



**FACILITIES AND PROPERTY MANAGEMENT COMMITTEE MEETING MINUTES
WEDNESDAY, MARCH 27, 2024**

A. Call to Order

Chairperson Andy Buck called the committee meeting to order at 9:00AM. Mike Robinson was absent. Other attendees include: Mike Elder - Facilities Director, Kevin Garter - Appleton Ice, Inc, and an unnamed user via Zoom.

B. Communications Shared by Committee Members

There were no communications.

C. Public Comments within the Jurisdiction of the Committee

Tom Swan took this time to thank the Committee and the Board for passing his proposed appraisal ordinance and for the help of Mike Elder and Mary Anne Mueller (Corporation Counsel). As he received no questions from the Board, he wanted to take this opportunity to explain his reasoning for it. Tom Swan said in the past two years the County had a couple of property acquisitions, and he believed we should not have used the seller's appraisal of their own property during that process. Tom Swan crafted the terminology of the ordinance with the assistance of Corporation Counsel using the Uniform Standards of Professional Appraisal Practice (USPAP) and designed it so that the appraisal process could be waived for non-complex properties. Tom Swan and Mike Elder will work on getting the County a copy of USPAP for future use.

D. Approval of Minutes

1. Action Item: March 1 , 2024 Meeting Minutes
The committee had no discussion. Tom Egan made a motion to approve the minutes, seconded by Tom Swan; the motion carried 3-0. Jim Wise abstained.

E. Business Items

Action may be taken on any business items.

1. Discussion: Tri-County Ice Arena Operations and Capital Plan
Mike Elder introduced Kevin Grater from Appleton Ice, Inc. Kevin Grater was there for the purpose of allaying some misconceptions and to present information regarding Appleton Ice's improvement plans for the Tri-County Ice Arena. The lease stipulates that while Appleton Ice is responsible for all maintenance, any structural changes or improvements are to receive written approval by the Winnebago County Board; Mike Elder had recommended he start with this committee. Kevin Garter addressed several concerns brought up by constituents, including being ADA compliant and that it is a misconception that Appleton Ice receives any money from Winnebago County. He went over the timetable of the facility assessment study and the proposed changes. The committee asked several questions, including if Appleton Ice was seeking County funds. Kevin Grater explained that while they would appreciate any financial support, they were not included in the renovation plans. The committee still wished to tour the Arena and Kevin Grater gave his availability.
2. Discussion: Update on Veteran's Housing in Winnebago County
Mike Robinson was absent, so there was no news.

3. Discussion: Naming the Highway Department Lunchroom after retired Employee John Schnyder, and the Mezzanine Conference Room in Memory of Paul DeLap
This item was present in the agenda again since the previous vote to pre-approve did not have an accompanying resolution number. The Highway Department has met and voted on this subject. Mike Elder will have a resolution ready for voting on next month.
4. Discussion: Responsible Bidders/Contractors and County Role
Mike Elder received a draft of an ordinance Outagamie County had previously passed. He hopes to have a draft ready for next month's meeting.
5. Discussion: Building Assessment Study and Status of Space Needs Analysis Study
Last week, the Board approved the space needs study and Mike Elder is currently working on a proposal. The committee asked questions about which buildings would be involved in the study and which would not. This study combined with the building assessment study will help guide the County over the next few years regarding site maintenance and capital planning.

F. Director's Report

1. Update of 980 Housing Project
Mike Elder explained construction was complete, not including landscaping and adding a fence. A City ordinance will prevent the Y-facing front of the building from having anything over a four-foot tall fence. The committee discussed the long history of this project, its current status, and the future of the site if the State of Wisconsin ever reverses their decision regarding these individuals, and the issue of the fence. Tom Swan stated he was disappointed with the process and the final results.
2. Update on Boathouse Project
Mike Elder updated the committee. The garage door was installed last week; Radtke has yet to get an electrician to hook up power. There is no date for that yet. Tom Swan requested "No Trespassing" signs, and Mike Elder explained the Sheriff's department does not want their logo on the site.
3. Update on Department Budget
Mike Elder reported the budget is doing well. Andy Buck asked after the snow plowing costs contracted out due to staffing. With some snowstorms and blizzards, the cost went over budget, but having the Highway department return to plowing parking lots helped significantly. Mike Elder explained he intends to bring the sidewalk snow removal back in-house next winter, pending staffing improvements.
4. Update of Current and Upcoming Maintenance Projects
*Mike Elder explained the morgue will begin construction this April. The repairs for the Harrison Street shelter care went out twice, and the only bid came back in higher than expected. Mike Elder is working with the contractor to go over possibilities for reducing costs or other necessary options. Mike Elder answered questions about putting a short-term roof on Neenah Human Services in anticipation of what decisions will be made with the building assessment study. The committee asked when the space needs assessment should be complete; Mike Elder expects the end of summer. The Neenah Human Services chiller has been installed and will be started up when the weather warms. Mike Elder discussed the UW Fox Cities projects and the depleted UW-Oshkosh Facilities department.
*The department's internal remodeling has been slowed, but a new carpenter should be starting soon. Tom Egan informed the committee Mike Elder is also interim department director for Solid Waste with John Rabe's retirement. Mike Elder updated the committee on open positions within the department.**

G. Committee Chair's Report

Supervisors Andy Buck and Tom Swan said that it has been a pleasure working with the committee.

H. Items for Next Agenda

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

The committee would like to duplicate this agenda for the next meeting with the Committee Chair's Reports moved up towards the top, after item D.

I. Next Meeting Date

1. April 24, 2024 9:00 AM

The next committee meeting will take place April 24, 2024, at 9:00AM at the Facilities Department with an online option.

J. Adjourn

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