



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
WEDNESDAY, MAY 15, 2024**

A. Call to Order

Chairperson John Hinz called the committee meeting to order at 1:00PM. Other attendees include: Mike Elder - Facilities Director, Steve Binder - District 13 Supervisor, Paul Kaiser - Finance Director, Cheryl Brehmer - Winnebago County Medical Examiner.

B. Public Comments within the Jurisdiction of the Committee

Steve Binder was present to speak about item F-2, speaking of late employees Paul DeLap and John Schnyder.

C. Approval of Minutes

1. Action Item: March 27, 2024 Meeting Minutes
A motion was made by Supervisor Jim Wise to approve the March minutes, seconded by Andy Last. The motion passed 3-0, with new members John Hinz and Lucas Reinke abstaining.

D. Committee Chair's Report

There were no items to report on with the commencement of the newest iteration of the committee.

E. Communications Shared by Committee Members

Supervisor Tom Swan thanked Andy Buck for his previous service as the committee's chairperson.

F. Business Items

Action may be taken on any business items.

1. Action Item: Approval of a Facilities Naming Ordinance
Mike Elder explained the importance of a Naming Ordinance verses a resolution, since the latter would not outlast the current iteration of the County Board. The committee discussed. A motion to approve the ordinance was made by Andy Buck, seconded by Tom Swan; the motion passed 5-0.
2. Action Item: Naming Highway Department rooms after Paul Delap and John Schnyder
A motion to approve the naming was made by Andy Buck, seconded by Jim Wise; the motion passed 5-0.

G. Director's Report

1. Update of 980 Housing Project
The 980 Housing Project is complete, excluding landscaping and installing a fence. Furniture will be purchased as-needed.
2. Update of Boathouse Project
The boathouse is complete and currently houses the Sheriff's boat. "No Trespassing" signs are being installed. The committee would like a sign added to the dock to prevent the public from fishing on it.

3. Update of Highway Office Project
The project is underway with the department staff having been relocated to trailers in the lot.
4. Update of Evidence Garage /Morgue Building Project
An issue arose with the City of Oshkosh and DNR once the project was over an acre of area, creating concerns about disturbing artificial wetlands. The project is being modified to reduce the parking to under an acre to address this concern. Supervisor Jim Wise asked for a time estimate for the completion of the project; Mike Elder estimated six to nine months after breaking ground.
5. Update of Neenah Human Services Building Chiller Replacement Project
This project is near completion.
6. Update of Department Budget
The department budget is on target. The committee asked for updates on department staffing. Facilities Assistant staffing hovers around open to two vacancies with one open Maintenance Technician position. The newly hired plumber and carpenter are enabling the department to complete work in-house once more. Mike Elder expects snow removal to resume in-house, further saving the department money. Mike Elder informed the committee that the Facilities Department does not clean the airport, Solid Waste, the Highway Department, Parks Department, or Park View.
7. Update of Current and Upcoming Maintenance Projects
Mike Elder updated the committee on various other projects and answered questions. He has received a notice to proceed with the USDA remodeling. The Park View fire alarm system upgrade is out for bid. There's no update on the various UW-Fox Cities projects.

H. Items for Next Agenda

Suggestions from committee members for items to be addressed on a future agenda
The committee would like to revisit all of G minus items 2 and 5. The committee would like to add discussion for tracking the contractors/responsible bidders for the County.

I. Next Meeting Date

1. June 19, 2024 1:00 PM
The next meeting date will be June 19th at noon. The schedule for further committee meetings will be monthly, every third Wednesday at noon. A motion to approve this schedule was made by Andy Buck, seconded by Jim Wise; the motion passed 5-0.

J. Adjourn

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