



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
TUESDAY, JULY 22, 2025**

A. Call to Order

John Hinz called the meeting to order at 3:00pm. Committee members present included: Lucas Reinke and Thomas Swan; Andy Buck and Jim Wise were excused. Also present: County Executive Gordon Hintz – County Executive's office, Mike Elder – Facilities Director, Mary Anne Mueller – Corporation Counsel, and Rhys Phillips – Corporation Counsel.

B. Public Comments within the Jurisdiction of the Committee

None at this time.

C. Communications Shared by Committee Members

None at this time.

D. Approval of Minutes

A motion to approve the June 17th and June 24th minutes was made by John Hinz, seconded by Lucas Reinke; the motion passed 3-0.

1. June 17, 2025 minutes

2. June 24, 2025 minutes

E. Committee Chair's Report

Nothing to report on at this time.

F. Business Items

Action may be taken on any business items.

1. Access Easement Agreement Between Team SNW, LLC and Winnebago County
Mike Elder explained this is an access agreement between Team SNW and Winnebago County for a maintenance easement that will allow the Facilities Department to provide building maintenance at 122 Otter or the Waugoo Avenue property via Team SNW's parking lot. The agreement does not carry any financial obligations for the County. A motion to approve was made by Thomas Swan, seconded by Lucas Reinke; the motion passed 3-0.
2. Discussion of a future addition to General Code Chapter 8 Public Works - Work Performed by County Departments
Mike Elder opened the discussion with the general code's potential addition. He raised concerns over building care not being centralized. Departments often contract out work which can be done internally (e.g. custodial care). The Facilities Department is often asked to assist with waylaid maintenance projects in other departments only to have the equipment maintenance become part of the regular preventative maintenance done by the Facilities Department but without any additional resources allocated to the department budget. Departments freely make major changes without consulting the Facilities Assessment Study. Gordon Hintz and Mike Elder fielded Committee questions.

G. Director's Report

1. Capital Project Update

The Expo Center emergency modifications will start in August or late fall, when the parts arrive. The JP Coughlin Center and courthouse boiler replacement should be done by the end of August. The courthouse fall protection project has been awarded to Berglund Construction and is underway. The Neenah Human Services boiler project should be done next week once Johnson Controls connects the controls. The Highway Department is working on quotes for the paving at the Medical Examiner's Office. The County is still exploring options for the Fox Cities Campus. No new projects were completed this month, but next month the Neenah Human Services Boiler project should be, and possibly the Coughlin Center boiler project. Tom Swan asked about relocating Neenah Human Services to the Fox Cities Campus. Mike Elder explained the process of creating a schematic to match the same needs and the committee was concerned about the long-term feasibility. The Park View AC project is delayed as there is an issue with the phasing out of current refrigerants in the equipment. Mike Elder is working with Solid Waste's Director Kathy Hutter on the upcoming maintenance of various Solid Waste buildings in regard to the Facilities Master Plan.

2. Maintenance Project Update

Mike Elder had no specific updates at this time.

3. Budget Update

The budget is at 58% through the budget year and our expenses are at 44%.

4. Staffing Update

Facilities will be down to one full-time position at the end of July 2025. Fox Cities Campus is out bid for landscaping services and that came in at \$29,000. With the grass between 4 and 6 inches in height, we are within the city's requirements. The Menasha School District is mowing around the Childcare Center and a strip of land between the two existing buildings.

H. Items for Next Agenda

Suggestions from committee members for items to be addressed on a future agenda
The Committee would like to revisit item F2 for discussion.

I. Next Meeting Date

The next committee meeting will be held on August 26, 2025, at 3:00pm. It will take place at the Facilities & Property Management Department at 1221 Knapp Street, Oshkosh, WI, and via Microsoft Teams.

J. Adjourn

A motion to adjourn was made by Lucas Reinke, seconded by Thomas Swan; the motion passed 3-0.

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