



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
TUESDAY, JUNE 24, 2025**

A. Call to Order

John Hinz called the meeting to order. Committee members present included Jim Wise, Thomas Swan, and Lucas Reinke via Teams. Andy Buck was excused. Also in attendance were Jim Schell - Wittman Airport Director, Gordon Hintz - County Executive, Mike Elder - Facilities Director, and Jennifer Ruetten - IT.

B. Public Comments within the Jurisdiction of the Committee

No public comments. Mike Elder mentioned the County Clerk requested item F4 be pulled until further notice; John Hinz agreed and pulled the item.

C. Communications Shared by Committee Members

None at this time.

D. Approval of Minutes

A motion to approve the May 6th and May 27th minutes was made by Jim Wise, seconded by Thomas Swan; the motion passed 3-0.

1. **May 6, 2025 Minutes**

2. **May 27, 2025 Minutes**

E. Committee Chair's Report

Nothing to report at this time.

F. Business Items

Action may be taken on any business items.

1. Electric Underground Easement Agreement between Winnebago County & Wisconsin Public Service Corporation.

Mike Elder explained this is a standard easement with Wisconsin Public Service for a site used by the Experimental Aircraft Association. John Hinz made a motion to approve, Jim Wise seconded; the motion passed 3-0.

2. Discuss & Approve an Airport Operator's Agreement & Lease between Winnebago County and Basler Turbo Conversions, LLC dba Basler Flight Service

John Hinz, also a member of the Aviation Committee, provided some background. Thomas Swan asked how the rate was determined and Jim Schell explained the agreement in 2021 was based on discussions with Mike Elder and consultations on market rents at that time, with an increase every three years. A motion to approve was made by Jim Wise, seconded by Thomas Swan; the motion passed 3-0.

3. Discussion of Facilities Space Needs Assessment and Master Plan

Mike Elder recounted the presentation of the Master Plan last year and the progress of the space needs study, reminding the Committee that all this information was provided by the

department directors. After consulting with the County Executive, Mike Elder went over some of the outstanding maintenance on hold while the Committee decided what to do with the direction of some of the buildings. Mike Elder decided to share some of his advice on moving forward: Human Services has quickly outgrown Neenah Human Services and the building no longer serves their needs, and it could be considered for sale. The Highway Department has insufficient room for its operations, but the building has been around for years and is likely to stay, so improvements could be made there without concerns of abandoning the building in a few years. The current County Courthouse has limitations and poses safety concerns as judge, jury, lawyers, defendants, and victims all intermingle in public spaces. There is still the question of what departments might remain or convert to work-from-home. Lucas Reinke expressed concern about Neenah constituents no longer having access to Human Services. The Committee discussed potential satellite sites in Omro and countywide to address this. John Hinz mentioned coordinating with the cities and towns. Gordon Hinz mentioned the City of Oshkosh was looking to refurbish their current City Hall.

4. Hours of Operation for the David W. Albrecht Administration Building
This item was pulled from the agenda.

G. Director's Report

1. Capital Project Update
Mike Elder ran through updates for the Committee and answered questions: The County Boardroom ceiling project was put on hold by the previous administration as the Master Plan was discussed. The Courthouse fall protection project was awarded and contracts are being routed. The 112 Otter Street masonry project bid packages will be out shortly. The Highway office reconfiguration is done. There is an ongoing issue with a monitoring well with the airport hangar demolition project. Grass had been planted at the Medical Examiner's office, but recent weather has damaged the work. The Fox Cities Campus roof library might have a flashing problem, further investigation is needed. The Orrin King Chiller project should be completed by the end of summer. The Park View AC upgrade is on hold as the refrigerant has been discontinued.
2. Maintenance Project Update
Mike Elder explained the department's progress has lately been waylaid by unplanned work and was available for further questions.
3. Budget Update
Mike Elder explained we are about 46% through the year and 46% of the budget has been expected, so the department is on track. There were some unexpected expenses getting handrails to the 980 tiny housing on Y included.
4. Staffing Update
Mike Elder explained we are fully staffed with full-time employees and seasonal employees. He has requested next year's budget to include money to hire three additional custodians and one additional groundskeeper, due to the addition of square footage.

H. Items for Next Agenda

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

John Hinz mentioned that at a future point there may be an agenda item concerning a possible ordinance for requiring Winnebago County departments to try and staff internally before seeking a contract - such as Facilities providing custodial services for all County departments, versus contracting out; and that these departments would have first right of refusal before contracting out.

I. Next Meeting Date

The next Committee meeting will be July 22, 2025, at 3:00PM, at 1221 Knapp Street, Oshkosh and virtually via Microsoft Teams.

J. Adjourn

A motion to adjourn was made by Jim Wise, seconded by Tom Swan; the vote passed 3-0.

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