



Winnebago County

The Wave of the Future

**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 21, 2024**

A. Call to Order

John Hinz called the meeting to order at 12:00PM. Committee members present include: Lucas Reinke, Tom Swan, Jim Wise. Andy Buck was excused. Other attendees include: Mike Elder - Facilities Director, and Conley Hanson - District 26 Supervisor.

B. Public Comments within the Jurisdiction of the Committee

Tom Swan spoke on Supervisor Conley Hanson's behalf concerning County spending on sites versus consolidating County facilities. Mike Elder updated the committee on the status of the space needs study project and his desire to avoid influencing that process; he explained in the meantime the County would need to maintain its current existing facilities.

C. Approval of Minutes

1. July 17, 2024 Meeting Minutes

A motion to approve the minutes was made by Lucas Reinke, seconded by Jim Wise; the motion passed 4-0.

D. Committee Chair's Report

There was nothing to report on at the time.

E. Communications Shared by Committee Members

There were no communications.

F. Business Items

1. Discussion of UWO-Fox Cities Status

Tom Swan updated the committee. There is a public meeting with the Board of Trustees on September 26th, and the University of Wisconsin has pulled their staff from the meetings. There is some question about whether the obligation persists through the end of the school year in June 2025 or through the end of the year. The committee asked about the current status of the projects that have been approved for funding. Mike Elder has been in contact with his Outagamie County counterpart, Paul Farrell, he explained that all in-progress projects are to be finished up, with all others to be put on hold unless it concerns a major maintenance issue for the building. Tom Swan urged that whatever happens with the campus, this is a process and community opinions should be heard.

2. Approval of Easement with Wisconsin Public Service for Electric Utilities for the Morgue/Evidence Building

Mike Elder explained the easement process was standard practice with new buildings, and that this one would provide power off of Jackson Street for the morgue and evidence buildings. Lucas Reinke made a motion to approve the easement, Tom Swan seconded; the motion passed 4-0.

G. Director's Report

1. Update of 980 Housing Project
Mike Elder updated the committee. The construction project is done; the furniture is purchased. Another occupant is due to be reviewed for release shortly, though there is no date at this time.
2. Update of Highway Office Project
Mike Elder updated the committee on construction progress. The project is expected to be done by early September.
3. Update of Evidence Garage /Morgue Building Project
The project has begun with expected completion by the end of January or February.
4. Update of 2024 Year-to-Date Budget
Mike Elder explained the department was on budget, though wages were behind with the vacancies. Maintenance projects are underway and not all bills have hit the budget yet.
5. Update of Current and Upcoming Maintenance Projects
Mike Elder updated the committee: Bids are out for the 112 Otter Street masonry work. The new plumber is installing new piping at the courthouse. Branch 3's entrance needs remodeling for security; the architect is working on plans with City approval to follow. The USDA remodeling is coming along, though it is hampered by frequent change order requests from the federal government. Once it is completed, they will begin paying rent at the revised rate. Neenah Human Services chiller project is almost done. There were no bids for the boiler replacement project at Neenah Human Services and the JP Coughlin Center; the department is looking to purchase the boilers and either contract out the installation or accomplish it in-house. The roof at the shelter on Harrison is finished, the siding is almost done. Bids for carpet replacement are out.

H. Items for Next Agenda

Suggestions from committee members for items to be addressed on a future agenda
The committee would like to revisit items F1, G2-5; they would like an update on the space needs study and the UW-Fox Cities meeting.

I. Next Meeting Date

The next committee meeting will take place on September 18th, at noon.

J. Adjourn

A motion to adjourn was made by Jim Wise, seconded by Lucas Reinke; the motion passed 4-0.