

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

**DATE:** October 25, 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, Brian Defferding – District 6 Supervisor, Tyler Zastrow - McKinstry, Tim McAvoy - McKinstry

**ABSENT:** Tom Egan (excused)

**1. Approval of Minutes of the September 27, 2023 Facilities and Property Management Committee**

Mike Robinson made a motion to approve the September minutes, motion seconded by Jim Wise; motion passed 4-0.

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

None. At this time a motion was made by Mike Robinson to move item 9 to discuss after item 4, motion seconded by Jim Wise; motion passed 4-0.

**3. Public Input on Agenda Items**

Brian Defferding spoke to the committee regarding concerns about the Tri County Ice Arena, currently leased to Appleton Ice in a rent-to-own manner. Per the lease the leasee is responsible for all maintenance and upkeep. Some people approached Brian Defferding with concerns over the state of the site: the facility is not ADA compliant and there are holes in the ceiling. He sought advice on next steps to take from the committee regarding having Appleton Ice address such concerns or ending the lease with Appleton Ice. Other businesses that have expressed interest in the arena are the neighboring Ogden YMCA.

**4. Discussion and Approval of an Easement with WPS for a New Electrical Service at 851 Cty Road Y – 980 Facility**

Mike Elder explained that this had become a standard procedure with WPS and Jon Doemel explained this would save them having to contact the County any time they needed access to the premises. Mike Robinson made a motion to approve, seconded by Tom Swan; motion passed 4-0.

**5. Discussion of 2024 Facilities Budget**

Mike Elder presented the 2024 department budget and Jon Doemel was available for questions. The department's budget has remained flat except for utilities and labor. Staffing in the department has improved. There have been no requests made by other departments for significant remodeling work. Andy Buck asked with the utilities increase if there are any County projects to reduce energy consumption. Mike Elder cited the ongoing LED lighting replacement project and that the department looks for the most energy cost-efficient options when replacing equipment.

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

Tom Swan is working on the policy. He sought the committee and Mike Elder's advice regarding wording for bypassing the policy when met with emergency situations or when considering uncomplicated purchases such as land parcels.

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

Mike Elder is working with Information Technology creating a fillable form on the County's intra-net to document these issues.

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

The elevator is installed and operational; we are waiting on the State inspection.

**9. Discussion of Building Assessment Study**

Per committee vote, this discussion took place between agenda items 4 and 5. McKinstry representatives Taylor Zastrow and Tim McAvoy were available to answer questions. Mike Elder went over the results with the committee and answered questions. Jon Doemel explained the study did not involve any space usage assessments.

**10. Discussion of 980 Housing Project**

A motion to move this agenda item to take place before item 6 was made by Mike Robinson, seconded by Tom Swan. Motion passed 4-0. Construction is under way; it should be ready for occupancy by year's end. The resident in the trailer was released, opening it up for a newly released resident. Tom Swan confirmed these were detached units. The committee had questions regarding the change from eight units to three; Mike Elder responded about the extra price for site work. At the conclusion of the discussion Jon Doemel was excused from the meeting.

**11. Discussion on Boathouse Project**

Mike Elder explained Radtke Contractors did not build the boathouse according to design, meaning future repair or replacement of decking would be more difficult. It was deemed workable however, and as litigation or delaying payment could delay the project completion these avenues are not being pursued. These issues with the contractor will be documented for future consideration.

**12. Director Report on Department Operations**

Mike Elder updated the committee. The Expo generator bids are due at the end of the week. The Sheriff's evidence garage is out for bid. Mike Elder has a meeting with UW Oshkosh on November 6<sup>th</sup> regarding UW Fox Cities projects. The UW Chief Facilities Officer JoAnn Rife is retiring January 9<sup>th</sup>. Outagamie County has not approved money for various projects with UW Fox Cities, so they are on hold. There is a concern that the leaking in the campus library needs to be tested to find the source, but avenue has not been pursued.

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

The committee would like to revisit items 6, 7, 8, 9, 10, 11. They would also like Corporation Counsel to attend for the Tri County Ice Arena concern.

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

The next committee meeting will take place November 29, 2023, at 9:00AM.

**15. Adjourn**

A motion to adjourn was made by Tom Swan, seconded by Jim Wise; motion carried 5-0.

Respectfully submitted,  
Alyssa Lockhart, Accounting Associate – Facilities  
10/26/2023