Winnebago County
The Wave of the Future

FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 20, 2024

October 16, 2024 Meeting Minutes

A. Call to Order

John Hinz called the meeting to order at noon. Committee members present included: Andy Buck, Lucas Reinke, Thomas Swan, and Jim Wise. Also present: Mary Anne Mueller - Corporation Counsel, Ethan Hollenberger - County Executive's Office, Jamie Rouch - Administration Director, Kevin Grater - General Manager of Appleton Ice, Inc, Madison Surprise - Enterprise Fleet Management, Benjamin Walljasper - Enterprise Fleet Management.

B. Public Comments within the Jurisdiction of the Committee

Kevin Grater informed the committee of Appleton Ice's intentions to expand operations and begin a capital campaign to finance building improvements. He requested information on how to proceed with meeting the County regarding optioning the lease. Mike Elder will be in contact with him regarding a meeting.

C. Communications Shared by Committee Members

John Hinz informed the committee that at the Oshkosh City Budget Workshop he discussed with Oshkosh Fire Chief Mark Stanley concerns regarding the Wittman Airport Fire Station, and plans for a future discussion with Stanley and Mike Elder.

D. Approval of Minutes

1. October 16, 2024 Meeting Minutes
   A motion to approve last month's minutes was made by Lucas Reinke, seconded by Tom Swan; the motion passed 5-0.

E. Committee Chair's Report

John Hinz discussed this in item C.

F. Business Items

Action may be taken on any business items.

1. Discussion: County Code Provisions Relating to Public Works Projects
   Mike Elder updated the committee on joining the American Public Works Association and his research into their best practices and accreditation to help with the Department's policies and procedures, as well as other Winnebago County departments concerned with public works. Ethan Hollenberger presented information and background on the Winnebago County recodification process, and the committee offered feedback. Andy Buck shared information and model language on his work concerning responsible bidders and including that in the process.

2. Discussion of UWO-Fox Cities Status
   Tom Swan updated the committee on the upcoming December 2nd Board of Trustees meeting. Mike Elder updated the committee that he and Paul Farrell (Outagamie County Facilities Director) were working to get inventory and maintenance records.

3. Presentation on Vehicle Equity Lease Pilot Program

   Mike Elder explained to the committee the difficulties the department has had in procuring new vehicles for the fleet ever since 2020. Jamie Rouch presented a commercial lease opportunity with Enterprise Fleet Management. Benjamin Walljasper and Madison Surprise of Enterprise Fleet Management were available for questions. The commercial lease would include maintenance, repairs, and managing a database; the Facilities department would be the first to test this arrangement for Winnebago County. Andy Buck was excused from the rest of the meeting. The committee recommended a common language recommendation to pass on to the County Board in favor of the commercial lease. The motion was made by Tom Swan, seconded by Lucas Reinke; the motion passed 4-0 with Andy Buck having been excused from the meeting.

4. Authorization to Enter Into an Easement with Adjacent Properties to 112 Otter Avenue for the Purposes of Restricting County Administration Building Height

   A developer had approached the County requesting an easement at the 112 Otter Street location. They have bought neighboring properties with the intention of building a hotel and the easement is so the County does not expand the 112 Otter Street building vertically. In return, the County has requested an easement allowing access to the back of 112 Otter Street as the building is directly on the property line, for purposes of accessing the gas meter, windows, etc. The committee discussed. A motion to approve the easement was made by Lucas Reinke, seconded by Jim Wise. The motion passed 4-0.

G. Director's Report

1. Update of 980 Release

   A new resident has been released, and a lease executed, with occupancy to fall sometime between the first and eighth of December. There are now two residents in the trailer and one in one of the units.

2. Update of Highway Office Project

   Mike Elder explained the project was virtually done though the office furniture had been delayed.

3. Update of Evidence Garage /Morgue Building Project

   The evidence garage is coming along with an expected occupancy at the end of January. The parking lot asphalt will follow in the spring.

4. Update of 2024 Year-to-Date Budget

   Mike Elder updated the committee. The 2025 budget has passed, 2024 is being wrapped up. A leave of absence in the department will necessitate some work going out for bid. The nice weather has helped with utilities costs.

5. Update of Current and Upcoming Maintenance Projects

   Mike Elder updated the committee on the energy grant and carpet replacement plan. The boilers for the JP Coughlin Center and Neenah Human Services have been purchased; the department should be able to install one but may have to contract out the other. The department is still waiting on parts for the generator at the Expo Center.

H. Items for Next Agenda

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

The committee would like to revisit all items in G and get an update on the UW-Fox Cities Board of Trustees meeting.

I. Next Meeting Date

The next committee will be on December 18th, at noon, at 1221 Knapp Street and online via Microsoft Teams.

J. Adjourn

A motion to adjourn was made by Lucas Reinke, seconded by Jim Wise; the motion passed 4-0.