

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

DATE: Wednesday, September 9, 2015

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: Mike Elder - Director of Facilities, Isaiah Tate – Maintenance Supervisor, Mark Harris – County Executive, Mike Norton – County Board Supervisor, Sue Ertmer – County Clerk, Mary Krueger – County Treasurer, and Melissa Schnyder – Clerk of Courts.

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

APPROVE MINUTES FROM PREVIOUS MEETING 8/12/15: Motion to approve made by Guy Hegg and 2nd by Bill Roh, passed 5-0

CORRESPONDENCE: Guy Hegg has a comment on the Airport air conditioning but will wait to discuss until we come to it in the department operations.

PUBLIC INPUT ON AGENDA ITEMS: None

CHAIRMAN REPORT: Bill has a number of things that he will discuss once we come to them on the agenda.

DISCUSSION OF BUTLER AVENUE REPAIRS: Mike has gone back and forth with the City and Highway's as to whose road it is and both say it is not theirs. Any repairs that need to be done will be the County's responsibility. Mike will try to get an engineer from the 2016 budget, professional services account to design a better layout for Butler Ave. Chuck contacted Ernie and asked him to find out whose road it is, Ernie came back and said it is a county driveway. Ernie estimated the cost to be \$200,000; and can be built according to county standards. Chuck has asked that Butler Avenue be put on the Highway's Committee next agenda.

DISCUSSION OF DEPARTMENT MOVE OUT OF AND INTO THE COURTHOUSE: Mike forwarded the plan to the County Board and at next week's meeting, he will provide information. Then in October he will ask for funding. Chuck asked which departments will move first and when. Mike said that they will all move relatively at the same time as soon as the County Administration Building remodel is complete. Tom asked if the County Executive approves of the plan. Mark said that the plan is to move the non court functions out of the Courthouse and he supports the plan, however, there may be some modifications to the plan. Guy stated that the board knew that these modifications would happen when the building was purchased, now the time has come for the modifications to be done. Mary Krueger asked if they would be included on the layout of their area so that it functions properly for them and Mike said yes, once they get that far in the process they will consult all the departments. Melissa Schnyder asked what the time frame is to have the whole project done. Mike said that it would probably take 18 months once everything is approved.

UPDATE ON 2015 FORESTRY OPERATIONS: Isaiah Tate showed the Committee the tree management plan. In the future the public will have access to this information. The grant paid for training in urban forestry and for the tree management plan. Guy asked why is it important for the public to have access to this information, too much information that isn't necessary. Mike said that the DNR thinks it would be a good educational system for the public. Chuck said that in 2014 the County hired a full time person in UWEX, what is her role in this. Isaiah said that she is a big asset to the Facilities department; she also helps the public and goes out to their homes to identify and teach about trees, etc. Bill Roh said that Parks is looking into two grants. It was asked what they will be using that money for. Mike said that we can not speak for Parks. Bill Wingren asked why so much time is being spent on trees when there are projects that are taking too long for instance the Park View nurse call system and Courthouse Security. Mike said that the contractors are taking a long time getting the projects done.

DIRECTOR REPORT ON DEPARTMENT OPERATIONS: Bill Roh asked Mike why the Airport has \$100,000 in their budget for the redundant chiller when Mike took care of having a back up chiller on standby, though this issue was done. Mike said he was not aware of this until a few days ago and he does not know why it's back in the budget.

The Highway parking lot is done just needs striping yet.

Park View nurse call – state has to approve, they have 60 days to approve.

Courthouse break room is about 80% complete; just have a couple sinks to put in yet.

Tom asked if Mike asked for another position. Mike asked to have the plumber that is currently 75% to full time 100% and also asked for a part time clerical position to do data entry.

SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA: Keep the Courthouse Department moves on the agenda. Update on Butler Ave. Work Release Center roof on capital plan.

SET MEETING DATE AND TIME: The next Facilities and Property Management committee meeting will be held on Wednesday, October 14th, 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 Guy Hegg, motion passed 5-0 at 11:00 am.

Respectfully submitted,
Penny Schry, Administrative Coordinator 9/10/15