

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

DATE: July 19, 2023

TIME: 9:00AM

PLACE: 1221 Knapp Street, Oshkosh and virtually via Zoom

PRESENT: Andy Buck, Tom Egan, E. Michael Robinson, Thomas Swan, Jim Wise (excused)

ALSO PRESENT: Mike Elder – Facilities Director, Morris Cox (via Zoom) - District 27 Supervisor, Paul Kaiser (via Zoom) – Finance Director, Bob Doemel – Highway Commissioner

ABSENT: Jim Wise excused for another committee meeting.

1. Approval of Minutes of the June 28, 2023, Facilities and Property Management Committee

A motion to approve last month's minutes was made by Mike Robinson, seconded by Tom Egan; motion passed 4-0.

2. Correspondence Shared by Committee Members

Tom Egan had a question on committee mailings; Mike Elder responded.

3. Public Input on Agenda Items

None.

4. Discussion and Approval of a Budget Transfer (\$917,217) to be added to the Pioneer Road County Highway T Capital Project with funds transferred from three Facilities and Property Management Capital Projects (Courthouse Masonry, Neenah Human Services Building, and Highway Masonry) together with a \$125,000 budget transfer from the General Fund into Capital Improvement Projects for Highway Construction

Mike Elder updated the committee and Bob Doemel was present to give details and answer questions. This construction project concerns a section of road over by Pioneer Road and downtown Larsen and predates Bob Doemel's time as Highway Commissioner. It has been delayed by rising prices, inflation, and poor pavement and soil conditions. Mike Elder, in the interest of inter-department cooperation, has agreed funds be transferred from Facilities Department projects to cover their remaining expenses on the Highway project. Paul Kaiser was available to answer questions about the processes and practices with regards to money in project accounts. Mike Elder answered questions about the individual projects and the reasoning for moving the funding from each project. He explained the challenges of estimating project costs, particularly with inflation continuing to be an issue. Tom Egan made a motion to approve the transfer, motion seconded by Mike Robinson; motion passed 4-0.

5. Discussion and Approval of a Facilities Naming Policy

Mike Elder provided the committee with the most up to date draft. Tom Egan made a motion to approve the policy; Tom Swan seconded. It will go before the County Board as a policy.

6. Discussion of Responsible Bidders/ Contractors and County Role

Mike Elder updated the committee on the status of this and where it fell with the recodification work for the County.

7. Discussion on the Oshkosh Human Resources Building Elevator Controls Modernization

The control box is expected to be shipped in July with the contract to begin work shortly after. The anticipated start date is August 15th with an estimated time of completion around two weeks.

8. Discussion of Building Assessment Study

The contractor has wrapped up onsite visits and is developing the database. A presentation is expected in August or September; Mike Elder hopes to have it for the County Board. A change order will be submitted to include the recently purchased Silvercrest group home in Neenah.

9. Discussion of 980 Housing Project

Mike Elder updated the committee. The County received the permit last Monday. The contractor is due to break ground any day following receiving a holding tank. Mike Elder answered questions about the process of working with the City of Oshkosh to get this project approved and moving.

10. Discussion on Boathouse Project

Mike Elder updated the committee on Radtke's progress on the project.

11. Director Report on Department Operations

Mike Elder updated the committee. Saturday night Sand Pit Tower took a lightning hit which took out the UPS. The Sheriff's equipment appears to be undamaged, but it took out the AC; the department will coordinate with the Sheriff's department to shut down the tower to install the new UPS. Mike Elder briefly discussed points of failure, redundancies, and emergency planning with the County. Mike Elder recommended not pursuing a lift or elevator at the Harrison Street shelter care. The committee discussed feasibility and possible revenue generated from the effort. Mike Elder assured the committee the absence of a lift would not prevent us from using the second floor. The budget is moving along. Numerous Facilities Assistant positions remain open though there was a recent new hire; there has been no luck hiring someone for the Master Plumber position. The committee would like an update on department staffing.

12. Suggestions for Items for the Next Meeting Agenda

The committee would like to revisit items 6, 7, 9, 10, and discussion of approving the naming of the Sue Ertmer room at 112 Otter Street. They would also like an update on the McKinstry presentation and on open positions in the department.

13. Set next meeting date and time

The next committee meeting will be August 23rd at 9:00AM.

14. Adjourn

A motion to adjourn was made by Mike Robinson, seconded by Thomas Swan; motion passed 4-0.

Respectfully submitted,

Alyssa Lockhart, Accounting Associate – Facilities

8/8/2023