



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
WEDNESDAY, DECEMBER 18, 2024**

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: Tom Egan - District 33 Supervisor, Kevin Grater - Appleton Ice, Inc. General Manager, Ethan Hollenberger - County Executive's Office, and Mary Anne Mueller - Corporation Counsel.

B. Public Comments within the Jurisdiction of the Committee

Tom Egan spoke in favor of transferring ownership of the Tri-County Ice Arena to Appleton Ice, Inc. as soon as possible.

C. Communications Shared by Committee Members

None at this time.

D. Approval of Minutes

1. November 20, 2024 Meeting Minutes

A motion to approve the November minutes was made by Jim Wise, seconded by Lucas Reinke; the motion passed 5-0.

E. Committee Chair's Report

John Hinz spoke of his progress working with Oshkosh Fire Chief Stanley on cooperating with the necessary repairs on the Wittman Airport fire station.

F. Director's Report

1. Update of 980 Release

Mike Elder updated the committee on the three individuals housed on the site on County Y and the terms of their leases. He warned the committee of the possible necessity of moving one of the trailer resident's to one of the tiny houses due to ADA concerns.

2. Update of Highway Office Project

Mike Elder explained that except for a few contractor items the furniture has been moved in and construction is complete. There are a few remaining concerns that the committee would still like an update on next meeting.

3. Update of Evidence Garage /Morgue Building Project

Mike Elder updated the committee that the construction should be done early January, with the medical examiner able to occupy the site at the end of January or the beginning of February.

4. Update of 2024 Year-to-Date Budget

Mike Elder updated the committee that the budget is under in all major categories, and that the priority-based budgeting initiative will give a better view of how the department works with

the rest of the County. The committee asked if the department's responsibility would increase to include buildings other department's currently contract out janitorial services for; Mike Elder explained it would depend upon available resources.

5. Update of Current and Upcoming Maintenance Projects

Mike Elder updated the committee. Carpet projects are done for the year. The master plan survey with Venture Architects began this week. Carpentry projects have been delayed with the carpenter on a leave of absence. The Parks Expo generator still has parts out for delivery. The Law Enforcement Center's UPS should be completed shortly. Mike Elder explained the change from listing projects and bids on DemandStar to OpenGov.

G. Business Items

Action may be taken on any business items.

1. Approval of Underground Natural Gas Easement between Winnebago County & Wisconsin Public Service Corporation at the location of tax parcel 91413510000

This would be for a gas line Wittman Airport needs run for EAA vendors and WPS requires an easement. A motion to approve the easement was made by Andy Buck, seconded by Tom Swan; the motion passed 5-0.

2. Discussion of County Wide Space Needs Assessment and Master Plan

Mike Elder explained that the vendor had started work and gave an estimated timeline. The contractor Venture Architects would speak to department directors in January, in March they will bring their findings to the committee to present options and received feedback. The contractor would then speak to the department directors one more time before presenting a final report to the committee in April or May, then presenting to the County Board. Ethan Hollenberger explained that the architect would like a special workshop meeting with the committee sometime near the end of March. The plan is that before the May County Board meeting, during the spring tour, the contractor will be able to join the tour to explain the proposal.

3. Authorization for Winnebago County to Enter Into an Agreement Transferring the Ownership of the Tri-County Ice Arena to Appleton Ice, Inc.

Kevin Grater of Appleton Ice, Inc. was present to speak to the committee and answer questions. He explained Appleton Ice, Inc.'s capital improvement plan and their difficulties securing funding as renters. Appleton Ice, Inc. has rented the Tri-County Ice Arena since 2014, with the option to buy at the end of their lease in 2029. Having operated the ice arena successfully per the lease they are seeking to shorten the lease and purchase the building. The committee discussed the site, Appleton Ice, Inc.'s tenure, and their options. Lucas Reinke made a motion to approve the transfer of ownership as stated, with Jim Wise seconding; the motion passed 5-0.

4. Discussion of UWO-Fox Cities Status

Tom Swan updated the committee. Ethan Hollenberger explained the County is still waiting on a separation agreement with the University of Wisconsin.

5. Discussion: Amend County Code 8.01 Regarding Public Works Projects

The committee was presented with the language and changes to the code. Andy Buck provided his model language for responsible bidders and went over his concerns. Ethan Hollenberger explained this committee would have jurisdiction on Public Works projects for the County. Mike Elder answered questions about how contractors would be reviewed for their work and answered questions; Mary Anne Mueller explained contractor review reports would be beneficial. Mary Anne Mueller worked on the code's language with the committee's approval. The committee chose to defer this item for next month.

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 the Director's Report, and item G5. They would also like to discuss the date and time of upcoming 2025 meetings.

I. Next Meeting Date

The next committee meeting will be January 15th, 2025 at noon. The meeting will take place at 1221 Knapp Street, Oshkosh and online via Microsoft Teams.

J. Adjourn

A motion to adjourn was made by Andy Last, seconded by Lucas Reinke; the motion passed 5-0.