



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
TUESDAY, AUGUST 26, 2025**

A. Call to Order

John Hinz called the meeting to order at 3:00pm. Committee members present included: Andy Buck, Lucas Reinke, Thomas Swan, Jim Wise. Also present: Mike Elder – Facilities Director, Conley Hanson – District #26, Brenda Pluchinsky – District #23.

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

1. July 22, 2025 Minutes

A motion to approve the minutes was made by Lucas Reinke, seconded by Thomas Swan; the motion passed 4-0 with Andy Buck abstaining due to his previous absence.

E. Committee Chair's Report

John Hinz mentioned that he had attended the budget meetings yesterday with Mike Elder and County staff. The expenditures for Fox Cities Campus were expected to be \$1.7 million but are actually looking to be more like \$900,000.

F. Business Items

Action may be taken on any business items.

1. Discussion of a future addition to General Code Chapter 8 Public Works - Work Performed by County Departments

This is a discussion item. A motion to open the discussion was made by Andy Buck, seconded by Lucas Reinke. Mike Elder explained that during budget meetings with the County Board, the department will propose taking on custodial services for Wittman Airport, the Highway Department, and the Solid Waste Department. He went into detail about the square footage covered by the current staff, what level of cleanliness is possible with the current staff, and the additional positions the department will be requesting.

2. Approval of a Maintenance Easement for the Substation at 1221 Knapp Street and WPS

Mike Elder explained this grants Wisconsin Public Service to access their substation. A motion to approve was made by Andy Buck, seconded by Lucas Reinke; the motion passed 5-0.

G. Director's Report

1. Capital Project Update

The Sunnyview Expo Generator Project's last electrical part finally arrived, and the work can now begin. The boiler replacement at the Coughlin Center should be completed this week.

There is an upcoming pre-construction meeting at 112 Otter Street for the masonry work and the roof replacements there and at 215 Waugoo Street. The Airport hangar 13 demolition should be done at the end of the month.

2. Maintenance Project Update

The landscaping at the Medical Examiner's Office should be done in the next two weeks. The Barlow Planetarium upgrade is still on hold. Facilities have made some repairs to the Fox Cities Campus library roof. Mike Elder is removing the FCC Science Window project until further direction on the campus is given. The manufacturers of the rooftop units at Park View are working on converting them to handle the new refrigerant. Facilities are working on the exhaust system and generator at Solid Waste.

3. Budget Update

Mike Elder explained we were about 66% through the year and expenses were at 52%.

4. Staffing Update

Mike Elder asked for additional positions in the 2026 budget: one new Facilities Specialist for grounds and three additional Facilities Assistants for custodial work. The department has made an offer to fill a current Assistant vacancy.

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 F1.

I. Next Meeting Date

John Hinz requested future meetings be at 3:30PM. The next Committee meeting is September 23rd, 2025 at 3:30PM. 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 Andy Buck, seconded by Lucas Reinke; the motion passed 5-0.

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