

*WINNEBAGO COUNTY BOARD OF SUPERVISORS  
Facilities & Property Management Committee*

**DATE:** March 22, 2023

**TIME:** 9:00AM

**PLACE:** 1221 Knapp Street, Oshkosh and virtually via Zoom

**PRESENT:** Tom Egan, E. Michael Robinson, Thomas Swan, Jim Wise

**ALSO PRESENT:** Mike Elder – Facilities Director, Alan Acuna, Steve Binder – District 13 Supervisor, Winnebago Citizen via Zoom

**ABSENT:** Andy Buck

**Approval of Minutes of the February 22,2023 Facilities and Property Management Committee**

Jim Wise led the meeting in lieu of Andy Buck. A motion to approve the February minutes was made by Mike Robinson, seconded by Thomas Swan; motion passed 4-0.

**2. Correspondence – Shared by Committee Members**

None.

**3. Public Input on Agenda Items**

None.

**4. Discussion on a Facilities Naming Policy**

With the recent proposal to rename the County Administration Building in honor of David Albrecht, the committee wished to discuss a county-wide policy with regards to naming to avoid any issues arriving. Mike Elder provided the committee with a draft he'd created previously and will do more research.

**5. Discussion of Responsible Bidders/ Contractors and County Role**

Mike Elder updated the committee on his research and will have further updates for the committee at a later meeting.

**6. Discussion and Approval of a Budget Transfer (\$48,000) for Additional Funding for the Oshkosh Human Resources Building Elevator Controls Modernization**

Mike Elder updated the committee. At Oshkosh Human Services the public elevator is currently not useable; visitors are being guided through to the employee elevator. We have a service contract with KONE, but they are unable to do the necessary building work. Only one bid came back. The committee suggested this might be a project eligible for ARPA funding. Tom Egan made a motion to approve the transfer, seconded by Mike Robinson; motion passed 4-0.

**7. Discussion of Building Assessment Study**

Mike Elder updated the committee on the submittals, interviews, and the process of awarding the study. The contract has been awarded to McKinstry and they will provide an energy audit and a database subscription to help with preparing future capital plans. Sue Bluemer was available for questions.

**8. Discussion of 980 Housing Project**

Mike Elder updated the committee on the bidding process; the bids came back high. The County has a current need of three units, and the plan is to now leave the trailer there.

**9. Discussion on Shelter Care Project**

Mike Elder updated the committee; contracts are out, and minor repairs are needed but the facility is operating normally. Mike Elder let the committee know that a similar situation with the Silvercrest Care shelter in Neenah might be forthcoming with the Winnebago County Housing Authority seeking to sell the shelter and the Winnebago Department of Human Services seeking to purchase it from them.

**10. Discussion on Boathouse Project**

Mike Elder updated the committee. We are working with Land & Water and Solid Waste to remove the contaminated soil; samples have been sent to Outagamie. The Department of Natural Resources needs the final location for the disposal of the contaminated soil to issue a permit, which could take some months. The committee asked for information on the County's role in patrolling the lake and surrounding area, the boat patrols Lake Winnebago, Fox and Wolf Rivers, and surrounding

areas. Mike Elder will call Berlin with questions about soil removal. The committee asked if construction has begun on this project; it has not.

**11. Director Report on Department Operations**

Mike Elder updated the committee. New projects are not in yet; the budget is in good shape. Plumbing projects have been deferred until we hire a new plumber; we are contracting out until then. With the compensation plan passing and the pay adjustment the hope is that the more competitive pay will draw more candidates. The Sheriff's evidence garage is 95% completion, though the parking lot remains. The Park View water heater project only received one bid and it was over budget; this will go back to the Park View committee and then on to the Personnel & Finance committee. The committee asked about hiring people under eighteen, the County can hire under eighteen for full time positions and can hire as young as sixteen for seasonal laborers.

**12. Suggestions for Items for the Next Meeting Agenda**

The committee would like to revisit items 4, 5, 6, 7, 8, 9, and 10; they would like to invite County Executive Jon Doemel for discussion on the 980-housing project.

**13. Set next meeting date and time**

The next committee meeting will be April 26<sup>th</sup>, 2023, at 9:00AM.

**14. Adjourn**

A motion to adjourn was made by Tom Egan, seconded by Mike Roberts. Motion carried 4-0.

Respectfully submitted,  
Alyssa Lockhart, Accounting Associate – Facilities  
4/11/2023