



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 16, 2024**

A. Call to Order

John Hinz called the meeting to order at 1:00PM. Committee members present included: Andy Buck, Lucas Reinke, Thomas Swan. Jim Wise was excused. Also present: Jon Doemel - County Executive, Ethan Hollenberger - County Executive's Office, Paula Way - Human Services, Jamie Rouch - Administration, Tom Egan - District 33 Supervisor, Morris Cox - District 27 Supervisor.

B. Public Comments within the Jurisdiction of the Committee

Mike Elder had sent out copies of the Facilities Condition Assessment Report for the new committee members. He's also developed another project update report to begin sending the committee. County Executive Jon Doemel explained that the Facilities Condition Assessment Report is now available to the public online.

C. Communications Shared by Committee Members

Andy Buck made a motion to move item G3 up ahead of G2 and G1, seconded by Lucas Reinke; the motion passed 4-0.

D. Approval of Minutes

1. September 18, 2024 Meeting Minutes

A motion to approve the September minutes was made by Lucas Reinke, the motion was seconded by Andy Buck; the motion passed 4-0.

E. Committee Chair's Report

Nothing at that time.

F. 2025 County Executive Budget Proposal

1. 2025 Budget Overview by the County Executive

County Executive Jon Doemel presented the 2025 Budget Overview to the committee and answered questions regarding priority-based budgeting and asked for feedback.

2. 2025 Programs and Budget Request Presentation by the Department Head

Mike Elder went over the department's programs per the priority-based budgeting initiative, department costs, revenues, and financial summaries. He went over the department's success and challenges. Since the County's improved compensation plan, it has been easier to fill positions. The department is looking to convert a vacant Maintenance Technician to a custodial position, as based off Mike Elder's research into industry standards, the department is understaffed in custodial positions for the amount of square footage it is responsible for.

3. 2025 – 2029 Capital Improvement Plan Presentation by the Department Head

Mike Elder updated the committee on upcoming projects for various County facilities as well as additional funding needed for known projects. Andy Buck had to leave during this point in the meeting.

4. Recommendation from the Committee on the 2025 Budget Requests
Ethan Hollenberger explained to the committee this item was for offering their endorsement to the budget as presented to them that day. The committee decided against a vote, absent two members.

G. Business Items

Action may be taken on any business items.

1. Approval of Electric Underground Easement Agreement between Winnebago County & Wisconsin Public Service Corporation.
Mike Elder explained this was for the Wittman Airport fire station. A motion to approve was made by Tom Swan, seconded by Lucas Reinke; the motion passed 3-0.
2. Approval to Name Room 118 in the David W. Albrecht Administration Building the Patty Francour Information Technology Training Room
A motion to approve naming room 118 after Patty Francour was made by Lucas Reinke, seconded by Tom Swan; the motion passed 3-0.
3. Discussion: County Code Provisions Relating to Public Works Projects
This item was moved up for discussion but Supervisor Andy Buck had to leave. Lucas Reinke made a motion to table it until the next meeting, seconded by Tom Swan; the motion passed 3-0.
4. Discussion of UWO-Fox Cities Status
Tom Swan updated the committee about upcoming Board of Trustee meeting dates. Ethan Hollenberger presented a slideshow to the committee regarding possible options and concerns for the site; he answered questions about the committee's and the County's jurisdiction.

H. Director's Report

1. Update of 980 Release
A new individual has petitioned for release and Mike Elder is working with Corporation Counsel on the lease agreement.
2. Update of Highway Office Project
The project is near completion. The Highway Department staff should be able to return to the site at the end of the month. Furniture has been ordered.
3. Update of Evidence Garage /Morgue Building Project
The roof is up with a completion date expected mid-February; paving and landscaping to follow in the spring with better weather.
4. Update of 2024 Year-to-Date Budget
Mike Elder updated the committee. The department will probably come in under budget, though a complete picture won't be available until January. Mild weather and frequent vacancies are major contributors.

5. **Update of Current and Upcoming Maintenance Projects**

Mike Elder updated the committee. The grant application for the LED lighting project has been submitted and is in the review process; if granted, the money will be used to expedite the project and is done via reimbursement. The County-wide carpet replacement is on schedule; due to pricing, this is done on a twenty-year vs. ten-year schedule. The Facility Master Plan contracts are being processed. The department is purchasing boilers for the JP Coughlin Center and Neenah Human Services with the plan being to install them ourselves. The Neenah Human Services roof is nearly complete. The department is relocating a bus stop for Oshkosh Human Services after the City's change to the bus routes. Regarding the emergency generator for the Parks Expo Center, another critical piece has been delayed, pushing the project timeline to early 2025. In December there should be a listing for upcoming 2025 projects to go over.

I. Items for Next Agenda

Suggestions from committee members for items to be addressed on a future agenda

The committee would like to revisit item G3 County Code Provisions Relating to Public Works Projects. The committee would also like any updates on the UW-Fox Cities items.

J. Next Meeting Date

The next committee meeting will be November 20th, at noon, at 1221 Knapp Street and online via Microsoft Teams.

K. Adjourn

A motion to adjourn was made by Lucas Reinke, the motion was seconded by Tom Swan; the motion passed 3-0.