

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

DATE: Wednesday, December 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 9:06 (after the approval of the minutes)

ALSO PRESENT: Mike Elder – Director of Facilities, Harold Singstock – County Supervisor

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: Bill Wingren stated in the joint committee meeting that he doesn't like that the Airport says they are the 3rd busiest Airport in Wisconsin. After stating this, he saw on the Airport's Facebook page that they added "Oshkosh is the 3rd busiest Airport in Wisconsin".

PUBLIC INPUT ON AGENDA ITEMS: Harold Singstock stated he doesn't like it when people classify a whole group based off of one person's view.

CHAIRMAN REPORT: Bill Roh wanted to apologize for some of the language he used at the Joint Committee meeting last month. He also stated that it doesn't matter if the Airport is the 3rd busiest Airport or not.

DISCUSSION OF VETERANS MUSEUM STORAGE, STATUS, LEASE and LIABILITY INSURANCE: Mike said that the Veteran's Museum has agreed to sign a lease. They were hoping to not have to pay rent. Mike said that we should be able to accommodate that the first year but after that rent will most likely be charged. The Veteran's Museum is working on a capital plan to add on to their building which will be able to store most of their equipment. That is several years out. Finance is reviewing their liability insurance. This lease will be for 1 year. Bill Roh asked if Mike could do a longer term lease showing year 1 at \$1.00, year 2 for X amount of dollars, etc. This way they will see what they will be paying ahead of time and may be an incentive for them to move things along with the addition to their building. Rob Keller said that you could charge per sq. ft. which might make them clean up their space and not take up the whole building.

REPORT ON AND DISCUSSION OF DA'S STORAGE: Mike reported that he talked to Linda Kriz and she stated they go through the storage building occasionally to get rid of documents that are past their destruction date. They do not intend on scanning these documents, they will stay where they are until they have reached their destruction date in which then they will be destroyed.

DISCUSSION AND APPROVAL OF A CAPITAL IMPROVEMENT PROJECT AND BUDGET TRANSFER TO COURTHOUSE SECURITY IMPROVEMENTS (\$5,000.00): This item can be pulled from the agenda. Mike stated that we are slightly over in the budget. We are going to wait until all the numbers come in and see where we are at.

DISCUSSION OF AVIATION BUSINESS CENTER: This is on the County Board Agenda on Tuesday. Bill Roh asked if the supervisors would be receiving a drawing of the building. Mike handed out the drawing to everyone. Bill Wingren asked why we are still doing flat roofs. Mike said to have a peak the building would be 3 stories tall and it's not really flat, there is a pitch to it. Harold Singstock stated that at the Aviation Committee a member of the public thought that the name of the building should be changed so that pilots know where they are supposed to go. Mike said that that is what the County is calling it, it will still be known as Wittman Regional Airport.

DIRECTOR REPORT ON DEPARTMENT OPERATIONS: Mike stated that we are at 85% of our budget however, there are still a lot of bills that we haven't received yet. We have gone over budget in building and equipment repairs, but overall still within the budget. Guy asked who will be responsible for the buildings and grounds once the new Airport is built. Mike said that it's a shared responsibility. Facilities does the HVAC, plumbing and electrical and Airport does the cleaning, grounds, and building maintenance. Guy asked when they would receive information on what Hertz will be charged for rent. Harold Singstock said that Peter Moll can't get numbers until he knows how much the building is going to cost, once they receive construction bids back. Mike discussed department projects.

SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA: Bill Wingren said that Park View's Department Head had concerns with the possibility of the CBRF type home that could be placed on the Park View grounds to replace the 2 Human Services houses. Guy Hegg and Tom Egan would like to be able to go see these homes. It was suggested that Marleah Keuler speak her concerns with Bill Topel directly. The Towards Tomorrow home is located in a residential neighborhood and they haven't had any problems with the home. Guy Hegg asked if they could get an update on the Human Services CBRF type building and also an update from Veteran's Museum.

SET MEETING DATE AND TIME: The next Facilities and Property Management committee meeting will be held on Wednesday, January 11, 2016 at 9:00 am at the Facilities and Property Management, 1221 Knapp St, Oshkosh, WI 54902

ADJOURN: Motion to adjourn mad by Tom Egan, 2nd by Rob Keller, motion passed 5/0 at 10:12am.

Respectfully submitted,
Penny Schry
Administrative Associate – Facilities 12/14/16