

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

DATE: Wednesday, February 9, 2011

TIME 9:30 AM

PLACE: County Administration Building, 112 Otter St, Oshkosh, WI 54901

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

ALSO PRESENT: Mike Elder-Facilities & Property Management Director, Laura Todd Information Systems, Doug Gieryn-Public Health Director, John Fink, County Executive Office, Karon Kraft, Director of Human Resources, Larry Last-Public, Debbie Last-Public,

ABSENT:

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

APPROVE MINUTES FROM PREVIOUS MEETING: Motion to approve January 12, 2011 meeting minutes as written, by Joanne Sievert, Seconded by Chuck Farrey. Motion passed 5-0.

CORRESPONDENCE: None

PUBLIC INPUT ON AGENDA ITEMS: None

DISCUSSION AND UPDATE ON PLEASANT ACRES AND PAVILION: Specs are down in Purchasing for bidding purposes on asbestos. Will take approximately 1 month til we get bids on asbestos abatement back. Water Tower does have lead paint and will be taken down. Once the abatement is completed, the deconstruction can begin and will take approximately 6 months. PA only has emergency lights on in the building, everything else is shut down. Specs are done for demolition. A question as to whether the Highway Dept can do the hauling and it will be determined on how much Highway is going to charge and be compared to other contractors.

DISCUSSION AND UPDATE ON COUNTY ADMINISTRATION BUILDING PROJECT: Karon Kraft, Director of Human Resources talked about how happy HR is with the move and their area. Thanked Mike and his department for their professionalism and efficiency. Mike Elder updated the committee on the status of the remodeling of the County Administration Building. 4 out of the 5 departments are moved in and it went smoothly. With moving in it has been discovered that there needs to be more signs put up in the building: front entrance needs to say County Administration Building and then there needs to be signs directing the public to the different departments, and signs in the elevators. Highway is doing the plowing at this location and is doing a good job. Also looking into the parking needs and possibly looking at leasing rather than buying if needed. A question was raised as to how Second Chance likes their new area and Mike said that it's working very well for them and we haven't received any maintenance requests from them. Public Health is scheduled to move into the building on Feb 23rd. After Public Health moves into the building, the building will be about 50% full. Once everything is settled with those 5 departments in the building, then will look at the needs of other departments and plan the next phase of moving other departments around. There is a need for Child Support to expand their area at the Courthouse. Also the VA building needs a lot of work done to their building. DA should be out of their building and into Orrin King Building by the end of July. We are at a good spot with the budget for this project and will have the project budget spreadsheet for the next meeting.

DISCUSSION ON ASPHALT MAINTENANCE: Mike Elder discussed the transfer of responsibility of private roads, driveways and parking lots to go to Highway Dept. Mike will reconfirm with John Haese.

MIKE ELDER REPORT ON DEPARTMENT OPERATIONS: Mike Elder gave a handout on all the properties that Winnebago County owns and which ones that Facilities Dept handles the maintenance and custodial duties for. Facilities Dept also assist other Depts so they don't have to hire out: Example the Expo building and the HVAC work. Mike said that if and when there are questions regarding the buildings, to call or email him and he will get the answers for the next meeting. A question was raised regarding the resigning of Dean Perry from UW Fox Valley and the committee would like a meeting on this topic, Mike will pass along the request. Mike will check into a couple of the residential properties on the list and find out if they are group homes or what they are for. Dawes St, the design engineer is working with Zoning on the new code for parking lots to see if it is grandfathered in. According to the December budget report Facilities Dept is at 92%. Mike to ask Mark, County Executive, about a grand opening of County Administration Building.

TOUR OF COUNTY ADMINISTRATION BUILDING: Mike took everyone through the 1st, 2nd and 4th floor of the County Administration Building.

CHAIRMAN REPORT: No report.

SET DATE AND TIME FOR NEXT MEETING: The next Facilities and Property Management committee meeting will be held on Wednesday, March 9th, 2011 at 9:30 AM at the Maintenance Facility, 1221 Knapp Street.

ADJOURN: Bill Wingren made a motion to adjourn at 12:35pm and seconded by Bill Roh.
Motion passed 5-0.

Respectfully submitted,

Penny Schry
Administrative Coordinator
2/10/11