FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
TUESDAY, DECEMBER 9, 2025

A. Call to Order

Chairperson John Hinz called the meeting to order at 3:30PM. Committee members present included Lucas Reinke, Andy Buck, Thomas Swan, and Jim Wise. Also present: Mike Elder - Facilities Director; Koby Schellenger - County Executive's Office; Lucas Locke - Wittman Airport; Jill Fritsch - 2116 Meadow Green Drive, Neenah; Patti Julius — 141 Andrew Ave, Neenah; and Kay Horan — 324 9th Street, Neenah.

B. Public Comments within the Jurisdiction of the Committee

Koby Schellenger was there on behalf of the County Executive to report on last week's ARPA Strategy & Outcomes Committee. There had been discussion of making the remainder of the funds available for the Facilities Master Plan, but the Committee would prefer to dispense with funds on a more project-by-project basis. Patti Julius (141 Andrew Ave, Neenah) spoke to the Committee about an issue with an elevator previously being down at the Park View Health Center, and that this has been an ongoing issue since it was built. The elevator is currently working, but she asked the Committee about possible options to mitigate similar problems in the future. Jill Fritsch (2116 Meadow Green Drive, Neenah) also spoke to the elevator problem and how it prevented a family member from attending a funeral. Kay Horan (324 9th Street, Neenah) also spoke about the elevator issue. The Committee addressed the issue further in the Director's Report.

C. Communications Shared by Committee Members

None at this time.

D. Approval of Minutes

1. Approval of the Minutes of the September 23, 2025 Facilities and Property Management Committee Meeting

   A motion to approve the September meeting minutes was made by Jim Wise, seconded by Lucas Reinke; the motion passed 5-0.

E. Committee Chair's Report

John Hinz spoke briefly about the news that Faith Technologies signed a Letter of Intent with Winnebago County to investigate possibly purchasing the Fox Cities Campus property in Menasha.

F. Business Items

Action may be taken on any business items.

1. Discuss and Approve a lease renewal rate of $407.19 per month for office space to be leased by NextJen Studios LLC

   Lucas Locke explained the terms of the agreement and answered questions. This is for office space at the Wittman Airport terminal originally intended for a car rental company. A motion to approve the lease renewal was made by Andy Buck, seconded by Lucas Reinke; the motion passed 5-0.

2. Discuss and Approve a lease rate of $344.96 per month for garage space to be leased by NextJen Studios LLC

Lucas Locke explained the terms of the agreement and answered questions. This is for a garage space originally slated for use by a car rental service. A motion to approve was made by Andy Buck, seconded by Lucas Reinke; the motion passed 5-0.

3. Discuss & Approve a lease renewal rate of $1, 272.74 per month for Hangar I-3 by American Air, LLC.
   Lucas Locke explained the terms of the agreement and answered questions. This location had an increase in cost based on the rate study in September. A motion to approve the lease renewal was made by Andy Buck, seconded by Lucas Reinke; the motion passed 5-0.

4. Discuss and Approve a lease renewal rate of $906.90 per month for Hangar K821 to New View Technologies, Inc.
   Lucas Locke explained the terms of the agreement and answered questions. This will be the last year left in the rate extension before the new rate increase. A motion to approve the lease renewal was made by Andy Buck, seconded by Lucas Reinke; the motion passed 5-0.

5. Discuss and Approve Renewal of the Military Veteran's Museum Lease for partial Building 3 space at the Maintenance Facility located at 1221 Knapp Street
   Mike Elder explained that this lease is for another year's term at $500 a month. A motion to approve the lease renewal was made by Lucas Reinke, seconded by Andy Buck; the motion passed 5-0.

6. Tour of Knapp Street Maintenance Facility
   John Hinz made a motion to move this item to after I. Next Meeting Date, the motion was seconded by Lucas Reinke; the motion passed 5-0. Mike Elder took the Committee members to a tour of the Facilities & Maintenance Department site.

G. Director's Report

1. Capital Project Update
   Mike Elder updated the Committee. The Parks Expo generator is working, with an end date expected in spring. The masonry project at Otter Street is delayed as the remaining facade has power lines in the way; Wisconsin Public Service is looking into options for moving them. The roof replacement projects at 112 Otter Street and 215 Waugoo Street are on hold due to weather, to resume in spring. The Neenah Human Services boiler is running. The Wittman Airport hangar 13 demo is complete with an environmental study having come back warning of contamination in the area, which will require soil remediation for future work. Mike Elder is still discussing the Facility Master Plan with the County Executive, but as the Highway Department site will remain in all versions of any plan, it can take priority. With the LOI from Faith Technologies, all Fox Cities Campus projects have been put on hold unless they are preventative maintenance. Thomas Swan inquired about the possibility of allowing the Fox Cities Community Band back in to use the performance space. Mike Elder explained the current state of negotiations with the Fox Cities Community Band about loaning instruments and said that the County cannot enter into an agreement with other entities with the current interest from Faith Technologies. Mike Elder explained that Park View Health Center's elevator #5 had an issue with the hall call button on November 4th, which was fixed on November 18th. When a neighborhood elevator is down, the plan in place is to use the service elevator. Thomas Swan asked about adding additional elevators to the health center. Mike Elder estimated a cost of one million per additional elevator. The Committee requested this concern as an item for the next meeting, with it also being recommended as an item for the Park View Committee.

2. Maintenance Project Update
   There were no questions for Mike Elder at this time.

3. Budget Update

Mike Elder explained the year is wrapping up, the budget is at 77% expended with more to follow as invoices come in.

4. Staffing Update

   The department is beginning the process of finding and interviewing applicants for the newly granted positions for 2026: four new Facilities Assistants and one Facilities Specialist.

H. Items for Next Agenda

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

The Committee would like an update on the Fox Cities Campus. They would also like an item for further discussing the Park View elevator concern.

I. Next Meeting Date

The next Committee meeting will be held on January 27th, at 3:30PM. It will take place at the Facilities & Property Management Department at 1221 Knapp Street, Oshkosh, and via Microsoft Teams.

J. Adjourn

The Committee returned from the site tour. Lucas Reinke made a motion to adjourn, seconded by Andy Buck; the motion passed 5-0.

[MIN_FOOT]