

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

DATE: Wednesday, July 8, 2015

TIME 9:30 AM

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

PRESENT: Bill Roh, Bill Wingren, Tom Egan, Chuck Farrey

ALSO PRESENT: Mike Elder - Director of Facilities, Tom Wiedner – County Board Supervisor, Mike Norton – County Board Supervisor, Larry Lautenschlager – County Board Supervisor, Harold Singstock – County Board Supervisor, Laura Todd – Information Systems, Julie Barthels – County Clerk’s Office, and Paul Eisen– County Board Supervisor.

ABSENT: Guy Hegg

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

APPROVE MINUTES FROM PREVIOUS MEETING: Motion to approve made by Tom Egan and 2nd by Bill Wingren 4-0 with the correction of location Room 60 at Courthouse.

CORRESPONDENCE: Chuck wanted to mention the document that Vicky Redlin created detailing the history of the Parks, well done.

PUBLIC INPUT ON AGENDA ITEMS: Julie Barthels stated that the County Clerk’s office would like to stay in the same building as the County Board meetings as they have two carts of supplies they need to move around for the board meetings.

CHAIRMAN REPORT: Bill Roh asked who sends/relays information/resolutions to the County Executive. Mike Elder said the Committee does. Tom Egan thinks that resolutions and minutes should go to the County Executive. Bill Roh asked if the temporary break room has been put in the old property lister area in Courthouse. Mike said that it hasn’t been done yet as Facilities is swamped with work. Bill Roh asked about the salt sheds. Mike said as soon as the City is done with the salt sheds Facilities will go out for bid to have them taken down. Bill Roh asked if it was ever determined if the UW Fox Valley Library project was a legal meeting. Tom Wiedner said that it was a legal meeting and was posted everywhere; they just missed sending it to the County Clerk to have it posted on the website. Chuck Farrey and Bill Wingren said that if it’s not posted on the website then it’s not a legal meeting.

REPORT OF HUMAN SERVICES SECURITY ASSESSMENT BY SHERIFF’S DEPARTMENT: In last month’s meeting it was determined that additional security was not needed at the Human Service Building. Skip this item for now as there isn’t anyone from the Sheriff’s Department here.

DISCUSSION AND POSSIBLE ACTION ON COURTHOUSE COMPLEX TUNNELS: Mike Elder obtained some rough numbers on what it would cost to repair the Orrin King Tunnel \$100,000 and if the tunnel were to be filled in it would cost between \$200,000- \$300,000. It would be cheaper to lock it and not use it. Chuck asked what the time frame would be to fix the leaks in the Orrin King tunnel and if it could be done at the same time as the CH Security Center? Mike said it could take 1-2 years and no, it is not tied in with the CH Security Center. Bill Wingren made a motion to have the Facilities Committee recommend closing the Orrin King Tunnel to the County Executive. Tom Egan 2nd the motion. Chuck does not support closing the tunnel, thinks it’s premature. Bill Roh said it won’t cost much to close and lock the tunnel. Motion passed 3-1.

DISCUSSION OF RELOCATION OF COUNTY DEPARTMENTS: Mike Elder received the final report and presented it to the County Executive. Before we move departments into the County Administration Building, additional parking needs to be addressed. Currently the County leases 20 spaces from the City for \$9,600.00 a year. The County can lease another 20 spaces for another \$9,600.00 or there is a house for sale \$72,000 that could be purchased by the County and create approximately 10 spaces. Bill Roh asked how long of a lease can we sign with the City. Mike said it’s a one year lease. Bill Roh asked how many spaces does the County need in order to move the departments over to the County Administration Building. Mike said roughly 40 spaces. Bill Roh said we can lease the spaces for a very long time for the amount it would cost to buy the house, demo and create 10 spaces. The Committee would like to pursue leasing the spaces from the City. Mike also received numbers of \$1.9 million to remodel the County Administration Building. When the building was purchased some work was deferred by putting cubicles in, now doors would need to be put in and offices built. The Courthouse will cost \$4.6 million. Tom Egan asked if room could be made at the County Administration Building for the

County Board so the County Clerk doesn't have to haul supplies to a different location. Mike said that the County Board could potentially go in the spot where the Veterans and General Services would have been going. Bill Wingren thinks that would be a waste of space for a 3 hour meeting once a month. Chuck and Bill Wingren highly recommend keeping the County Clerk at the Courthouse along with the County Board. Chuck asked what department was moving first and when. Mike said that a decision has to be made as to what departments are moving first. Chuck asked when the County Executive will make a decision. Mike said he can not speak for the County Executive. Mike will talk to the County Executive to try to get a direction to go in. Bill Roh would like this item on the August agenda.

DISCUSSION AND APPROVAL OF BUDGET TRANSFER (\$1,200,000) FOR COURTHOUSE WINDOWS: Mike said that this project and been approved for over a year. Facilities received a quote on three options: Single pane windows for \$740,000. Interior storms \$915,000. Thermal pane windows \$1,014,000. The design work is another \$100,000. Mike recommends going with the thermal pane windows. Chuck supports the project even though there is a difference in opinion on the cost; he believes it can be done for \$1,100,000. Bill Wingren made a motion to approve and 2nd by Tom passed 4-0.

DISCUSSION AND APPROVAL OF CAPITAL PROJECT – ROOF MAINTENANCE PROGRAM: The Highway's roof is starting to leak, needs to be addressed and replaced. It's a rubber roof and it's starting to shrink. Chuck made a motion to approve for the \$984,000, 2nd by Bill Wingren, passed 4-0. Mike said that it also includes a small section of the Courthouse roof.

DISCUSSION AND APPROVAL OF COURTHOUSE SECURITY PROJECT ARCHITECT: 6 consultants came back with a bid on the project. He recommends going with Kontext, as they have been involved with the project since 1999. They are the least amount at \$92,500. The highest bid came in at \$207,000. Bill Wingren made a motion to approve 2nd by Chuck, passed 4-0.

UPDATE ON TREE SURVEY AND 2015 FORESTRY OPERATIONS: The RFP's were sent out and only one person came back with a bid. They have done other work for Facilities and have been the least expensive. Mike did not pursue the grant this year as he thinks that Parks should go for it and Facilities received the grant last year. Chuck thinks that the County should hire a person to search and apply for these grants that are out there. It would cover the cost of the employee and save the County some money. Bill Roh would like to know if Parks will be pursuing the grant.

DIRECTOR REPORT ON DEPARTMENT OPERATIONS: Discussed department operations. The Facilities Dept is under budget so far at 42% however some project invoices have not come in yet. Facilities received a 1.15% increase in their budget for 2016. The committee would like to receive a copy of the 2016 budget at the next meeting.

SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA: Bill Roh will talk with the County Executive and Sheriff Matz to see if they can attend the August meeting. Please put the relocation of Courthouse Departments on the August agenda.

SET MEETING DATE AND TIME: The next Facilities and Property Management committee meeting will be held on Wednesday, August 12th, 2015 at 9:30 am at the Facilities and Property Management, 1221 Knapp St, Oshkosh, WI 54902

ADJOURN: Motion to adjourn by Chuck Farrey, 2nd by Tom Egan, motion passed 4-0 at 11:10 am.

Respectfully submitted,
Penny Schry, Administrative Coordinator 7/10/15