

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

DATE: August 23, 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

ALSO PRESENT: Mike Elder – Facilities Director

ABSENT:

1. Approval of Minutes of the July 19, 2023 Facilities and Property Management Committee

Tom Swan asked for clarification on a point, but no amendments were requested. Mike Robinson made a motion to approve the minutes, Tom Egan seconded; motion passed 4-0 with Jim Wise abstaining.

2. Correspondence – Shared by Committee Members

None.

3. Public Input on Agenda Items

None.

4. Discussion and Action on Naming Room 120 in the David Albrecht Administrative Building for Sue Ertmer

Tom Egan requested this item so progress can be made on renaming room 120 for the previous County Clerk Sue Ertmer. The committee recommended reaching out to her to get approval and to determine change in specific. Tom Egan made a motion to approve renaming the room, motion seconded by Jim Wise; motion carried 5-0.

5. Discussion of Responsible Bidders/ Contractors and County Role

Mike Elder updated the committee. He and Highway Commissioner Bob Doemel had met with Paula Vandehey, formerly the Director of Public Works in Appleton, to discuss how she handled this issue. Mike Elder explained the logging methods for bidders. Andy Buck asked for an update on the re-codification work for the County; Mike Elder explained this was taking longer than anticipated. Mike Elder recommends that once a method is devised it be made into a policy versus an ordinance.

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

Mike Elder updated the committee. Work began on August 14th, removals scheduled for the middle of next week, followed by install. Anticipating completion early September.

7. Discussion of Building Assessment Study

Mike Elder is to receive the contractor's report the week of September 4th. Mike Elder explained the building survey presentation might be too long to go into the special orders meeting.

8. Discussion of 980 Housing Project

This project has started with anticipated completion in late fall. Mike Elder is working on the permit for the holding tank. The committee had questions for the project being reduced from eight occupants to three, and how that would work with the previously voted upon allocation. Mike Elder answered questions.

9. Discussion on Boathouse Project

Mike Elder updated the committee. There have been discrepancies with the install and the way it was designed to be installed.

10. Director Report on Department Operations

Mike Elder updated the committee on department operations. Vacancies have been reduced, though we still are seeking a Master Plumber. The committee recommended checking on if we were in good range with the other offers. Mike Elder informed the committee of the Silvercrest group home in Neenah completed on August 21st. The committee asked questions about the upcoming approval process for the 2024 budget.

11. Suggestions for Items for the Next Meeting Agenda

The committee would like to revisit items 5, 6, 7, 8, 9. Tom Swan recommended the committee discuss the method for appraising property the County purchases.

12. Set next meeting date and time

The next committee meeting will be September 27, 2023, at 9:00AM.

13. Adjourn

Mike Robinson made a motion to adjourn, seconded by Jim Wise; motion passed 5-0.

Respectfully submitted,

Alyssa Lockhart, Accounting Associate – Facilities

9/18/2023