

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

**DATE:** March 1, 2024

**TIME:** 9:00AM

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

**PRESENT:** Andy Buck, Tom Egan, E. Michael Robinson, Thomas Swan

**ALSO PRESENT:** Mike Elder – Facilities Director, Jon Doemel – County Executive, Conley Hanson – District 26 Supervisor, Patty Francour – IT, Paul Kaiser – Finance Director, Mary Anne Mueller – Corporation Counsel, Steve Binder – District 13 Supervisor

**ABSENT:** Jim Wise

**1. Approval of Minutes of the January 24, 2024 Facilities and Property Management Committee**

Mike Robinson made a motion to approve the January minutes, motion was seconded by Tom Egan; motion passed 3-0. Tom Swan had not yet arrived to vote.

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

Tom Egan had invited County Executive Jon Doemel to answer questions about policy and procedure. Andy Buck requested item 7 be moved up before item 4, out of respect for Mary Anne Mueller's schedule. This was made into a motion by Mike Robinson, seconded by Tom Egan; motion passed 3-0. Mike Elder informed the committee of the Tri County Ice Arena's internal meeting on March 13<sup>th</sup> as a possible option for the committee to attend and get information. Tom Swan joined the meeting around this time.

**3. Public Input on Agenda Items**

Supervisor Steve Binder updated the committee that the Highway committee had not included item 6 on their own agenda yet, but that it would be addressed next month. Supervisor Conley Hanson voiced his support for item 4 but questioned the need for more money, and the procedure for seeking recourse with regards to the original engineer company that built the Highway office. He had some questions about the 980-housing project and how it had changed so over time.

**4. Discussion and Approval of an Additional Funding Request (\$205,000) for the Highway Office Reconfiguration and Mold Remediation Project**

Tom Egan proposed to discuss item 10 before item 4, motion seconded by Mike Robinson. Item 4's discussion followed item 10's. Mike Elder explained, regarding Supervisor Hanson's question regarding possible negligence from the original engineers, that we would be outside the window of time for that. The committee discussed the funding possibly coming from the interest on the Spirit Fund. Mike Robinson made a motion to approve the funding request, seconded by Tom Egan; motion passed 4-0.

**5. Discussion and Possible Action on Veterans Housing in Winnebago County**

Mike Robinson updated the committee on his research and conversations with the County Executive and Jeff Bucholtz of the Veterans Office. He as an upcoming meeting with the Center for Veterans Issues for more information and will report back.

**6. Discussion and Action on Naming the Highway Department conference rooms after Paul DeLap and John Schnyder**

Tom Egan made a motion to pre-approve the decision from Highways; seconded by Mike Robinson; motion passed 4-0.

**7. Discussion and Action of a County Appraisal Policy**

This item was discussed prior to item 4 per committee vote. Tom Swan discussed and answered questions about his proposed policy and appraisal process. Mary Anne Mueller explained the change to creating a County ordinance instead of a policy. Mike Elder explained the cost of appraising a property would come out of that department's budget. County Executive Jon Doemel asked how this would affect the Treasurer's foreclosure process; he also asked if it would affect the lease with the Tri County Ice Arena. Mary Anne Mueller explained the lease would be grandfathered in. The committee and Mary Anne Mueller discussed language; further information from the Treasurer pending. Tom Swan proposed the committee vote to approve the current language; motion seconded by Tom Egan; motion passed 4-0.

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

The committee discussed the re-codification progress and possible criteria.

**9. Discussion of Building Assessment Study**

Mike Elder explained with the assessment complete he will be pursuing a space needs analysis to create a master plan for the County's facilities. He's hoping for the County to standardize some of its space needs across positions and departments, to address who needs private offices, and what positions are hybrid with work-from-home being factored in.

**10. Discussion of 980 Housing Project**

Mike Elder updated the committee that we were in the final stages of construction, with landscaping to occur later. He addressed Supervisor Hanson's concerns, among them: the State's decision necessitating separate units to keep the individuals from being under

the same roof, issues with the City of Oshkosh, and bids coming in high. The units were also designed to be easy to remove in the event they weren't needed later. The committee requested a fence be erected around the property.

**11. Discussion on Boathouse Project**

Once the vendor has installed the overhead door the project will be complete.

**12. Director Report on Department Operations**

Mike Elder updated the committee on operations and answered questions. He discussed the staffing changes with the UW System and the status of UW Fox Cities. He updated the committee on staffing and hiring a carpenter, and the groundskeeper retiring. Mike Elder is also interim director at Solid Waste with the retirement of John Rabe.

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

The committee would like to revisit items 5, 6, 8, 9 – the space needs analysis if it is approved, 10, 11.

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

The next committee meeting will be March 27, 2024.

**15. Adjourn**

A motion to adjourn was made by Mike Robinson, seconded by Tom Swan; motion passed 4-0.

Respectfully submitted,  
Alyssa Lockhart, Accounting Associate – Facilities  
3/14/2024