

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

**DATE:** February 22, 2023

**TIME:** 9:00AM

**PLACE:** 1221 Knapp Street, Oshkosh and virtually via Zoom

**PRESENT:** Andy Buck, E. Michael Robinson, Thomas Swan, Jim Wise

**ALSO PRESENT:** Mike Elder – Facilities Director, Steve Binder – District 13 Supervisor, unnamed Winnebago Citizen

**ABSENT:** Tom Egan

**1. Approval of Minutes of the January 18, 2022 Facilities and Property Management Committee**

A motion to approve the minutes was made by Mike Robinson, seconded by Thomas Swan; motion based 3-0 with Jim Wise abstaining.

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

None.

**3. Public Input on Agenda Items**

None.

**4. Discussion of Responsible Bidders/ Contractors and County Role**

Mike Elder updated the committee; with Corporation Counsel and other departments a process for disqualifying bidders deemed irresponsible is being developed.

**5. Discussion of Oshkosh Human Services Building Elevator Repairs**

Mike Elder updated the committee; bids are due March 1. Only KONE, with whom Winnebago County has an elevator service contract, has expressed interest so far.

**6. Discussion of Building Assessment Study**

Later the same day Mike Elder and County Executive Jon Doemel were to meet with three companies concerning the building assessment study. Outagamie County could not fund their half of the assessment for UW Fox Cities sites but asked for the cost for budgeting next year. Next January is the projected timeframe for assessing the UW Fox Cities buildings.

**7. Discussion of 980 Housing Project**

Mike Elder updated the committee. On February 28<sup>th</sup> bids for this project are due; six contractors have expressed interest. The City of Oshkosh has approved eight units, with the removal of the trailer. On June 3<sup>rd</sup> another individual might be released to the program, necessitating housing within the designated time limit. The committee asked for a timeline for completion. Mike Elder expects to award the bid in March, with construction beginning in April if the weather permits.

**8. Discussion on Shelter Care Project**

Mike Elder updated the committee on upcoming work on the newly acquired Harrison Street building.

**9. Discussion on Boathouse Project**

A delay to the completion of the project has been the removal of soil from the site. Previously the proximity of a coal gasification plant and paint factory have created concerns over contamination. The department has gone out for further soil sample tests, with the DNR to consult. If the soil is not a contamination concern the contractor has a place to store it. If there is a concern of contamination it must be removed to dry before being disposed of properly.

**10. Director Report on Department Operations**

Mike Elder updated the committee on operations. On February 28<sup>th</sup> the County Board will be meeting to vote on capital projects. Regarding the USDA lease, the USDA did not respond in time to the bid proposal from Cardinal to address their site changes and it will have to go out for rebid. The UW Fox Valley Childcare Facility has been completed. The chillers for Neenah Human Services are on order with a forty-two-week lead time. The department came under budget for 2022, largely due to staff vacancies. A new HVAC Specialist has been hired but the department is still seeking a Master Plumber. The committee discussed the importance of market-competitive wages as in the meantime plumbing work will have to be

contracted out. The committee asked about the County's and the department's continuing education or tuition reimbursement policies. Mike Elder explained he budgets for continuing education for trades but there is no County policy.

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

The committee would like to revisit items 4, 5, 6, 7, 8, and 9.

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

The next committee meeting will be March 22, at 9:00AM.

**13. Adjourn**

A motion to adjourn was made by Mike Robinson, seconded by Jim Wise; the motion passed 4-0.

Respectfully submitted,

Alyssa Lockhart, Accounting Associate – Facilities

02/27/2023