

DATE: Wednesday, October 9, 2019

TIME: 9:00 AM

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

PRESENT: Rob Keller, Tom Egan, Bill Wingren, Andy Buck, Jim Wise

ALSO PRESENT: Mike Elder – Director of Facilities, Jim Schell – Airport, Steve Cummings - WCHAS

ABSENT:

1. APPROVAL OF 9/11/2019 FACILITIES COMMITTEE MINUTES

Bill Wingren pointed out an incorrect note on one of the motions passed in last month's minutes, stating he had voted no but was listed as having abstained. See item three.

2. CORRESPONDENCE – SHARED BY COMMITTEE MEMBERS

A neighbor contacted us requesting access to the Oshkosh Human Services parking lot for easement of their roof drains and storm sewers. Mike is going to recommend to the County Executive that we deny this request.

3. PUBLIC INPUT ON AGENDA ITEMS

Steve Cummings of the Winnebago County Historical & Archaeological Society informed the board that the historical marker would be made of bronze, and about six feet tall, with the text of the sign to come. He asked for recommendations for where to locate the sign.

Jim Schell brought updates concerning the airport, and a correction for last month's minutes: The motion to approve Amendment #2 to the EAA Ground Lease & Use Agreement, Bill Wingren did not abstain but voted NO with the motion passing 2-1.

Bill Wingren proposed a reexamination of the minutes, seconded by Tom Egan; motion passed 5-0. Motion to accept Jim's correction's to last month's minutes; motion passed 5-0.

4. DISCUSSION AND ACTION ON THE NEW AIRPORT GENERAL AVIATION TERMINAL

Jim Schell updated the committee on proceedings for the new terminal. The Bureau of Aeronautics is providing \$1,250,000 with an additional \$500,000 from the State Board of Aeronautics for civil site work.

Jim received a letter from Hertz Car Rental that they will be closing their airport location effective December 31, 2019. Jim has approached two car rental companies about providing them a location at the airport: Enterprise on Kohler and Avis in Appleton.

CR Meyer Services has provided schematics at no cost options for renovating the existing building into a 35,000 square feet, high-level multi-use facility. Range cost quoted from \$7-9 million.

Martin Riley is redesigning the new airport facility, avoiding major structural changes. The proposal for that is coming.

Jim intends to request an additional \$4 million from the county board. Prior to that he'll be attending the Aviation Committee meeting (November 6), the Facilities & Property Management Committee meeting (November 13), the forthcoming Personnel & Finance Committee meeting, and finally the County Board with the final request on December 16.

Most of the building should be completed by 2020 with demolition following after.

5. DISCUSSION AND ACTION ON THE SANITARIUM, POOR HOUSE/FARM, AND THE ASYLUM HISTORICAL MARKER

The committee discussed the marker's placement. The committee asked for and agreed with Mike's recommendation that the marker be placed somewhere on Butler Avenue, between Coughlin and Park View.

The committee decided we would pay no more than \$3,500, half the estimated cost of the marker. Motion made by Tom Egan, seconded by Bill Wingren. Motion passed 5-0.

6. DISCUSSION AND ACTION ON CARTER'S LEASE EXTENSION FOR 206 STATE STREET

Previously Carter's has leased the property for a \$1 a year following the purchase of the building. Per talks with Mark Harris, Carter's has agreed to extend the lease for five years at fair market value of \$82,000 a year and to provide their own parking. The lease is based upon useable square footage vs gross, and includes the built-in safe in the County Administration Building's basement.

Tom Egan motioned to approve the lease, Andy Buck seconded. Motion passed 5-0.

7. DIRECTOR REPORT ON DEPARTMENT OPERATIONS

Mike informed the committee that next week he is meeting with HR to discuss the reclassification of the administrative associate position recently vacated by Penny Schry.

- UPDATE ON CURRENT AND UPCOMING MAINTENANCE PROJECTS

Mike informed the committee of upcoming and current projects. The CBRF construction is going well and should be completed by the middle to end of December 2019. Mike is meeting with Berglund Construction next week concerning the courthouse windows. Coughlin's roof repair is going out for re-bid.

- UPDATE OF DEPARTMENT BUDGET

The Committee did not have any questions.

8. SUGGESTIONS FOR ITEMS FOR NEXT MEETING AGENDA

Update on item 4, the airport general aviation terminal. Mike will contact Steve Cummings on the historical marker.

9. SET NEXT MEETING DATE AND TIME

The next Facilities & Property Management meeting is November 13, 2019 at 9:00 AM.

10. ADJOURN

Motion to adjourn made by Tom Egan, seconded by Jim Wise; motion passed 5-0 at 10:15 AM.

Respectfully submitted,
Alyssa Lockhart, Administrative Associate
10/09/2019