

WINNEBAGO COUNTY BOARD OF SUPERVISORS
Facilities & Property Management Committee

DATE: Wednesday, April 8, 2009

TIME: 9:30 AM

PLACE: Facilities and Property Management, 1221 Knapp Street, Oshkosh, WI 54902

PRESENT: Don Griesbach, Chuck Farrey, Tim Hamblin, Jim Koziczkowski (excused at 10:10 AM), Bill Wingren

ALSO PRESENT: David Albrecht-County Board Chair, John Casper-Oshkosh Chamber of Commerce, Jim Eagon-UW-Fox Valley Business Manager, Mike Elder-Facilities & Property Management Director, Patty Francour-Information Systems Director, Mark Harris-County Executive

ABSENT: None

Meeting was called to order by Chairman Don Griesbach at 9:30 AM.

APPROVE MINUTES FROM PREVIOUS MEETING: Motion to approve March 11, 2009 meeting minutes as written by Chuck Farrey. Seconded by Bill Wingren. Motion passed 5-0.

CORRESPONDENCE: Mike Elder shared a letter of concern from a citizen regarding the Courthouse restroom handicap accessibility. Mike told the committee he worked with John Bodnar on a response to the citizen and sent a letter with his contact information if she had additional concerns. Mike also told the committee he has contacted an architect to see what can be done to improve the accessibility of the Courthouse restrooms.

Mike also received a phone call from Grace Chapel indicating they are looking to sell the church located on Church Street across from the Safety Building. Mike told the individual the County is currently not looking at this site as a possibility, as they are trying to decrease the amount of County buildings.

Don Griesbach shared that he received a phone call from Judge Gritton regarding attendance at a Courthouse security meeting next week. Don intends to attend the meeting and will report back to the committee, but also feels the judges should be present at a future Facilities committee meeting.

PUBLIC INPUT ON AGENDA ITEMS: John Casper from the Oshkosh Chamber of Commerce would like the committee to look at options available downtown that would benefit the County and also the Oshkosh Chamber of Commerce instead of remodeling the existing Pleasant Acres building for office space.

DISCUSSION UWFV COMMUNICATION ARTS BUILDING: Jim Eagon from UW-Fox Valley shared a slide show presentation with the committee of the new Communication Arts Building on the campus. Jim indicated the project is going well and the interior should be completed the end of this month, with the exterior being completed in May or June with weather permitting. Jim also indicated the project is within budget. The Communication Arts Building will be ready for classes in the fall and the old facility will also have four classrooms available for use.

DISCUSSION AND ACTION REMODELING PLEASANT ACRES: Mark Harris would like to see this project move as quickly as possible with finishing out as much office space that anyone can occupy at any given time. Mark would like to see no heavy construction going on while other departments are already occupying the space and the unoccupied space to be nearly ready for occupancy. Mark indicated the departments that have immediate needs are: Public Health, Second Chance, I.T. Hub, I.T. department. Mark shared with the committee that his goal is to occupy fewer buildings and move the D.A. from rented space, which will end its current lease agreement two years from September. Mark also indicated that some remodeling will have to be completed in the Administration Building to accommodate the District Attorney's office. Mark also indicated that Veterans would need to be looked at, as well as the condition and future of the Williams Building. Mark said the following department/needs could also have a possibility of having space at the remodeled Pleasant Acres: Planning and Zoning, Family Care, meeting/storage space for PVHC and Human Resources clinic space.

Patty Francour indicated that the I.T. Hub can have no temporary moves and she needs lead time to prepare the project, along with appropriate weather for underground cable. Patty indicated it would be approximately \$250,000.00-\$300,000.00 for relocating the I.T. Hub to the remodeled Pleasant Acres with unfrozen ground.

The committee agreed that all heating, electrical, plumbing and I.T. be done at once, with Public, Health, I.T. Hub, Second Chance, I.T. Department as immediate needs. The committee would also like to present the County Board with a specific list of departments to be relocated before the tour of the facility on May 18, 2009.

Chuck Farrey moved to lay action over until May 13, 2009 Facilities and Property Management Committee meeting to come up with layout and approval of bonding. Dave Albrecht seconded. Motion passed 5-0

DISCUSSION AND ACTION ON COURTHOUSE SECURITY: Judge Tom Gritton would like to resurrect the Courthouse Security Committee and there will be a meeting on April 15, 2009 at Noon. Don Griesbach and Mike Elder will be attending. The distribution list of the e-mail that was sent and the committee role was discussed.

DISCUSSION AND ACTION RELOCATING FACILITIES DEPARTMENT: Mike Elder indicated he was approached by Brad Masteron from the Housing Authority about purchasing the strip of property by the Facilities Department to locate older resident housing. Mike indicated a legal process would have to happen with the City of Oshkosh to divide the property. Mike indicated the strip of land was included in the appraisal that was completed.

The committee would also like to have a more definitive number for the cost of relocating the Facilities and Property Management Department from their current facility. Mike will report on the cost at the next committee meeting.

MIKE ELDER REPORT ON DEPARTMENT OPERATIONS: Mike went through the project list that was mailed to committee members.

CHAIRMAN REPORT: No report

ADJOURN: Dave Alrecht made a motion to adjourn at 11:22 AM and seconded by Chuck Farrey. Motion passed 5-0.

Respectfully submitted,
Chris Kinderman
Secretary, Facilities and Property Management
4/9/09