

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

DATE: April 26, 2023

TIME: 9:00AM

PLACE: 1221 Knapp Street, Oshkosh and virtually via Zoom

PRESENT: Tom Egan, E. Michael Robinson, Thomas Swan, Jim Wise

ALSO PRESENT: Mike Elder – Facilities Director, Jon Doemel – County Executive

ABSENT: Andy Buck

1. Approval of Minutes of the March 22,2023 Facilities and Property Management Committee

Andy buck was absent, so Jim Wise served as chair. A motion to approve the minutes was made by Mike Robinson, seconded by Tom Egan; motion passed 4-0.

2. Correspondence – Shared by Committee Members

Jim Wise is chairman for the Ad-Hoc Task Force on Per Diems, and he updated the committee on the upcoming presentation for the May 2nd Special Orders Session of the County Board.

3. Public Input on Agenda Items

None

4. Discussion and Approval of a Facilities Naming Policy

Mike Elder provided the committee with copies of a rough draft of a policy he had made previously. The committee discussed the benefits of a policy versus an ordinance, vetting and approval processes, etc. The committee would like to revisit this topic next meeting.

5. Discussion of Responsible Bidders/ Contractors and County Role

Mike Elder discussed the issue with the committee and similar predicament other counties find themselves in. The committee discussed internal tracking, forms, etc. Mike Elder recommended considering a contractor's EMR rating, which is a safety score tied to the contractor's worker compensation payouts.

6. Discussion on the Oshkosh Human Resources Building Elevator Controls Modernization

Mike Elder updated the committee. Contracts are back and materials are on order.

7. Discussion of Building Assessment Study

Mike Elder updated the committee. Last week McKinstry started walk-arounds of various County buildings including the Sheriff's department, Oshkosh Human Services, and the County Administration Building. Someone from the Facilities Department is escorting the contractor to answer questions; there is a concern of some record keeping gaps regarding equipment and buildings in some departments as it is only over the past several years that Facilities has been permitted being involved in servicing and tracking property in departments such as Highways or Solid Waste.

8. Discussion of 980 Housing Project

Initially the plan was for eight units and moving the trailer on County Y but to remain within budget the County will now pursue construction for three units and will keep the trailer. On June 10th there is a hearing concerning an upcoming release for the 980 program and the County's good faith efforts to prepare housing with regards to the deadline.

9. Discussion on Shelter Care Project

The shelter on Harrison Street is operating well, the Facilities department has a list of improvements to begin work on. The committee had questions regarding the potential purchase of the Silvercrest shelter in Neenah. The Silvercrest shelter houses teenagers for longer terms of care and is an active site; this makes touring the site difficult. Mike Elder has reviewed the site and concludes the building is in good shape.

10. Discussion on Boathouse Project

The contractor met with Sheriff Matz, County Executive Jon Doemel, and Mike Elder and the contractor has agreed to cover any remaining overage costs regarding removing the contaminated soil to Outagamie County.

11. Director Report on Department Operations

Mike Elder updated the committee on department operations. He will meet with the Winnebago County Historical Society in May concerning the site of the historical marker. Andy Last has been promoted to Facilities Superintendent, vacating the carpenter position. The revisions for the USDA lease are complete, with documents sent to the main office in DC for approval so we can go back out for bids. There will need to be a budget transfer if it is accepted but the lease will still recoup Winnebago County costs within the first three years. So far, no response. The committee asked about and discussed possibly uses of the rooms if the USDA were to vacate. The County remains committed to helping farmers by having the USDA stay in the James Coughlin Center, which also houses the DNR and Land & Water. Mike Elder provided the committee with income statements. This past winter the County contracted out snow removal on County properties and it became costly; with the Highway Department nearly at full staff it is likely they will return to clearing County property parking lots with the coming winter season.

12. Suggestions for Items for the Next Meeting Agenda

The committee would like to revisit items 4, 8, 10, and 9 if there is an update on the Silvercrest shelter care property.

13. Set next meeting date and time

The next committee meeting will be May 24th, 2023, at 9:00AM.

14. Adjourn

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

Respectfully submitted,

Alyssa Lockhart, Accounting Associate – Facilities

5/4/2023