

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

DATE: Wednesday, November 9, 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: Mike Elder – Director of Facilities, Laura Todd – IS, Larry Last - public

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

APPROVAL OF 10/12/16 FACILITIES COMMITTEE MINUTES: Motion to approve made by Tom Egan and 2nd by Rob Keller to approve the minutes. Motion passed 4/0.

CORRESPONDENCE: None

PUBLIC INPUT ON AGENDA ITEMS: Larry Last asked Mike Elder for information regarding the cost of the architect. He was wanting to know how the public can track the cost and the amount that has been used up and how much is left. Also wants to make sure how we can make sure the correct amount is billed to us. Mike stated the architect has a fixed cost. Also anything left over from the \$600,000 will go to the construction. It will reduce what we have to borrow. Martin Riley was the lowest cost and qualified architectural firm. Larry questioned the justification for the size of 12,500 square feet. Mike stated the details are still currently being worked out. Bill wanted to know how we are tracking the money and how the 5 million for the project will be added. It is all one account.

CHAIRMAN REPORT: Supervisor Wingren emailed and asked to be excused today.

DISCUSSION OF VETERANS MUSEUM STORAGE, STATUS, LEASE and LIABILITY INSURANCE: Mike Elder stated he spoke with their office staff and provided them with a sample lease. She said they would respond on Monday. No response. It is being taken to the board. No amount was discussed. Will discuss with Mark Harris and county board. Need to be sure they get insurance to keep us from being liable.

DISCUSSION OF UW FOX VALLEY BOARD OF TRUSTEES-SOMEONE TO ATTEND MEETINGS: Guy Hegg volunteered to attend meetings. Guy is going to go as public and report back to this committee. Mike will speak to Rich Haen to notify them that a representative will be attending. There is an 8 o'clock meeting on Monday with Mike, Rich Haen and Paul Franke (Outagamie County Maintenance Supervisor).

REPORT ON AND DISCUSSION OF DA'S STORAGE: Mike Elder spoke with Linda Kriz. She said new files are being scanned. Older files are being destroyed once they reach statute. No scanning of old files is planned. Bill questioned how many files can be destroyed that are 5-7 years old. Mike will follow up with Linda about the age of files that are being held.

DISCUSSION OF VETERANS MUSEUM STORAGE, STATUS, LEASE AND LIABILITY INSURANCE: Mike Elder said he has only been able to get ahold of the person who answers the phone. Mike provided a sample of a lease agreement. Bill Wingren asked about fire or vandalism. Bill Wingren who would be responsible. Next month's agenda update on Veteran's building.

DISCUSSION AND APPROVAL OF A CAPITAL IMPROVEMENT PROJECT AND BUDGET TRANSFER TO REPAIR THE COURTHOUSE PARAPET WALL AND ROOF (\$410,000): Mike stated the parapet wall needs to be fixed as the roof gets done. The current cost is exceeding the cost of the roofing project. Bids for the parapet wall came back at \$370,000. The wall is 2/3 of the cost. Leaks are believed to be coming from water getting behind the parapet wall waterproofing coating. Bill Roh asked about the timeframe for this. Mike stated the project would start next spring pending the approval of the funding. Tom Egan made motion to approve. Guy seconded with question of how certain Mike is about the leaks coming from the wall. Repeat motion to approve \$410,000 capital improvement project and budget transfer to repair the courthouse parapet wall and roof. Passed 4/0.

DISCUSSION OF AVIATION BUSINESS CENTER: Mike stated he just had a progress meeting yesterday. The estimate should be to Mike by the week of November 21st. We can then have a joint meeting to inform both committees about the cost. To have the meeting the last week of November then Personnel and Finance at the December meeting. The goal is to expedite

between two meetings. We are trying to avoid slowing down the project. If bids go out mid-January would be due mid-February we could start with the project mid-Spring. The meeting on November 30th will need a 24 hours' notice to be able to be amended. Committee chairs need to work out the time that works for everyone. November 30th date of meeting is currently in question. Possibly starting at 8:30 am. Bill Roh will talk to Bob Warnke about meeting time.

DISCUSSION OF PARK VIEW AND COUGHLIN CAMPUS-BUTLER AVENUE PLAN: Mike would like clarify a statement at the County Board meeting stating Facilities was given the responsibility of asphalt. Facilities tried to incorporate getting asphalt repairs done out of the normal budget allocation. There was no asphalt repair plan prior to Facilities attempt. The original discussion was that Butler Avenue needed to be reconstructed. There are currently four different options for the reconstruction. 2 options are urban type roads and 2 options are rural road with ditches and culverts. Also concrete or asphalt options. It would be less disruptive to the environment if we went with asphalt urban style with curbs and sidewalks. We would realign the road where it splits into 2 in front of the old Pavilion site. We would straighten out the road in front of the old Pleasant Acres building. Guy questioned why this isn't going to the Highways department and what the next step is. Mike stated this was part of his review and assignment from Mark Harris to develop a Campus plan for the area. Mike does plan to send all of the information to Mark and Ernie.

DIRECTOR REPORT ON DEPARTMENT OPERATIONS: The 2017 budget was passed. The department will be working on getting the 2017 budget started and making purchases. The Facilities parking lot is on target to be able to be used by Thanksgiving. The final layer of asphalt and landscaping will be completed in spring. The weather has slowed it down a bit. A sidewalk will be put in as required by the City of Oshkosh across the driveway. Mike will have to go back to the City for a water retention plan for the Aviation Business Center. Building repairs and maintenance equipment are higher as a total on the budget. Projection for utilities next year by WPS is stating utilities will go up next year difficult but the supply is at a 5 year high and mild temperatures making it more for estimate the cost. The tuck pointing on the Administration Building is slowed due to issues with the consultants. Orrin King having issues as will. The project will be pushed to next year. The courthouse security addition should be completed early February. Very close to dollar limit. May need small increase of approximately \$15,000. The courthouse department relocation should go out for bid early 2017. Internal reconfigurations still currently going on. People should start moving out early next year. The window replacements are being held up by the state historical society approving the window system. Looking for a place to use the window system to see how they hold up over winter. The card access system should be started in a few weeks. WRC almost done, should finish in a couple weeks. The drinking fountains are being installed soon. The highway shop roof replacement has been awarded and started first thing in spring. Masonry repair on building 2 & 3 is done. Roof on building 2 is almost done. Building 3 should be done the end of November. Neenah Human Services the outside lighting is being done. The Administrative Coordinator position is being interviewed on Friday. Three maintenance technician positions are open currently. The department just got a new remodeling request from a department that should have been requested in the budget process.

QUESTIONS ON THE BUDGET: None.

SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA: Discussion and possible action on storage building #3, liability insurance. Update on the DA's storage. Guy suggested solution or statement about projects that come up. Mike said he would talk to County Executive about it.

SET MEETING DATE AND TIME: The next Facilities and Property Management committee meeting will be held on Wednesday, December 14, 2016 at 9:00 am at the Facilities and Property Management, 1221 Knapp St, Oshkosh, WI 54902

ADJOURN: Motion to adjourn by Guy Hegg, 2nd by Tom Egan, motion passed 4/0 at 10:54am.

Respectfully submitted,
Katy Binning