

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

**DATE:** Wednesday, January 13, 2016

**TIME** 9:30 AM

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

**PRESENT:** Bill Roh, Bill Wingren, Guy Hegg, Chuck Farrey and Tom Egan

**ALSO PRESENT:** Ernie Winters – Highway Commissioner, Mike Norton – County Board Supervisor, Mark Harris – County Executive, Rob Keller – County Board Supervisor, Chris Hallstrand – Airport, Bill Topel – Human Services Director, Harold Singstock – County Board Supervisor, Patty Francour – Information Systems Director, John Matz – Sheriff, and Mike Elder – Facilities Director

Meeting was called to order by Committee Chairman, Bill Roh at 9:30 AM.

**APPROVAL OF 12/9/15 FACILITIES COMMITTEE MINUTES:** Motion to approve made by Tom Egan and 2<sup>nd</sup> by Bill Roh, motion passed 5-0

**CORRESPONDENCE:** Bill Roh asked that items 5 & 6 be switched on the agenda so item #6 can be discussed first.

**PUBLIC INPUT ON AGENDA ITEMS:** None

**CHAIRMAN REPORT:** None

**DISCUSSION AND APPROVAL OF BUDGET TRANSFER (\$498,000) FOR THE DESIGN AND INSTALLATION OF SECURITY IMPROVEMENTS AT NEENAH AND OSHKOSH HUMAN SERVICES BUILDINGS:** Bill Topel stated that this all came about when Tom Wiedner came to a Facilities Committee meeting and said that there needs to be more security at the Human Services Buildings. That turned into having the Sheriff's Dept do a walk through to determine what areas need more security. The findings of the report determined that the reception areas need a better grade of safety glass. Bill Topel spoke with Mike Elder for guidance on which glass to go with. Bill Roh made a motion to postpone this item indefinitely, 2<sup>nd</sup> by Chuck Farrey. Bill Wingren asked why. Bill Roh stated that it hasn't been necessary for the last 30+ years. Chuck stated that the concern was about the public having access to go downstairs without any security. Bill Topel said those rooms that they have access to are public meeting rooms and it is not a safety concern. Mike Norton asked when this topic can be brought up again. Bill Roh said May. Guy Hegg stated that when this was brought up by Tom Wiedner, he was in support of some items on the report: locking doors that should be locked at all times, etc. He would like to see if those items have been done. Motion passed 5-0.

**DISCUSSION AND POSSIBLE ACTION ON BUTLER AVENUE REPAIRS:** Tom Egan asked Mark Harris why Facilities is doing asphalt. Mark said there has to be a campus plan for the whole project to be put together. Facilities is assigned buildings and grounds, so Facilities would take the lead on this project and Highways would do the actual asphalt work when possible. Chuck Farrey said that Mike Elder has the project in the capital plan for \$1.6 million which would include curb and gutter, we don't want or need to go that route. Ernie Winters stated that the driveway just needs to be maintained, once you start digging it up the City will come in and they will determine what needs to be done. Mark Harris is willing to move the project from Facilities to Highways. Guy Hegg asked who designed the County Parks Rd. Ernie Winters said that Parks was the lead on the project and Highways just did the asphalt work.

**DISCUSSION AND APPROVAL OF BUDGET TRANSFER (\$600,000) FOR THE DESIGN OF THE NEW AVIATION BUSINESS CENTER:** Chris Hallstrand said that this is phase 2, to have an engineer come in and do the design. The \$600,000 is 10% of the conceptual price. Chuck Farrey asked the chairman if it was correct that in last month's Facilities meeting if it was agreed to a square foot reduction from 14,898 to no greater than 13,500 sq ft. This plan shows the building at 14,898 sq ft. Bill Roh had asked Mike Elder previously what the procedure was. Mike had told him that there are 3 phases to a project. This is phase 2 and becomes a Facilities project. If the design comes back and the price or building aren't correct then the project doesn't go forward. Chuck Farrey asked Mike Elder what he was going to ask for in the RFP. Mike said that he would ask them to design a building between 12,000 – 14,000 sq ft. Mark Harris said that if you're putting a restriction of size on the project it should go before the County Board. When the money goes before the board there should be a resolution on the size. If the design comes back and it's over 13,500 sq ft and it's rejected, then the building will need to be redesigned which will cost more money. Mike Elder said that there will be updates and joint meetings throughout the project. Guy

