Winnebago County
The Wave of the Future

FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
TUESDAY, APRIL 22, 2025

A. Call to Order

Due to technical difficulties, the Committee meeting started late. John Hinz called the meeting to order at 3:45pm. Committee members present included: Andy Buck, Lucas Reinke, Jim Wise, and Thomas Swan. Also present: County Executive Gordon Hintz – County Executive's Office, Mike Elder – Facilities Director, Mary Anne Mueller – Corporation Counsel, Paul Kaiser – Finance Director, Tom Poweleit and Brad Kwasny - Venture Architects representatives.

B. Workshop on County Space Needs Study and Master Plan

1. Workshop by Venture Architects and Discussion on the County Space Needs Study and Masterplan

   The representatives from Venture Architects answered further questions from the Committee. They provided updated projected staffing numbers to include State and contract employees in addition to County employees, and provided projected numbers for starting the campus option immediately versus over time. An issue with locating the full campus by the Law Enforcement Center was raised as it would put public visitors within the 1500-foot barrier of the Chapter 980 offenders housed on County Y. Andy Buck requested Mike Elder reach out to the City of Oshkosh about any potential collaboration or coordination with the City with the options, with intent to further serve the public. The Committee provided guidance to include all information to the County Board. Venture Architects will provide a final report on May 12th, with a presentation to the County Board to take place in June. The County tour will highlight some of the issues addressed in the report.

C. Public Comments within the Jurisdiction of the Committee

None at this time.

D. Communications Shared by Committee Members

None at this time.

E. Approval of Minutes

1. 1. March 25, 2025 Meeting Minutes

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

F. Committee Chair's Report

Nothing at this time.

G. Business Items

Action may be taken on any business items.

Nothing at this time.

1. Approval of a Budget Transfer of $240,000 from Capital Outlay to Operating

Mike Elder explained that with the lease from Enterprise this was just a procedural movement of previously allocated funds for the purchase of new fleet vehicles. A motion to approve the transfer was made by Lucas Reinke, seconded by Andy Buck; the motion passed 5-0.

2. Discussion of Ordinance 3.14 - Appraisal Policy in the Acquisition, Disposition and Asset Management of Winnebago County Owned Real Property

   Tom Swan had requested the item and read off the definition of evaluations, sharing his concern about doing an internal rent study for the Wittman Airport hangars, and the Facilities Committee not being involved in discussion of rents. Mike Elder explained the ordinance was concerned with the buying and selling of property, and that ordinances already existed allowing the Aviation Committee to set hangar rents. Paul Kaiser was invited to speak and explained the previous process of basing rents off a State study, and the current direction of finding an independent contractor to advise on rent fees and schedules.

3. Discussion of County Board Action on RESOLUTION 0120-042025: Authorize the Execution of an Agreement with Outagamie County for the Purchase and Sale of Parcel No. 760126200 and Parcel No. 760167100, the Property Attached to it and its Contents

   Mary Anne Mueller informed the Committee that the Outagamie County Facilities Committee had just voted unanimously to divorce itself from the agreement and relinquish ownership to Winnebago County. Outagamie County's board will meet to vote on the resolution on May 13th. Mike Elder explained he would likely be requesting future funding later in the year for maintaining the campus. Lucas Reinke reiterated his concern about the Childcare Center. Mike Elder and Mary Anne Mueller cleared up some questions about the notification processes for changes to the Childcare Center's operations, but the Committee reiterated their desire to prevent its closing. Tom Swan asked about some mechanical concerns, but it was concluded that further discussion of future operations could wait until the final ruling regarding the dual ownership with Outagamie County.

H. Director's Report

Mike Elder asked if the Committee had any specific questions about the projects listed in the report. There were no questions at the time.

1. Update of Hangar 13 Demolition

   Mike Elder updated the Committee that he may need to request additional funding once he receives bid costs.

2. Update of 980 Release

3. Update of Evidence Garage/Morgue Building Project

4. Update of 2024 Year-to-Date Budget

5. Update of 2025 Budget

6. Update of Current and Upcoming Maintenance Projects

I. Items for Next Agenda

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

Andy Buck requested a list of upcoming maintenance projects going out for bid in the next three months. John Hinz requested item G3 remain on the agenda. The Committee requested continued updates on the Wittman Airport hangar demolition project.

J. Next Meeting Date

The next Committee meeting will be May 27th, 2025 at 3:00PM. It will take place at the Facilities & Property Management Department at 1221 Knapp Street, Oshkosh, and via Microsoft Teams.

K. Adjourn

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