



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
TUESDAY, MAY 27, 2025**

A. Call to Order

John Hinz called the meeting to order. Committee members present included: Andy Buck, Lucas Reinke, Thomas Swan, and Jim Wise. Also present: Michael Elder – Facilities Director, Michael Schuh - Finance, Paul Kaiser - Finance Director, Koby Schellenger - County Executive's office, Jim Schell - Wittman Airport, Kevin Grater - Appleton Ice, and Tom Wroblewski - Appleton Ice.

B. Public Comments within the Jurisdiction of the Committee

Nothing at this time.

C. Communications Shared by Committee Members

Nothing at this time.

D. Committee Chair's Report

Nothing at this time.

E. Approval of Minutes

A motion to approve both the April 8th and April 22nd minutes was made by Jim Wise and seconded by Lucas Reinke; the motion passed 5-0.

1. April 8, 2025 Minutes

A motion to approve both minutes was made by JW LR

2. April 22, 2025 Minutes

F. Business Items

Action may be taken on any business items.

1. Discuss & Approve a Ground Lease Agreement between Winnebago County and Below Minimums Aviation, LLC

Mike Elder explained this was the Committee of jurisdiction for leases. Jim Schell was available to provide background on the owner, who wishes to downsize from his current hangar as some operations have moved to Appleton. He explained how it aligned with the plans, and the rent is set per County ordinance with no cost to Winnebago County. He was available to answer the Committee's questions. A motion to approve was made by Andy Buck, seconded by Lucas Reinke; the motion passed 5-0.

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

Appleton Ice had previously come before Winnebago County to transfer full ownership of the Tri-County Ice Arena, so they could pursue loans for capital improvement using the building as collateral. Appleton Ice has since provided their business plan and financial backers. Mike Elder explained the original agreement. A motion to approve was made by Andy Buck, seconded by Lucas Reinke; the motion passed 5-0. The Committee shared their approval of Appleton Ice and all their work for the community.

3. **Discuss and Approve a Lease to Operate the Child Care Center at Fox Cities**

This item was pulled for more work and will be presented at a later date.

G. Director's Report

1. Capital Project Update

Mike Elder updated the committee on the Expo Center door project to update them to ADA standards, and the courthouse fall protection bids. The Committee discussed concerns about putting money into buildings the County then moves out of; Mike Elder explained he didn't know the support of the County Board for a County campus.

2. Maintenance Project Update

Mike Elder answered questions about the project spreadsheet and the Facilities Condition Assessment.

3. Budget Update

Mike Elder explained the budget is at about 32% expended.

4. Staffing Update

Mike Elder explained he may be requesting additional staffing for the campus. He answered questions about staffing if the Facilities department were to begin staffing custodians for departments like Wittman Airport, the Highway Department, and Solid Waste. Andy Buck asked for information on when these departments' contracts with private vendors for custodial services come to an end. The Committee discussed possibly sponsoring an ordinance requiring Winnebago County to use in-house custodians through the Facilities Department.

H. Items for Next Agenda

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

Items for the next agenda possibly include the deferred item F3. Andy Buck requested an update on a possible resolution regarding the Facilities Department staffing custodians for all other departments versus outside contractors.

I. Next Meeting Date

The next Committee meeting will be June 24th, at 1221 Knapp Street and virtual via Microsoft Teams.

J. Adjourn

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

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