nd by Rob Keller, motion passed 4-0 at 10:30am.

Respectfully submitted,
Mike Elder, Director, 6/8/16