

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

DATE: Wednesday, June 10, 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, Guy Hegg .

ALSO PRESENT: Mike Elder - Director of Facilities, Jim Eagon – UW Fox Valley, Martin Rudd – UW Fox Valley, Tom Wiedner – County Board Supervisor, Mike Norton – County Board Supervisor, William Anthes – Sheriff's Dept, John Fink – For County Executive, Mark Harris – County Executive, and Paul Eisen– County Board Supervisor.

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

APPROVE MINUTES FROM PREVIOUS MEETING: Correction of minutes to show Bill Roh excused. Motion to approve minutes with revision by Bill Wingren, and 2nd by Chuck Farrey, motion passed 5-0.

CORRESPONDENCE: Chuck had the chance to speak with Kimberly Miller regarding the treatment of emerald ash borer trees and she gave him a different perspective on treating trees. Tom Wiedner asked Kim to come to this meeting and speak on this matter. We will talk more about this topic when we get to it on the agenda.

PUBLIC INPUT ON AGENDA ITEMS: None

CHAIRMAN REPORT: None

DISCUSSION AND POSSIBLE ACTION ON COURTHOUSE COMPLEX TUNNELS INCLUDING TOURING THE TUNNELS: Started with touring the tunnels. The Orrin King tunnel has structure problems, needs to be excavated and waterproofed, roughly \$100,000 for the repair. Options for the tunnels would be to fix it or tear it down/fill it in. Guy said that before we can do anything to the tunnels we need to move BR 6 and Family Court Commissioner. Chuck would like a more in depth study done on options for the Orrin King tunnel. Tom Egan said that as soon as BR 6 and Court Commissioner come over to the Courthouse we need to do something with the tunnels. Orrin King Tunnel should be closed off and filled in. Bill Wingren agrees. Guy made a motion to present a recommendation to the County Executive to pursue the transition of BR 6 at his earliest convenience for the purpose of closure of the Jackson St tunnel and Orrin King Tunnel, 2nd by Tom Egan. Motion to amend the recommendation to just the Jackson St Tunnel made by Guy and 2nd by Chuck. Motion passed 5-0. Put this on July's agenda: Motion and possible action on Orrin King Tunnel.

DISCUSSION OF RELOCATION OF COUNTY DEPARTMENTS: The architect didn't get the survey back until the week of May 19th. We need to make space in the Courthouse before we can move BR 6 and Court Commissioner. All the non court related functions will be moved over to CAB. Mark Harris wanted a few changes. **Basement:** The property lister is being moved over to CAB today and then general services will be moved over to CAB. A temporary break room will be put in the property lister area. Then the basement will have records storage for Child Support and Clerk of Courts. **1st Floor:** The Treasurer, Register of Deeds and County Clerk will be moved over to CAB. Then the 1st floor will have Clerk of Courts, Family Court Commissioner, Child Support and Circuit Court Commissioner. **2nd Floor:** A break room will be added. **5th Floor:** A new courtroom will be added, more restrooms.

CAB 1st Floor: The County Clerk and Treasurer will be moved over. Human Resources will be moved to 4th floor. Family court services, General Services moved to CAB 1st Floor. **2nd Floor** no changes. **3rd floor** Register of Deeds, Property Lister would be moved. **4th Floor:** Finance, Human Resources, County Executive, IS training room. Veterans location has not been finalized with location.

Chuck asked if this was the \$12 million project. Guy said it's too early to be calling this a \$12 million project, that's a misrepresentation. Regardless if anything changed at the Courthouse, it still needs windows that cost \$1 million, the hvac needs to be updated, the bathrooms need to be ADA accessible, etc. Tom Egan asked how long this project will take. Mike said it could easily be two years. Mark Harris said the first thing that needs to be done is to move departments around in CAB so that the departments at the Courthouse can move into CAB. Put this on July's agenda.

DISCUSSION AND POSSIBLE ACTION ON KNAPP STREET SALT SHED: The City of Oshkosh has a lease until the end of the year. The School District wants to lease one of the sheds for one year. Tom Egan is in favor of taking the salt sheds down. Motion to tear them down made by Tom Egan and 2nd by Guy, passed 5-0.

DISCUSSION AND APPROVAL OF FUND TRANSFER FOR CAPITAL PROJECT TO REPAIR THE EXTERIOR WALLS OF THE LIBRARY AT UW FOX VALLEY (\$216,000): Guy wasn't aware of this topic being on the agenda and doesn't know anything about it, motion to table this until next month, 2nd by Chuck. Bill said that it's on his revised agenda that was on the website as of June 5th, he feels that it shouldn't be tabled. Motion defeated 2-3. Jim Eagon said that this was approved by Outagamie County in October of 2014 because they do their budget differently. It was asked why hasn't this come forward to this committee prior to June 2015, Tom Wiedner said that it was just approved through the Trustee's meeting on Monday June 8th. A motion to approve the fund transfer was made by Chuck and 2nd by Tom Egan. Guy asked about the Trustee's meeting as it wasn't on the website for them to have a meeting. An amended motion was made by Chuck and 2nd by Bill Wingren to vote on this today as if the meeting was posted, pending review by Corp Counsel. Motion passed 4 approves and 1 abstains.

Guy left at 11:07 as he had another appointment.

DISCUSSION AND APPROVAL OF FUND TRANSFER FROM VEHICLE REPAIRS TO CAPITAL –EQUIPMENT (\$10,000) FOR REPAIRS TO MNT P-10: Mike said that he found out that if the repairs are more than 25% of the value of the vehicle then it needs to be in capital. This is for a new box on the truck. Motion to approve made by Chuck and 2nd by Tom, passed 4-0.

DISCUSSION AND APPROVAL OF FUND TRANSFER FORM VEHICLE REPAIRS TO CAPITAL EQUIPMENT (\$12,100) FOR REPAIRS TO MNT-17: This is the same situation and it's for a flatbed, motion to approve made by Tom and 2nd by Chuck, passed 4-0.

UPDATE ON TREE SURVEY AND 2015 FORESTRY OPERATIONS: The tree management plan was presented to the board a couple months ago. That gave a break down of how many trees, species and size. There are 725 ash trees, of that 123 ash trees are in good to excellent condition. They would like to treat those trees to keep them longer and to also have time to grow trees in areas that they cut some down. Facilities will be sending an RFP out this year to get quotes on taking down trees and obtain prices on different services we will need. This year 38 trees will be cut down and replanted. Chuck said that Kim Miller told him that the treatment for the trees can last up to 6 years.

DIRECTOR REPORT ON DEPARTMENT OPERATIONS: Discussed department operations. Mike would like to take down the Williams House garage; it's empty, not used for anything and in bad shape. Chuck asked about the budget line for janitorial services being over 100%, Mike will have to look at that, it may be that something was coded incorrectly. Bill Roh asked if the report is for the beginning of the month or the end of the month. Mike said it's the end of the month.

SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA: Courthouse tunnels discussion and possible action and updates on moving departments (status report monthly). Tom Egan asked why the security of other departments was not on this agenda, Bill Roh said that he had talked to the Sheriff and the Sheriff felt that it was unwarranted.

SET MEETING DATE AND TIME: The next Facilities and Property Management committee meeting will be held on Wednesday, July 8th, 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 11:40 am.

Respectfully submitted,
Penny Schry, Administrative Coordinator 6/11/15