Hegg asked why they are asking for \$600,000 when the building is \$4.85 million and the demolition costs has 20% for engineering costs figured into \$950,000 already. Chris Hallstrand said that they go by the total cost of the project which is \$6.5 million. Guy said that if we approve \$600,000 that is what will be spent. Guy made a motion to amend this to \$400,000. 2<sup>nd</sup> by Chuck. Guy said that the last page shows a fee of \$348,000 for engineering. Tom Egan said that P&F Committee approved the \$600,000 with any remaining money to be put back into the project. Bill Roh said that the \$600,000 doesn't mean that the bids will come in at \$600,000. The County still has to go with the lowest bid. Mark Harris stated that at the \$400,000 if the bids come in at \$420,000 or \$480,000 no one will be awarded the bid, then it will need to go out for bid again. Chuck Farrey said that \$400,000 should be sufficient. Vote defeated 2-3.

Tom Egan made a motion to amend the \$600,000 plan to say not to exceed 13,500 sq ft. 2<sup>nd</sup> by Bill Wingren. Guy Hegg appreciates the amendment but the \$600,000 is still too high. Bill Roh also appreciates the amendment but cannot support it. Vote 2-3 defeated.

Bill Roh made a motion to approve the \$600,000 original plan 2<sup>nd</sup> by Bill Wingren motion passed 3-2.

5 minutes recess at 10:55

Guy Hegg left at 10:55

Back in session at 11:00

**DISCUSSION AND APPROVAL OF BUDGET TRANSFER (\$15,000) FOR THE REPLACEMENT OF THE 2<sup>ND</sup> FLOOR AIR CONDITIONING UNIT LOCATED AT THE COURTHOUSE:** Motion to approve made by Chuck Farrey, 2<sup>nd</sup> by Tom Egan, passed 4-0.

**DISCUSSION OF DEPARTMENT MOVE OUT OF AND INTO THE COURTHOUSE:** Mike Elder met with the perspective consultants yesterday. 10 firms showed up. The bids are due back next Friday. Once that gets awarded then we will be able to start design work. Patty Francour asked Mike Elder if he knew when the Court Commissioner from the Public Safety Building will be moving over to the Courthouse as there is a \$30,000 video conferencing project that is ready to be started. Mike said that if it's not at the point of failing then it would be best to wait. Harold Singstock would like to see the departments from the Public Safety Building moved over to the Courthouse before the end of the year as the County pays rent there and the City has been talking about having a Municipal Court in their building. Mike said that they won't be moved over by the end of the year.

**DIRECTOR REPORT ON DEPARTMENT OPERATIONS:** Mike went over the 2015 Budget, Facilities is at 95-100%. Bill Wingren asked Mike Elder to explain the situation with the nurse call again. Mike said that they went out for bid on a wireless nurse call system. A wireless nurse call system needs to be UL listed, which it is. The State is reluctant on approving wireless nurse call systems, it finally has been approved by the State. No one bid on the project, going out for bid again. Chuck Farrey asked if the card access system is the same system that was controversial a few years ago with the thumb print time keeping system. Mike Elder said no, this is the card access system that allows employees in and out of buildings. The system is already in place this is an upgrade as the system is out of space and not operating correctly. Chuck Farrey asked when it was coming forward. Mike Elder will talk to the County Executive next week and have it on the agenda for next month. Bill Roh asked about the Work Release Center/Huber Center, Mike said the money for demolition is in the budget and when the ground thaws they will start demo. Mike Elder stated that Human Services is asking for a Shelter Care to be built in that spot. Human Services says that the current building won't meet state codes and doesn't work for them.

**SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA:** Card Access System Upgrade

**SET MEETING DATE AND TIME:** The next Facilities and Property Management committee meeting will be held on Wednesday, February 10, 2016 at 9:30 am at the Facilities and Property Management, 1221 Knapp St, Oshkosh, WI 54902

**ADJOURN:** Motion to adjourn by Chuck Farrey, 2<sup>nd</sup> by Bill Roh, motion passed 4-0 at 11:28 am.

Respectfully submitted,

Penny Schry, Administrative Coordinator 1/15/16