

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

DATE: Wednesday, September 14, 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 9:15

ALSO PRESENT: John Matz – Sheriff, Mike Elder – Director of Facilities, and Harold Singstock – County Board Supervisor

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

APPROVAL OF 8/10/16 FACILITIES COMMITTEE MINUTES: Motion to approve made by Bill Wingren and 2nd by Tom Egan to approve the minutes. Motion passed 4/0.

CORRESPONDENCE: None

PUBLIC INPUT ON AGENDA ITEMS: Harold stated that he hopes that the Williams Building will be torn down in 2017.

CHAIRMAN REPORT: None

DISCUSSION OF WHO HAS ULTIMATE RESPONSIBILITY OF COURTHOUSE SECURITY I.E. SINGLE ENTRANCE/TUNNEL

CLOSURE: Bill Wingren asked that question of the County Executive. The County Executive said that Sheriff Matz has that responsibility. Bill Roh was under the impression that the tunnel would be closed as part of the Courthouse Security project. Which was part of his decision making process for approving the Courthouse Security Project. 18 months later the tunnel was brought up again and it was reaffirmed that the tunnel would be closed. In last month's Courthouse Security Committee Meeting a sub committee was formed and they recommended that the tunnel would remain open. Sheriff Matz said that it would be a single point of entry and everyone will be screened. The Victim Coordinator raised issues with certain witnesses having to use the single point of entry especially in cases where the defendant's family is extremely active. Sheriff Matz discussed how there are rare exceptions with victims and witnesses that may necessitate having them use the tunnel to avoid intimidating or dangerous exposure during the screening process. Tom can agree with that as long as the Sheriff's Dept. is regulating the tunnel access for witnesses only.

DISCUSSION OF DISTRICT ATTORNEY FILE STORAGE: A few months ago the Committee toured the storage buildings behind the Facilities shop. Mike said that this agenda item is regarding one department's storage needs however, the whole county has storage needs. Bill Roh asked if all these records were scanned, what would you use the building for. Mike said that he needs a place to store furniture, small equipment and supplies. Mike is getting requests all the time from other departments that they need storage space. The Committee said that it would be cheaper to hire a person to scan documents rather than build a new storage building. Information Systems would need to be contacted regarding data storage before doing a mass quantity of scanning. Guy said that Information Systems is having a meeting tonight, he will go and talk to them about it. Mike will talk to the County Executive about storage issues.

DISCUSSION OF VETERANS MUSEUM STORAGE: Mike said that this is a verbal agreement from when Jane Vandehey was the County Executive. Veterans were going to use the building for 2 years. Mike said that we should have a written agreement and they should have liability insurance. Mike talked to them about a year ago and they have nowhere to go with the stuff that is in the storage building and they don't have a move out date.

DISCUSSION OF WILLIAMS BUILDING USE AFTER RELOCATING VETERANS OFFICE TO COUNTY ADMINISTRATION

BUILDING): Mike stated that the Williams Building needs around \$300,000 worth of repairs. After the Veterans move to CAB, the plan is to raze the building. Tom asked if they had records that need to be stored. Yes they do but they are in the process of scanning their records so they might not need a lot of storage space. Mike is hoping to have the building torn down by the end of 2017.

DISCUSSION OF 2017 DEPARTMENT BUDGET: The County Executive deleted the lawn mower/snow blower from the budget. 2017's budget has been reduced 4% from last year.

DIRECTOR REPORT ON DEPARTMENT OPERATIONS: Mike received an email from Supervisor Olsen about the roofing project at Highways and some concerns he has. Mike talked to the architect and relayed the explanations to Supervisor Olsen. Mike discussed the department projects. Mike announced to the Committee that Penny Schry would be leaving for a position with the Cerebral Palsy Foundation in Oshkosh as their office manager. He expressed his appreciation for her service and stated that she will be missed as she was a significant part of the department.

SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA: Discussion and possible action on storage building #3, liability insurance. Discussion of UW Fox Valley Board of Trustees – someone to attend meetings.

SET MEETING DATE AND TIME: The next Facilities and Property Management committee meeting will be held on Wednesday, October 10, 2016 at 9:00 am at the Facilities and Property Management, 1221 Knapp St, Oshkosh, WI 54902

ADJOURN: Motion to adjourn by Bill Wingren, 2nd by Guy Hegg, motion passed 5/0 at 10:45am.

Respectfully submitted,
Penny Schry
Administrative Coordinator 9/15/16