

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

**DATE:** Wednesday, August 11, 2010

**TIME:** 9:30 AM

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

**PRESENT:** Chuck Farrey, Tim Hamblin, Bill Wingren, Joanne Sievert

**ALSO PRESENT:** Mike Elder-Facilities & Property Management Director, Laura Todd-Information Systems, Pat Wolff-Oshkosh Northwestern

**ABSENT:** Bill Roh

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

**APPROVE MINUTES FROM PREVIOUS MEETING:** Motion to approve July 14, 2010 meeting minutes as written, by Bill Wingren. Seconded by Chuck Farrey. Motion passed 3-0, Joanne Sievert abstained.

**CORRESPONDENCE:** None

**PUBLIC INPUT ON AGENDA ITEMS:** None

**DISCUSSION AND DECISION ON PARK VIEW ADDITION:** Mike updated the committee on the status of the budget transfer request for the addition. He stated that it passed the Personnel and Finance Committee and would be on the agenda for the August 17<sup>th</sup> County Board meeting.

**DISCUSSION AND DECISION ON ASPHALT REPLACEMENT PROGRAM, DAWES STREET PARKING LOT**

**RESURFACING** Mike updated the committee on the status of the budget transfer request for the project. He stated that it had passed the Personnel and Finance Committee and would be on the August 17<sup>th</sup> County Board meeting. He also updated the committee on a meeting between Mike Elder, Tim Hamblin, Ken Robl, John Haese and Mark Harris. The meeting was called to discuss how asphalt projects would be handled in the future. The outcome was; for major projects requiring new parking lots, due to coordination concerns asphalt work with new construction/remodeling projects would remain with the project and be handled by Facilities. Maintenance type work such as crack filling, sealcoating and surface maintenance would be handled by Highways. Highways would also take over the Capital Project – Asphalt Replacement. Highways would inspect the asphalt surfaces and rate them much like roads and schedule repairs/replacement based on that.

**DISCUSSION AND DECISION ON OSHKOSH HUMAN SERVICES BUILDING TUCKPOINTING BUDGET TRANSFER:**

Mike Elder updated the committee on the status of the project. He stated that additional repairs were found that exceeded the approved budget amount. He requested that excess funds from the Neenah Human services Building Automation Upgrade project be reallocated to this project. A total of \$2,000 was requested to be moved. Motion to approve by Chuck Farrey, seconded by Bill Wingren. Approved 4/0

**DISCUSSION OF THE 2011 FACILITIES BUDGET:** Mike Elder briefly discussed the department budget and opened the discussion for questions. Chuck Farrey requested clarification on several line items. Mike provided the clarification. The meeting with the County Executive is scheduled for Monday August 16<sup>th</sup>, at 11:00 am

**DISCUSSION AND DECISION ON KNAPP STREET CELL TOWER LEASE:** Mike presented the answers to questions raised at an earlier meeting regarding the amounts other towers brought in to other municipalities. Mike explained that there are numerous variables that make a comparison difficult. The rents are all over the board for the municipalities. It depends on location, if a tower has to be built and how long ago the lease was written. This tower is less desirable due to being in the airport flight zone and its height restrictions. The provider needs to build the tower. These all combine to make the rent it commands lower. The provider is requesting to pay \$500.00 per month with a 7.5% escalator every 5 years. Mike stated that he thought this is a good value and in line with other rents. There is no cost to the County. Motion to approve by Chuck Farrey, seconded by Bill Wingren. Approved 4/0

**DISCUSSION ON PROCEDURE OF NAMING COUNTY FACILITIES:** Mike had provided other municipalities policies for review. Bill Wingren stated that the County should adopt a policy that prohibits naming buildings after a person. This can cause hard feelings for the suggested names of individuals that were turned down. The matter of how names are chosen if a large donor contributed to the project should be handled. For the Oshkosh B'Gosh building it was suggested that the new tenants be solicited for their input to a name. It was recommended that the building no longer be called the Oshkosh B'Gosh Building should be called the County Administration Building.

**MIKE ELDER REPORT ON DEPARTMENT OPERATIONS:** Mike Elder gave an update on the various other projects and operations.

**CHAIRMAN REPORT:** No report.

**SET DATE AND TIME FOR NEXT MEETING:** The next Facilities and Property Management committee meeting will be held on Wednesday, September 8<sup>th</sup> at 9:30 AM in the County Administration Building.

**ADJOURN:** Bill Wingren made a motion to adjourn at 11:46 am and seconded by Chuck Farrey. Motion passed 4-0.

Respectfully submitted,

Mike Elder  
Director, Facilities and Property Management  
8/20/2010