

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

**DATE:** June 10, 2020

**TIME:** 9:00AM

**PLACE:** Virtual meeting via Zoom.

**PRESENT:** Jim Wise, Rob Keller, Tom Egan, Bill Wingren, Andy Buck

**ALSO PRESENT:** Mike Elder – Facilities Director, Marleah Keuler – Park View Administrator, Jim Schell – Airport Director, Patty Francour – Information Systems Department

**ABSENT:** None

**1. Approval of Minutes of the May 13, 2020 Facilities and Property Management Committee**

Motion to approve made by Bill Wingren, motion seconded by Andy Buck; motion passed 5-0.

**2. Correspondence – Shared by Committee Members**

None.

**3. Public Input on Agenda Items**

None.

**4. Update of New General Aviation Terminal Building**

Jim Schell briefed the committee. On April 23<sup>rd</sup> bids for the building contract were opened, we received five bids with the lowest being awarded to Cardinal Construction out of Fond du Lac.

The committee asked for who had reviewed the bids and Jim Schell explained it was bid through the Bureau of Aeronautics. Mike Elder and Facilities and Jim Schell and the Airport will be reviewing the project to ensure against unforeseen costs. All contractors who bid were prequalified under the State of Aeronautics. Andy Buck asked if that included subcontractors; it does not. Jim Schell offered to provide the committee with a list of subcontractors. He said the pandemic's affect on the construction industry probably contributed to the lower bids.

There is a pre-construction meeting June 22<sup>nd</sup>. The new General Aviation Terminal is expected to be complete June 14<sup>th</sup>, 2021. Andy Buck expressed his interest in attending, and reporting back to the committee.

**5. Discussion and Approval of a Capital Improvement Project Budget Transfer (\$699,000) to Complete the Design and Construct Training and Storage Building on the Park View Healthcare Center Campus**

Previously \$50,000 has already been approved for the project, with preliminary designs having been completed. The transfer would be added to that for completing the project. Motion to approve made by Tom Egan, motion seconded by Andy Buck; motion passed 5-0. Rob Keller will print off a copy of the transfer to sign and send to Mike Elder.

**6. Discussion of Facility Needs for the Jail Diversion Program**

Mike Elder informed the committee the bid package has been prepared and should be out soon.

**7. Discussion on future Facilities Committee Meeting protocol with regard to Heath Department/CDC guidelines**

The committee expressed unanimous interest in resuming in-person meetings and suggested several larger meeting spaces. Mike Elder will look into options.

**8. Director Report on Department Operations**

Mike Elder updated the committee on various department projects. The department has three custodial staff vacancies we're trying to fill. Mike Elder is working on the department's 2021 budget and intends to have a draft for the committee to review in July before submitting it to the county executive.

**9. Suggestions for Items for the Next Meeting Agenda**

The committee would like to revisit the jail diversion program (item 6), get an update on the General Aviation Terminal Building, and get news from Andy Buck on his attending the pre-construction meeting.

**10. Set next meeting date and time**

The next committee meeting will be July 8<sup>th</sup>, 2020. The location is to be determined.

**11. Adjourn**

Motion to adjourn made by Andy Buck, seconded by Jim Wise; motion passed 5-0.

Respectfully submitted,

Alyssa Lockhart, Administrative Associate – Facilities

6/10/2020