

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

**DATE:** Wednesday, June 13, 2018

**TIME:** 9:00 AM

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

**PRESENT:** Rob Keller, Andy Buck, and Bill Wingren

**ALSO PRESENT:** Mark Harris - County Executive, Sheriff Matz - Sheriff of Winnebago County, Mike Elder – Director of Facilities, Harold Singstock – County Board Supervisor, and Bill Roh – taxpayer.

**EXCUSED:** Jim Wise & Tom Egan

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

**APPROVAL OF 5/09/18 FACILITIES COMMITTEE MINUTES:** Motion to approve the minutes made by Andy Buck and 2<sup>nd</sup> by Bill Wingren. Motion passed 3/0.

**CORRESPONDENCE:** Bill Wingren would like the sign at the William's building removed as soon as possible.

**PUBLIC INPUT ON AGENDA ITEMS:** Bill Roh commenting on review of actions beginning 4 years ago on the Airport Terminal and the Courthouse Security Project. Bill Roh expressed his concerns with the Courthouse tunnels being in use. Bill Roh presented the Post Crescent. Noted the front page article discussing the Outagamie County single entrance.

**DISCUSSION OF ORRIN KING BUILDING COURTHOUSE TUNNEL USE:** Bill Wingren directed questions to Sheriff Matz regarding the Outagamie County building. Do their employees go through the security? Sheriff Matz answered there is a separate entrance. Sheriff Matz presented reasoning behind the District Attorney and Assistant DA's using the tunnel. The tunnel use has been presented as a compromise and a solution to a safety issue. The system has evolved based off of what works. We have knowledge of who exactly has access to and uses the tunnel. Every swipe in is recorded, every swipe out is recorded. There is a motion sensor and camera that alerts the security center when the tunnel is being used.

**DISCUSSION OF AIRPORT DEPARTMENT RELOCATION:** Mark Harris stated that if the project is to move forward it is his opinion that it would be a bad decision to do it during EAA. The current plan is to do a study to get a design ready for what is needed and if the current amendment will work. There are multiple issues that need to be addressed including getting the data line to the other side of the building and getting an accurate estimate of the cost. Mark Harris said the study will happen soon. He wanted to give the new Airport Director time to settle. Mark Harris plans to clarify to the County Board that funds from the 1.2 million will be used to conduct the study and create the design.

**DISCUSSION OF ALL COUNTY BUILDINGS, AND FACILITIES DEPARTMENT RESPONSIBILITIES FOR BUILDINGS AND EQUIPMENT:** Mike Elder stated we are not budgeted for nor are we staffed to take on all of the County buildings at this time. This is a change that has been and needs to continue to happen slowly and gradually. Rob Keller suggested something be added to the agenda every six months to update the progress on how much has been accomplished (subjectively.)

**UPDATE ON UWFV:** Mike Elder stated that the boiler replacement project was awarded to Gartman. The library facade has started. They are currently putting up insulation.

**DIRECTOR REPORT OF DEPARTMENT OPERATIONS:** Mike Elder stated the Courthouse Window Replacement Project is moving forward. A proposal is being sent to the Historical Society. Mike Elder continues to look for funding through grants, there may be some through Focus on Energy. He addressed Bill Wingren's concern of the William's Building sign that Facilities will remove it as soon as possible. Bill Wingren asked for the County Administrative Building to get a large sign to distinguish it. Mike Elder stated the County Departmental Relocation is complete. There were some electrical rearranging for the elevators that had to be done but at this time it is finished.

**SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA:** Mike Elder stated he will be bringing forth a couple of capital projects.

**SET NEXT MEETING DATE A TIME:** July 11, 2018 at 9:00 AM

**ADJOURN**: Motion to adjourn made by Andy Buck, 2nd by Bill Wingren, motion passed 3/0 at 10:44 am.

Respectfully submitted,  
Katie Binning, Administrative Associate  
6/14/18