

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

DATE: Wednesday, June 14, 2017

TIME: 9:00 AM

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

PRESENT: Bill Wingren, Guy Hegg and Tom Egan

EXCUSED: Robert Keller, Bill Roh

ALSO PRESENT: Mike Elder – Director of Facilities, Harold Singstock – District 23 County Board Supervisor, and Mark Harris, County Executive

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

APPROVAL OF 5/10/17 FACILITIES COMMITTEE MINUTES: Motion to approve made by Bill Wingren and 2nd by Guy Hegg to approve the minutes. Motion passed 3/0.

CORRESPONDENCE: Tom Egan received a call that the Aviation Committee would like to have a joint meeting on July 20, 2017 at 9:00 am at Wittman Regional Airport with a tour of the Basler Flight Services Office with a possible action on whether to keep the current terminal or build a new terminal. Guy Hegg supports having a joint meeting but doesn't support having a vote when nothing is being proposed. Mark Harris stated that the reason for a new building is because of the cost of repairs that are needed for the current building. Mark Harris stated that funding for a new building is hardly ever approved as buildings are low on the priority list. Guy Hegg would like to see if Aeronautics would approve funding, then the Aviation Committee will be able to make a decision on what they want to bring forward to the County Board.

PUBLIC INPUT ON AGENDA ITEMS: None

CHAIRMAN REPORT: None.

DISCUSSION AND APPROVAL of BUDGET TRANSFER (\$13,667) for the ASPHALT REPLACEMENT AT KNAPP ST: Mike Elder said that he actually needs to increase the amount needed for the budget transfer to \$34,000.00. Radtke submitted in the bid a price of \$105,000.00 to do the parking lot. Ernie Winters from Highways said he would be able to do it for \$105,000 or less. Once they were in the process of doing the work they need more money. The parking lot is done now so this is to reimburse Highway's for the work that is already done. Guy Hegg would like to know what the overrun is for, a breakdown of costs.

DISCUSSION AND APPROVAL OF VACATING THE UNUSED EASEMENT ON THE WASHINGTON AVENUE HUMAN SERVICES PARKING LOT: Mike Elder said that we have an unused easement with the city which runs to south west of Washington Ave which is affecting the City to be able to sell land for condo's to be built. There is no current or future need for the easement. Motion to approve made by Guy Hegg, 2nd by Bill Wingren, motion passed 3-0.

DISCUSSION AND APPROVAL OF WPS EASEMENT AT THE WINNEBAGO COUNTY SHERIFF'S OFFICE: Mike Elder said that in order for WPS to run a service to the propane station they need an easement. WPS now requires an easement for all services. This easement includes the service to the Jail that was run in 2003. Motion to approve made by Bill Wingren, 2nd by Guy Hegg, motion passed 3-0.

DISCUSSION AND APPROVAL OF APPLICATION FOR ATC COMMUNITY PLANTING PROGRAM GRANT FOR 2018: Mike Elder said that the County Board rules state that he needs to get approval from the Committee before applying for grants. This grant would be \$500-5,000.00 to plant trees. Motion to approve made by Guy Hegg, 2nd by Bill Wingren, motion passed 3-0.

DISCUSSION OF COUNTY BUDGETING PROCESS: Mike didn't request to have this on the agenda. Rob Keller asked after the process was discussed at the County Board meeting. Put back on agenda once Rob Keller is able to attend the meeting.

UPDATE ON UWFV: No update.

DISCUSSION OF BASLER FLIGHT SERVICES OFFICE SUITE TOUR: Will take tour on July 20, 2017. Guy Hegg asked why can't Aviation move to another portion of the building (west wing) to save on heating costs in the large portion of the building.

Bill Wingren agrees with at least moving to the west wing in the time being, while a decision is being made. Tom Egan agrees with Guy and Bill and said that Basler is very accommodating and showed him what they could do. Tom Egan would like to invite Mark Harris to the July 20, 2017 meeting.

DISCUSSION OF DEPARTMENT RELOCATION PROJECT: Mike Elder said that the 4th floor is partitioned off, it will be painted tomorrow, and will be able to move HR in a couple of weeks, which will start the process of moving all departments to their new location. The process is moving along quickly.

DISCUSSION OF VETERANS MUSEUM STORAGE, STATUS, LEASE AND LIABILITY INSURANCE: Mike Elder said that he has not received the certificate of insurance yet but has been told that Winnebago County is listed as additional insured. The Veteran's Museum sent a statement of what they could pay which is \$500/month for 5 years with no escalator for use of 3900 sq. ft. (caged area and the footprint of the boat). Guy Hegg asked if they are moving in the right direction to get their building built in the next 5 years. Guy Hegg asked to have this topic on next month's agenda for approval. Mike Elder stated he could do a one year lease with the option to renew (4) 1 year leases. Tom Egan asked if Mike Elder could ask the Veteran's Museum to put the terms on letterhead with a date and signature.

DIRECTOR REPORT OF DEPARTMENT OPERATIONS: Mike Elder said that Monday nights wind storm caused a leak to the Airport roof that is 3' long.

Guy Hegg left meeting at 9:45 am.

ADJOURN: Motion to adjourn made by Bill Wingren, 2nd by Tom Egan, motion passed 2/0 at 9:46am.

Respectfully submitted,
Penny Schry, Administrative Associate-Facilities
6/16/17