



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
TUESDAY, MARCH 24, 2026**

A. Call to Order

John Hinz called the meeting to order at 3:30PM. Committee members present included Tom Swan and Jim Wise. Excused committee members included Andy Buck and Lucas Reinke. Winnebago County employees in attendance included Lucas Locke - Wittman Airport, Andy Last — Facilities, and Paul Rothe — Facilities; online were Paul Kaiser — Finance Director and Linzi Gazga Parish — Park View Health Center Administrator. Also present, Conley Hanson — District 26 Supervisor and Kate Hancock-Cooke — District 7 Supervisor.

B. Public Comments within the Jurisdiction of the Committee

None at this time.

C. Communications Shared by Committee Members

John Hinz reopened the section to allow Tom Swan to expand on his remarks in item D1. Regarding the Wittman Airport market rate analysis, Tom Swan explained that his letter to the board and request for changes to the minutes would benefit as a record for how to order future appraisals for internal reviews and how to request additional professional help when the Committee feels the report is not standards compliant.

D. Approval of Minutes

1. Approval of the Minutes of the February 24, 2026 Facilities and Property Management Committee Meeting

Tom Swan requested that, in the previous minutes, regarding the Wittman Airport market rate analysis, references to his referring to it as "non-standard compliant" be changed to "not standards compliant." He requested references to his requesting the rent increase be postponed be changed to his asking for a review appraisal of the market rate analysis and another market rate analysis be completed in one year, to show where the analysis could be improved and to placate the tenants. A motion to approve the minutes with these changes was made by Jim Wise, seconded by John Hinz; the motion passed 3-0.

E. Committee Chair's Report

John Hinz thanked the Committee, Mike Elder, and the County for their work the past two years, their collaborative efforts, and their dedication to being proactive rather than reactive. Tom Swan expressed his appreciation for working on the Committee and with the County.

F. Business Items

Action may be taken on any business items.

1. Discussion and Approval of a Budget Amendment to Purchase a Replacement Boiler for Park View Health Care Center

Mike Elder explained that one of the three Park View Health Care Center's boilers was slated for replacement in 2027, but failed early. The Center can run on two but if one goes down in the winter months it would be impossible to maintain the building's temperature. The funds are available in Park View's fund balance account and the work will be done in-house. A motion to approve was made by Tom Swan, seconded by Jim Wise; the motion passed 3-0.

2. Update on Fox Cities Campus
Mike Elder explained the County is still in the process of finding someone to manage the theater and field house so they can be opened and begin generating revenue. The Barlow Planetarium is running and revenue is up. The County is in the process of hiring an appraiser to assess the site for its best and highest use. No decisions have been made on what to do with the site at this time.
3. Approval of Underground Easement between Winnebago County & Wisconsin Public Service
This is a standard agreement with Wisconsin Public Service for an easement that crosses Knapp Street between two properties leased by the Experimental Aircraft Association for the installation of electrical services on the EAA grounds. A motion to pass was made by John Hinz, seconded by Jim Wise; the motion passed 3-0.
4. Discuss and Approve a Monthly Lease Rate of \$1,340.00 for Hangar I-4 to Be Leased by Michael Hoy
Lucas Locke explained this was an existing tenant. This is in accordance with the new rate schedule from the market study. A motion to approve was made by John Hinz, seconded by Tom Swan; the motion passed 3-0.
5. Discuss and Approve a Monthly Lease Rate of \$440.19 for Hangar L-809A to be Leased by Kyle Voltz
Lucas Locke explained that this lease was in negotiation before the rate study and does not follow the new schedule, and that it is being sublet by the previous tenant at their rate previously agreed upon. A motion to approve was made by Jim Wise, seconded by Thomas Swan; the motion passed 3-0.

G. Director's Report

1. Capital Project Update
Mike Elder introduced Paul Rothe and Andy Last, two Facilities Department superintendents who he will be teaching about the Committee process in preparation for his eventual retirement. Mike Elder updated the Committee on ongoing projects. The Parks Expo Center emergency modifications are about 95% complete, with it being completed in one month. The Winnebago Courthouse fall protection project will begin in spring. The masonry repair at 112 Otter is complete except for the side of the building blocked by electrical wires; negotiations to have them moved are ongoing with Wisconsin Public Service. The roof replacement at 112 Otter Street will resume shortly, followed by 115 Waugoo Ave. The County Board approved funds for the space needs master plan design and an RPF for architects will be submitted shortly. The Orrin King chiller project should be completed in late April. Money for updating several generator controls was originally slated in the Department's operating budget but will need to be included in the Capital Plan.
2. Maintenance Project Update
Mike Elder was available to take questions about the maintenance project report; there were none at the time.
3. Budget Update
Mike Elder explained at 25% of the year how far the budget was spent on regular expenditures, the 980 offender budget, and the Fox Cities Campus budget.
4. Staffing Update
The Department is fully staffed as of March 16th.

H. Items for Next Agenda

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

No items for the next agenda.

I. Next Meeting Date

With the upcoming election in mind, the Committee tentatively set May 26th at 3:30PM as the next meeting. It will take place at the Facilities & Property Management Department at 1221 Knapp Street, Oshkosh, and virtually via Microsoft Teams.

J. Adjourn

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

[MIN_FOOT]