

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

**DATE:** Wednesday, May 11, 2011

**TIME** 9:30 AM

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

**PRESENT:** Tim Hamblin, Chuck Farrey, Joanne Sievert, Lawrence Kriescher

**ALSO PRESENT:** Mike Elder-Facilities & Property Management Director, David Albrecht – County Board Chair, Laura Todd - Information Systems, Larry Last-Public, Debbie Last-Public,

**ABSENT:** Bill Wingren, excused

Meeting was called to order by Chairman Tim Hamblin at 9:30 AM.

**APPROVE MINUTES FROM PREVIOUS MEETING:** Motion to approve April 13, 2011 meeting minutes as written, by Joanne Sievert, Seconded by Lawrence Kriescher. Motion passed 4-0.

**CORRESPONDENCE:** None

**PUBLIC INPUT ON AGENDA ITEMS:** None

**DISCUSSION ON PLANNING AND ZONING LOCATION:** Mike informed the group that the DA's office will take up two floors at the Orrin King Building. Looking at possibly moving Planning and Zoning to the 3<sup>rd</sup> floor of County Admin Building along with the Property Lister and GIS departments. Joanne brought up that we need to look at what are the public's needs to try to make things more convenient for them. A question was raised as to whether the Treasurer would be able to move as well in order to keep those groups together in one location rather than have the public running back and forth. Mike talked about the possibility of having documents electronically signed and/or sent interoffice to make the process easier for the public.

**DISCUSSION ON FACILITIES OVERVIEW:** Mike talked about how we have the Electrician and Plumber from the Parks Dept and we are to do the work that's in our capability for the Park's Dept. It was the understanding that if a job is out of our capability then Park's would hire and pay the contractor out of their funds. However, now Parks is coming back and saying that it's our responsibility. Facilities is going to go ahead and do this, just wanted to inform the board incase they see an increase in expenses.

**MIKE ELDER REPORT ON DEPT OPERATIONS :** We are now using one of the Plotter's that was left behind by Oshkosh Bgosh and we are able to look at prints in a 36x24 size. We are under budget so far for the year. As of March 31<sup>st</sup> we were at 21% actual with 30% budget and currently we are at 30% actual with 35-40% budget. Orrin King UPS- we are holding off until we know where Planning and Zoning will be going. Courthouse Security Group had a meeting on April 21<sup>st</sup> to discuss the needs/wants of the court system. Dawes St Lot – we lost 13 spaces because of the fence and landscaping that the city is requiring. There will be a total of 53 spaces. Cell tower is up. LEC Absorption Chiller is in progress – this will cut utility bills in half during the summer. LEC front windows – we did hear back and the windows are store front windows and just fit into the store front window guidelines. We are working on a solution to the problem with the rain/leaking windows. Facilities Roof and Tuckpointing is about 30% complete. OHS Tuckpointing was out for bid but came back with needing clarification. The low bid came back to a contractor that we do not know, checked out their references and they weren't good. A disqualification letter was sent to them. The next contractor has been notified. Asbestos abatement at PA is 95% complete and PAV is 30-40% complete. We are half way through the detailed design for the PVHC addition. Trying to find ways to minimize costs as the price of construction materials will be rising from the recent natural disasters that have happened. WRC boiler will be going out for bid soon. The elevator at CAB is up and running.

**CHAIRMAN REPORT:** No report.

**SET DATE AND TIME FOR NEXT MEETING:** The next Facilities and Property Management committee meeting will be held on Wednesday, June 8<sup>th</sup> at 9:30 AM at the Maintenance Facility, 1221 Knapp Street.

**ADJOURN:** Chuck Farrey made a motion to adjourn at 11:25am and seconded by Joanne Sievert, Motion passed 4-0.

Respectfully submitted,

Penny Schry  
Administrative Coordinator  
5/11/11