

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

**REVISED**

**DATE:** Wednesday, July 12, 2017

**TIME:** 9:00 AM

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

**PRESENT:** Bill Roh, Bill Wingren, Tom Egan. Guy Hegg arrived at 9:10 am.

**EXCUSED:** Robert Keller

**ALSO PRESENT:** Mike Elder – Director of Facilities, Jon Groth – Highways Superintendent, Ray Palonen – Highways Commissioner.

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

**APPROVAL OF 5/10/17 FACILITIES COMMITTEE MINUTES:** Motion to approve made by Bill Wingren and 2<sup>nd</sup> by Tom Egan to approve the minutes. Motion passed 4/0.

**CORRESPONDENCE:** None

**PUBLIC INPUT ON AGENDA ITEMS:** Ray Palonen is here to talk about item #6.

**CHAIRMAN REPORT:** None.

**DISCUSSION OF VETERANS MUSEUM STORAGE, STATUS, LEASE AND LIABILITY INSURANCE:** Mike Elder said that after last month's meeting he sent George Eigner from Veteran's Museum an email regarding the proposed changes: Change the lease from a 5 year fixed lease to a 1 year fixed lease with (4) 1 year renewals and also to put the proposal on official paper. Mike hasn't received a reply yet nor has he received a copy of the certificate of insurance, however he has been told that Winnebago County is listed as additional insured. Bill Roh asked if we could tell the Veteran's Museum that we need to receive the certificate of insurance by September 1, 2017 or they need to move out of the building.

**DISCUSSION AND APPROVAL of BUDGET TRANSFER (\$34,000) for the ASPHALT REPLACEMENT AT KNAPP ST:** Mike Elder carried this over from last month's meeting so that Highway's would be able to attend and explain what the overrun is from. Mike has an email from Ernie Winters stating that Highway's would be able to do the parking lot for what Radtke had in the bid. Ray Palonen said that an estimate was not written out so he doesn't know how Ernie came up with the bid price. Ray said that it took more asphalt than what Radtke quoted in the bid. Ray also said that the parking lot wasn't ready when they came to do the work. Mike Elder said that when Radtke left the parking lot was proof loaded and passed. The parking lot did sit for 3 weeks and it did rain which caused the parking lot to settle when Highway's came in with their equipment. Tom Egan asked if the cost overrun should be put back on Radtke. Mike Elder said no, the parking lot was ready when Radtke left and Radtke had a fixed bid price for the parking lot asphalt. Ray Palonen said that he would like to be more involved in these projects from the beginning and he will provide written estimates on all future projects. Bill Roh asked if Highways builds in a profit in their invoices. Ray Palonen said no, actual costs. John Groth said that he would like there to be preconstruction meetings to keep everyone up to date with schedules. Motion to approve made by Bill Wingren, 2<sup>nd</sup> by Guy Hegg, motion passed 4/0.

**DISCUSSION OF WEST WING TOUR:** Guy Hegg said that there are two options for the terminal 1) sell the building and lease the land or 2) Move the Airport Administration to the West Wing and tear down the terminal portion of the building. Guy would like a presentation to be done in front of the full County Board. Bill Wingren asked if this Committee could bring a resolution forward. Bill Roh said yes, this Committee can bring a resolution forward. Bill Wingren asked how to determine how much it would cost to move Airport Administration over to the West Wing. Mike Elder talked to the Architect and it would cost \$25,000 to do a study on the whole building. Mike can find out how much it would cost to do a study on the West Wing portion of the building. Guy Hegg made a motion to recess for 10 mins at 9:50 am, 2<sup>nd</sup> by all. Meeting reconvened at 9:52 am. Fees for the cost to do a study on the West Wing should be about half of the \$25,000 that was estimated to do the whole building in which Mike could absorb in his budget. Bill Wingren would like a resolution created for the September 5, 2017 County Board meeting for a joint FBO & Airport Administration. Guy Hegg also stated that the

County could sell the terminal building and lease the land. Chamber of Commerce needs a new building and that would not affect the Airport Administration moving into the West Wing.

**DISCUSSION OF DEPARTMENT RELOCATION PROJECT:** Mike Elder said that the County Administration Building is about 50% complete. The Courthouse has not been started yet. Tom Egan asked if it would make sense to sell the Williams building for \$1 to be remodeled into college housing. Mike said that the Courthouse will need additional parking spaces.

**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. Guy Hegg hasn't heard anything new.

**DIRECTOR REPORT OF DEPARTMENT OPERATIONS:** Mike Elder discussed projects. Facilities is right on target within the budget.

**SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA:** Veterans Museum Update

**SET NEXT MEETING DATE A TIME:** Bill Roh asked if the August 9, 2017 could be at 9:30 am instead of 9:00 am. Tom Egan said to plan on him not being able to make the August 9<sup>th</sup> meeting as he has the fair clean up.

**ADJOURN:** Motion to adjourn made by Guy Hegg, 2nd by Tom Egan, motion passed 4/0 at 10:30 am.

Respectfully submitted,  
Penny Schry, Administrative Associate-Facilities  
7/14/17