

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

**DATE:** May 24, 2023

**TIME:** 9:00AM

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

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

**ALSO PRESENT:** Mike Elder – Facilities Director

**ABSENT:**

**1. Approval of Minutes of the April 26, 2023 Facilities and Property Management Committee**

A motion to approve the April minutes was made by Mike Robinson, seconded by Tom Egan; motion passed 5-0.

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

Jim Wise updated the committee on the Ad-Hoc Task Force on the Per Diem Structure. Tom Egan discussed the annual county tour.

**3. Public Input on Agenda Items**

None.

**4. Discussion and Approval of Accepting an Energy Efficiency and Conservation Block Grant in the Amount of \$78,580**

Mike Elder updated the committee. He was notified by the Wisconsin Department of Energy that part of the infrastructure of the CARES Act is to issue out funding for energy grants to various government entities, and this includes a program awarding certain amounts to the top ten most populous counties in the state. This funding can go towards various projects to improve or replace equipment to be more energy efficient, such as the County's LED lighting upgrade. Mike Elder has done the preliminary work and will be going before the committee and County Board to get the funds accepted and earmarked for energy efficient replacements. Tom Egan made a motion to approve accepting the funds, seconded by Mike Robinson; motion passed 5-0.

**5. Discussion and Approval of a Facilities Naming Policy**

Mike Elder shared a policy he'd developed previously with regards to this issue. The committee discussed the method of approval and other concerns. The committee requested Mike Elder work with Corporation Counsel on this and update them with it by next month. Mike Robinson made a motion to move forward with getting the policy reviewed by Corporation Counsel, seconded by Tom Swan; motion passed 5-0.

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

Andy Buck had requested this item be added back to the Committee's agenda. He presented research he had done on other Wisconsin counties regarding this subject.

**7. Discussion on the Oshkosh Human Resources Building Elevator Controls Modernization**

Mike Elder updated the committee. The project is ongoing with a meeting set up for next week to go over progress.

**8. Discussion of Building Assessment Study**

Mike Elder updated the committee. The assessment is going well. The Facilities department has done a good job collecting, retaining, and organizing information for the contractor. Departments and buildings that Facilities is less involved in have to provide their own records. The projected completion date is September 4<sup>th</sup>, followed by a presentation before the County Board and the County Executive. Jim Wise asked about the UW Fox Cities properties being assessed. As those properties are jointly owned with Outagamie County, and Outagamie County was unable to secure funding for their half of the assessment in time, it has been put off until next year. If they do not approve the funding the decision of what to do next would be up to the County Executive. Mike Elder explained the reasoning for excluding the other bidders despite being lower in cost.

**9. Discussion of 980 Housing Project**

Mike Elder updated the committee. The contractor is ready to go but the County is waiting on a permit from the City of Oshkosh. There is a new resident scheduled to occupy the units once completed. A hearing for housing this individual will take place at the end of June.

**10. Discussion on Boathouse Project**

Mike Elder updated the committee. With the increasing cost of removing the contaminated soil the County Executive and Sheriff were unwilling to request more money for the project and intended to cancel; but Radtke approached the County willing to take on any further costs and removing the soil to Outagamie County. The work is underway.

**11. Director Report on Department Operations**

Mike Elder updated the committee on the budget and operations. The historical marker project will have the concrete poured next week. The USDA responded with further changes to the lease and bids will go out again shortly. The bid for the boilers at Neenah Human Services will go out soon. Mike Elder is working with his counterpart Paul Farrell of Outagamie County on the UW Fox Cities projects.

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

The committee would like to revisit items 5 through 10.

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

The next committee meeting will be Wednesday, June 28<sup>th</sup> at 9:00AM.

**14. Adjourn**

A motion to adjourn was made by Mike Robinson, seconded by Tom Egan; motion passed 5-0.

Respectfully submitted,

Alyssa Lockhart, Accounting Associate – Facilities

6/9/2023