

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

DATE: November 29, 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, Steven Binder – District 13 Supervisor, Brian Defferding – District 6 Supervisor

ABSENT:

1. Approval of Minutes of the October 25, 2023 Facilities and Property Management Committee

A motion to approve the October minutes was made by Mike Robinson, seconded by Jim Wise; motion passed 5-0.

2. Correspondence – Shared by Committee Members

None.

3. Public Input on Agenda Items

Steven Binder spoke to the committee in favor of renaming the conference rooms at the Highway Department after longtime Highway department employees John Schnyder and Paul DeLap.

Brian Defferding spoke to the state of the Tri County Ice Arena and recommended the committee's next step to be approaching Appleton Ice for further comments.

4. Discussion and Possible Action on the Tri-County Ice Arena

Mike Elder updated the committee and echoed Brian Defferding's suggestion about scheduling a meeting with Appleton Ice. Appleton Ice currently rents the arena, with the option to purchase the arena at the end of 2029. The committee discussed the terms of the lease and improvements needed to the site, and requested to table it until they could have someone with Appleton Ice come before the committee.

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

Mike Robinson brought the item before the committee, citing similar efforts made in Outagamie and Brown Counties as examples. The committee recommended Mike Robinson reach out to the Director of Veterans Affairs Jeff Bucholtz and the County Executive, for further information.

6. Discussion and Action on naming the highway department conference rooms after Paul DeLap and John Schnyder

This item originated with Supervisor Steven Binder. The committee discussed the recently created policy and procedure. It was recommended that to follow the proper channel the request should originate with the Highway Department, and then be brought back to the committee. Mike Elder will bring it up with Bob Doemel.

7. Discussion and Action of a County Appraisal Policy

Thomas Swan updated the committee on his progress, with a goal of having a policy complete by the next committee meeting and ready for review.

8. Discussion of Responsible Bidders/ Contractors and County Role

Mike Elder has been meeting with other departments for input and support. Contractor certification form are being modified.

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

Mike Elder confirmed this project was completed and the elevator was up and running.

10. Discussion of Building Assessment Study

Based upon the findings of the study, Mike Elder recommended a space utilization study. He is working with the County Executive on a strategic plan for the buildings and their use. The committee discussed the best time for McKinstry to do a presentation on the study.

11. Discussion of 980 Housing Project

Mike Elder updated the committee. There was a delay with the City of Oshkosh now requiring sump pumps in the basement, which was originally designed for and approved as a crawlspace. Completion has been pushed back to the end of January. The committee discussed options for holding contractors to a timeline.

12. Discussion on Boathouse Project

Mike Elder informed the committee the contractor would be erecting the metal building next month; it should be complete by the end of December. The fabrication had to change because of the design change from Radtke.

13. Director Report on Department Operations

Mike Elder updated the committee on the budget and on ongoing projects. He received the signed USDA lease and Corporation Counsel is reviewing comments on it. UW-Fox Cities has reached out to Mike Elder and Michael Collard regarding the Memorandum of Understanding. Mike Elder's counterpart at UWO, JoAnn Rife, will be retiring in January.

14. Suggestions for Items for the Next Meeting Agenda

The committee would like to revisit items 4, 5, 6, 7, 8, 10, 11, 12 and to see about meeting with Appleton Ice.

15. Set next meeting date and time

The next committee meeting will be December 27th at 9:00AM.

16. Adjourn

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

Respectfully submitted,

Alyssa Lockhart, Accounting Associate – Facilities

12/6/2023