

WINNEBAGO COUNTY BOARD OF SUPERVISORS
Facilities & Property Management Committee

DATE: Wednesday, June 10, 2009

TIME 9:30 AM

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

PRESENT (for entire meeting): Don Griesbach, Chuck Farrey, Tim Hamblin, Jim Koziczowski, Bill Wingren

ALSO PRESENT (before recess at 10:34 AM): Mike Elder-Facilities & Property Management Director, Mark Harris-County Executive, Susan Locke-County Board Supervisor District 26, Brad Masterson-Housing Authority, Mike Norton-County Board Supervisor District 20, Harvey Rengstorf-County Board Supervisor District 35, Bill Roh-County Board Supervisor District 6

ALSO PRESENT (after recess beginning at 10:50 AM): Troy B.-Oshkosh School District, Patrick Brennand-County Board Supervisor District 32, Jeanette Diakoff-County Board Supervisor District 31, Mike Elder-Facilities & Property Management Director, Jenny Fahrney, Oshkosh School District, Patty Francour-Information Systems Director, Bob Geigle-Oshkosh School District, Mark Harris-County Executive, Jane Hughes-Human Resources, Al Jacobsen-County Board Supervisor 19, Stan Kline-County Board Supervisor District 25, Tom Konetzke-County Board Supervisor District 1, Susan Locke-County Board Supervisor District 26, Brad Masterson-Housing Authority, Mike Norton-County Board Supervisor District 20, Mary Polishinski-Human Resources, Harvey Rengstorf-County Board Supervisor District 35, Bill Roh-County Board Supervisor District 6, Jay Schaefer-Information Systems Department, Barbara Sheldon-WIC, Mary Jo Turner-Public Health

ABSENT: None

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

APPROVE MINUTES FROM PREVIOUS MEETING: Motion to approve May 27, 2009 meeting minutes as written by Bill Wingren. Seconded by Chuck Farrey. Motion passed 5-0.

CORRESPONDENCE: None

PUBLIC INPUT ON AGENDA ITEMS: Bill Roh asked for clarification on how the County negotiates for selling properties regarding open and closed meeting laws. Mike Elder indicated that John Bodnar, Corporation Counsel, had e-mailed him the verbiage of the current Wisconsin law and it indicated that you can use closed session to discuss strategy and open session is for price negotiations.

DISCUSSION AND ACTION ON SPECIAL PAY REQUEST: Mike Elder is requesting a salary increase of \$2,000.00/year for Maintenance Supervisor John Vandehey. Mike indicated John was hired 18 months ago and received salary compensation at \$45,000.00, the lower end of the scale for the position, which is \$41,000-\$61,000.00. Mike indicated John is currently earning \$46,600.00 and the increase in salary would be an additional \$960.00 in benefits. Mike warranted the salary increase on John's job performance of surpassing others in the department and his ability to train his staff to decrease contracted services. Mike also indicated the request originally came from Karon Kraft, Human Resources Director and she supports the special pay request.

Bill Wingren made a motion to support the special pay request for John Vandehey at \$2,000.00/year. Seconded by Jim Koziczowski. Motion passed 5-0.

DISCUSSION AND ACTION ON BUILDING LOCKING PROCEDURES: Mike would like to propose a policy be made that the Facilities and Property Management does not unlock the Courthouse and Administration Building until 7:30 AM. Mike indicated they are currently being opened at 7:00 AM for a few employees that come in early to work, but the public can also access the Courthouse and Administration building at that time without any supervision. Mike also indicated that employees that need to come in earlier should have access cards to enter the building or can receive them if their supervisor requests it.

Chuck Farrey made a motion to take no action and to have the County Executive work with Mike Elder on a memo to departments indicating that the Courthouse and Administration Building will not be unlocked until 7:30 AM. Bill Wingren seconded. Motion passed 5-0.

DISCUSSION ON RECORDS RETENTION: Mike Elder indicated that records retention storage is currently at various buildings to include: Butler Storage Building, Building 2 at Facilities, Work Release Center. Mike also indicated that the more space that is available for records retention, the less inclined departments are to manage their records. Mike did say that Clerk of Courts and Register of Deeds are maintaining more electronic files and their departmental space needs are going down for records retention. The committee would like Mike to look into using Work Release Center for Records Retention and report back to the committee.

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

CHAIRMAN REPORT: Don Griesbach shared that he has received several phone calls regarding looking at the new site and consider it instead of remodeling Pleasant Acres due to the cost savings.

RECESS at 10:34 AM to travel individually to site at 112 Otter Street, meeting reconvened at 10:50 AM.

DISCUSSION AND TOUR OSHKOSH B'GOSH BUILDING: A tour was taken of the buildings.

SET DATE AND TIME FOR NEXT MEETING: The next Facilities and Property Management committee meeting will be held on Wednesday, June 24, 2009

ADJOURN: Bill Wingren made a motion to adjourn at 12:10 PM and seconded by Chuck Farrey.
Motion passed 5-0.

Respectfully submitted,
Chris Kinderman
Secretary, Facilities and Property Management
6/11/09