



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 15, 2025**

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: Ethan Hollenberger - County Executive's office, Mary Anne Mueller - Corporation Counsel.

B. Public Comments within the Jurisdiction of the Committee

There were none at this time.

C. Communications Shared by Committee Members

Jim Wise mentioned a concern from the Solid Waste committee regarding item F1, if it would prohibit them from acting in a timely manner in an emergency. He and Mike Elder had resolved it; the committee has jurisdiction but in an emergency that would be overridden by the State or federal government.

D. Approval of Minutes

1. December 18, 2024 Meeting Minutes

A motion to approve the previous minutes was made by Andy Buck, seconded by Jim Wise; the motion passed 5-0.

E. Committee Chair's Report

John Hinz informed the committee the currently City Fire Chief Stanley is resigning. He will get in touch with the new Fire Chief regarding the airport fire station.

F. Business Items

Action may be taken on any business items.

1. Resolution: Amend County Code 8.01 Regarding Public Works Projects

Mike Elder revisited the previous concern about this interfering with emergency operations, explaining that there were already emergency procurement and policy procedures that would go into affect. Ethan Hollenberger explained this amendment didn't really concern such instances. Ethan handed out examples of a bid packet and a contractor response and discussed the scoring process. John Hinz requested a motion to open discussion; the motion was made by Andy Buck, seconded by Lucas Reinke. Andy Buck reiterated concerns about responsibility being taken for subcontractors by the general contractor. Mike Elder explained the report card process in review for projects that would enable subcontractors or contractors to be marked for disqualification. Ethan Hollenberger explained that if the amendment passed today it would be taken around to the other Public Works committees, then taken to the County Board for vote. The committee voted to approve the amendment, 5-0.

2. Approval of an Easement with the City of Oshkosh for a Bus Shelter Located at the Oshkosh Human Services Building
The City of Oshkosh realigned their bus routes, with the route falling between the Masonic Temple and the Public Library. They created a bus stop with the intent to put a sign pointing to the bus shelter but the County wanted the shelter moved to the bus stop, since Oshkosh Human Services receives numerous visitors. The County agreed to pour the concrete for the pad. The City still requires an easement, though the shelter is already in place. A motion to pass was made by Andy Buck, seconded by Lucas Reinke; the motion passed 5-0.

G. Director's Report

1. Update of 980 Release
Mike Elder explained the third individual has moved into one of the tiny homes. The Department of Human Services is seeking an application with the judge of record to relocate one of the individuals in the mobile home to another tiny home due to ADA and care concerns. If passed, this will mean two of three tiny homes are occupied with one of two beds open in the mobile home.
2. Update of Highway Office Project
Mike Elder explained the project is about 99% complete. The department has moved into the remodeled offices. Some remaining work will be completed in spring.
3. Update of Evidence Garage/Morgue Building Project
Mike Elder explained the project is about 95% complete. The medical examiner should be able to occupy it in early February. Asphalt and a few loose ends will be taken care of in the spring. Thomas Swan asked about housing a pathologist. Mike Elder explained the addition of a lab for a pathologist would add multi-millions to the scope of work but that there was room for a pathologist to work. Thomas Swan asked about housing a pathologist. This was not part of the original scope as it would be too costly.
4. Update of 2024 Year-to-Date Budget
Mike Elder explained the previous year's budget was still waiting on bills for projects and would have a more complete view available in March. Andy Buck asked if he was looking to take over more County buildings over the next year or in 2026 as cleaning contracts expired with other departments. Mike Elder explained those discussions were starting but it would require more staffing and a billing mechanism for departments not on the levy.
5. Update of 2025 Budget
Mike Elder explained the new year was underway and not many bills for 2025 had hit the budget yet.
6. Update of Current and Upcoming Maintenance Projects
Andy Buck asked how much of the department's time is spent on the UW-Fox Cities campus and sites therein. Mike Elder explained that so far it had been minimal; they do their own maintenance but sometimes might consult the Facilities department tradesmen on certain concerns. With the campus closing that will change but there's still a lot in the air. Mike Elder updated the committee on projects. The space needs assessment study is in progress. The courthouse fall protection bid package needs to be revised. Tuckpointing projects and the Branch 3 remodel design work are underway. The boilers for Neenah Human Services and the JP Coughlin Center are in transit, and the department is looking on getting them installed. The jail's Legionella project is receiving some modifications. The Neenah Human Services roof is in the final stages. The Expo Center generator's transfer switch is still delayed.

H. Items for Next Agenda

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

The committee would like to discuss future meeting dates and times at the next meeting.

I. Next Meeting Date

The next committee meeting will be February 19th, at noon. The meeting will take place at 1221 Knapp Street, Oshkosh and online via Microsoft Teams.

J. Adjourn

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