

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

**DATE:** September 27, 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, Steve Binder – District 12 Supervisor

**ABSENT:** Mike Robinson (excused)

**1. Approval of Minutes of the August 23, 2023, Facilities and Property Management Committee**

A motion to approve the August committee minutes was made by Jim Wise, seconded by Tom Swan; motion passed 4-0.

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

The committee questioned why they were having to vote again for naming the conference room at 112 Otter Street. Mike Elder explained that there had been no resolution to vote on at the time. The committee expressed concern that items 4 and 5 had no resolution numbers.

**3. Public Input on Agenda Items**

Steve Binder shared his concerns with renaming rooms and buildings after elected officials but not long-time County employees.

**4. Discussion and Approval of Naming Room 120 in the David Albrecht Administrative Building for Sue T. Ertmer**

The committee noted this was their second time voting on this and that it had no resolution number. A motion to name room 120 at 112 Otter to the Susan T. Ertmer Conference Room was made by Tom Egan, seconded by Jim Wise; motion passed 4-0.

**5. Discussion and Approval of a 10-year Lease with the USDA at the James P Coughlin Center**

The committee expressed concern over no resolution number to go with this item. Mike Elder updated the committee on the project of remodeling the USDA offices, and the timeline for recouping costs; he answered questions about rent pricing. Jim Wise made a motion to approve the lease, Tom Swan seconded; motion passed 4-0.

**6. Discussion and Approval of Acceptance of a Fruit Tree Grant for UWO-Fox Cities**

Mike Elder explained that this grant would be going elsewhere, as the County had concerns about planting fruit trees.

**7. Discussion and Action on the Facilities Budget and the Role of the Facilities Committee**

Andy Buck requested this item in the interest of fostering transparency with the County. The committee discussed.

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

Tom Swan requested this item. In the past year the County has purchased two new buildings and he is recommending a system for appraising potential purchases in the future. The completed building study would provide replacement cost analysis but not market value with regards to selling any buildings. Mike Elder answered questions about the feasibility. With the committees' blessing Tom Swan will pursue writing a resolution regarding an appraisal policy for the County.

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

Mike Elder updated the committee.

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

Mike Elder explained there had been some surprise issues with needing to change the fire alarm after an inspection. It is being addressed and the elevator should be up and operational mid-October.

**11. Discussion of Building Assessment Study**

Mike Elder updated the committee. He received the report from the contractor last week. The committee expressed interest in receiving a presentation on the results from the contractor. The results will help determine prioritization of future projects and maintenance schedules throughout the County.

**12. Discussion of 980 Housing Project**

Mike Elder updated the committee. A new holding tank has been installed. The current resident is set for release, creating a vacancy which will be filled shortly by another release at Sand Ridge. The department will prepare the trailer for the next occupant. Mike Elder explained the management of the individuals at the site has changed from Attic Correctional Services to Adult Care Consultants. The project should be done by the end of the year.

**13. Discussion on Boathouse Project**

Mike Elder updated the committee. The contractor for the project did not build the boathouse according to the design, making future maintenance a challenge. Despite this it was deemed workable, and will be finished within the estimated time, and litigation would not be cost effective. Mike Elder answered the committee's questions.

**14. Director Report on Department Operations**

Mike Elder updated the committee on various UW Fox Cities projects and their delays. Mike Elder explained details of the Memorandum of Understanding regarding the agreement between Outagamie County and the UW System with regards to who was responsible for what on the Menasha campus. The childcare facility is near completion. There is some disagreement over the source of the leak in the library roof. There is continuing concern over the UW system with the layoffs and furloughing of employees. Mike Elder updated the committee on the budget and the upcoming snow season.

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

The committee would like to forward Steve Binder and the Highway Department the naming policy and revisit any suggestions for naming conference rooms at other sites. The committee would like to revisit items 8, 9, 11, 12, and 13. Mike Elder anticipates being able to present the department's budget for the committee. The committee would like a presentation from McKinstry on item 11.

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

The next committee meeting will be October 25<sup>th</sup>, 2023, at 9:00AM at 1221 Knapp Street.

**17. Adjourn**

A motion to adjourn was made by Tom Egan, seconded by Jim Wise; passed 4-0.

Respectfully submitted,

Alyssa Lockhart, Accounting Associate – Facilities

10/12/2023