

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

DATE: Wednesday, August 10, 2011

TIME: 9:30 AM

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

PRESENT: Tim Hamblin, Chuck Farrey, Joanne Sievert, Lawrence Kriescher, Bill Wingren

ALSO PRESENT: Mike Elder-Facilities & Property Management Director, John Bodnar – Corporation Counsel, Debbie Last – Citizen, Charles Greenley – Oshkosh Northwestern.

ABSENT: none

Meeting was called to order by District 10, Committee Member, Tim Hamblin at 9:30 AM.

APPROVE MINUTES FROM PREVIOUS MEETING: Motion to approve July 13, 2011 meeting minutes as written, by Bill Wingren, Seconded by Chuck Farrey. Motion passed 5-0.

CORRESPONDENCE: None

PUBLIC INPUT ON AGENDA ITEMS: none

DISCUSSION OF SCOPE OF COMMITTEE RESPONSIBILITIES: A question was raised at last month's meeting regarding what jurisdiction this committee has. Mike asked John Bodnar to sit in on this meeting and hopefully answer these questions. This committee has jurisdiction over all buildings and grounds of Winnebago County owned properties. John's interpretation of this committee would be for repairs and upkeep of the buildings and ground. This committee is a sub unit of the County Board. Everything has to come to the County Board for decision. The example used was the Airport putting in a road around the Airport. Chuck and Joanne said that it's county owned property and that plan should come before this committee. John's thoughts were that it's not a public road and it should go through the Aviation Committee. Bill mentioned that he thinks there are too many committees and overlapping committees. John suggested that this needs to go to the County Board for clarification or to amend the wording and take it to Harvey when he asks for any recommendations to changes to the rules, which occurs in March. This topic will be discussed again in February 2012 meeting. Mike addressed an issue that has been happening where employees are making changes to buildings (example: taking cabinets off the walls) without coming to this Dept with a plan or to schedule. John suggested that Mike takes that to the County Executive to address Depts following proper procedures. Debbie Last questioned the Airport Tower cooling problem and that the FFA puts that cost back on the citizens. The FFA pays approximately 95% of the cost of the Tower and then the rest is up to us, along with the repairs and upkeep.

DISCUSSION AND APPROVAL FUND TRANSFER REQUEST \$20,000 TO REPLACE BATTERIES IN COURTHOUSE UPS, CANCEL ORRIN KING BUILDING UPS INSTALLATION: With Planning and Zoning moving to the CAB building we no longer need to install a UPS in the Orrin King Building. However, with the IS equipment still in the Courthouse we need to replace the batteries in the Courthouse UPS. UPS stand for Uninterrupted Power Supply and what that does is if the power goes out, the UPS kicks in until the generator comes on. Motion to approve by Chuck Farrey, seconded by Bill Wingren. Passed 5-0.

DISCUSSION AND APPROVAL FUND TRANSFER REQUEST \$100,000 ABSORPTION CHILLER INSTALLATION AT JAIL: The original estimated cost was \$600,000 but the cost of the chiller came in higher at \$70,014. That leaves \$29,986.00 for any overages to the project. If the money is not used then it goes back into the bond proceeds. Motion to approve by Bill Wingren, seconded by Joanne Sievert. Passed 5-0.

DISCUSSION OF DEMOLITION OF PLEASANT ACRES AND PAVILION BUILDINGS: Bids have come in and the lowest bidder (Hertz Recycling) came in considerably lower. Mike has checked out his references and so far everything has checked out. City of Green Bay says that he's on schedule and is close to budget and doing a good job. Mike is going to schedule a meeting with him to go over everything and make sure the whole project is accounted for before awarding the bid to him.

DISCUSSION ON 2012 BUDGET: Mike has reduced the budget 1.6% (\$76,000) he is meeting with the County Executive on Sept 1st at 9:00. Question was raised about the wheelchair lift at the Courthouse room 60. That chair has been obsolete for 10 years now, need to upgrade to meet new ADA codes. Another question was raised about a boiler at the Laundry room building at Parkview and that needs to be heated as there is stuff in there. Previously it was heated with the heating system in the Old Parkview. This is a smaller boiler that will be going in. Question was raised as to why there is carpet in the Jail rather than tile. It was designed for carpeting.

Mike has also asked for 1 part time employee to help with grass cutting, These items are in the line of other improvements which is 1.6% lower then last year.

MIKE ELDER REPORT ON DEPT OPERATIONS: Courthouse Security Projects – going over non cost items that can be done, Mike has a meeting today. Looking at hiring an Architect to reconfigure the bathrooms in the Courthouse to make ADA compatible. We are a type 2 facility which means we need to make the changes when we can. We will be having the Dept of Corrections come take a look at the Courthouse signage as they need new lenses. FM desktop - database is loaded but there is a problem with it. Jail Absorption Chiller the walk through is July 21st, bid in August. Mike would like to replace the windows in the back of the shop as they are single pane windows but couldn't fit into budget. Parkview New Addition is 95% complete on the drawings and we are close to budget, Mike recommends that it goes out for bid. Parkview card access will be replaced.

CHAIRMAN REPORT: None

SET DATE AND TIME FOR NEXT MEETING: The next Facilities and Property Management committee meeting will be held on Wednesday, September 14th at 9:30 AM at the Maintenance Facility, 1221 Knapp Street.

ADJOURN: Chuck Farrey made a motion to adjourn at 11:30am and seconded by Lawrence Kriescher, Motion passed 5-0.

Respectfully submitted,

Penny Schry
Administrative Coordinator, 8/10/11