

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

DATE: December 27, 2023

TIME: 9:00AM

PLACE: 1221 Knapp Street, Oshkosh and virtually via Zoom

PRESENT: Andy Buck, E. Michael Robinson, Thomas Swan, Jim Wise

ALSO PRESENT: Kevin Grater – Appleton Ice, Paul Kunding – Appleton Ice, Steve Binder – District 13 Supervisor, Kay Horan – District 5 supervisor, Brian Defferding – District 6 Supervisor, Sid Oppermann – Public

ABSENT: Tom Egan (excused)

1. Approval of Minutes of the November 29, 2023, Facilities and Property Management Committee

Tom Egan was excused from the meeting. A motion to approve the previous minutes was made by Mike Robinson, seconded by Jim Wise; motion passed 4-0.

2. Correspondence – Shared by Committee Members

None.

3. Public Input on Agenda Items

Steve Binder was present to speak further on the naming of rooms at the Highway Department after long-time employees. Sid Oppermann was present to voice his concerns over the County's contracting out snow removal, and various other custodial concerns. Paul Kunding and Kevin Grater were available to answer questions about the Tri County Ice Arena and Appleton Ice's operations concerning it. They have recently enlisted two vendors for consultation on facility updates for numerous properties per their usual schedule. Kathy Boyette of Neenah was present to voice concerns over the Tri County Ice Arena. These concerns included its maintenance and appearance, the lack of ADA compliance, the absence of open skate hours, and how it is not apparent that this is a Winnebago County owned building, among other concerns. Brian Defferding was present to speak on the Tri County Ice Arena and voice his interest in Appleton Ice's plans once the lease expired. Kay Horan was present to speak to the Tri County Ice Arena; she informed the committee that it had passed its most recent health inspection and she wondered why the kitchen wasn't being used.

4. Discussion and Possible Action on the Tri-County Ice Arena

Andy Buck opened the floor for Appleton Ice representatives Paul Kunding and Kevin Grater to speak to the concerns brought up. Kevin Grater spoke to the challenges presented by the pandemic and inflation, and their success with the recent explosion in popularity with girls' hockey. Staffing the kitchen and selling concessions had always lost them money but they make the kitchen available to small nonprofits who wish to run concessions at events and then that nonprofit keeps the earnings. The lack of open skate sessions for the holiday period is due to several sports groups running camps and booking out the area. The Ice Arena's busiest time is the first week in January and they invited everyone present to come and enjoy. Jim Wise brought up the section of the lease that allows Appleton Ice to sell the building's name. The representatives informed us that efforts in the past have fallen through; they offered the possibility of rebranding it to reflect that it was specifically a Winnebago County building. The representatives explained that as far as they were aware they were ADA compliant and would await further information from the facilities' consultants. The annual presentation stipulated in the lease had been brought up. The representatives explained usually they communicated with the County Executive and that they had met with the County Executive this past August. The representatives welcomed the committee to come and tour the facility.

5. Discussion and Possible Action on Veterans Housing in Winnebago County

Mike Robinson met with County Executive Jon Doemel and Veterans Services Director Jeff Bucholtz. The holidays had slowed his progress, he hopes to have more next month. Tom Swan recommended he prepare a list of desired characteristics for such a building.

6. Discussion and Action on naming the Highway department conference rooms after Paul DeLap and John Schnyder

The committee is waiting on it to be brought forward by the Highway Department.

7. Discussion and Action of a County Appraisal Policy

Tom Swan informed the committee he had finished a draft of the resolution and will be sending it on to Corporation Counsel for review.

8. Discussion of Responsible Bidders/ Contractors and County Role

The County's re-codification process is ongoing. Mike Elder is working on having paperwork to document such concerns.

9. Discussion of Building Assessment Study

The committee discussed the study's results and when best to have a presentation. Concerns discussed included Neenah Human Services limited parking, that the study doesn't include any Highway Department or Airport locations, and the future of space needs with new work-from-home expectations. The committee discussed possible funding for a space needs assessment.

10. Discussion of 980 Housing Project

Mike Elder updated the committee. The expected completion is early February. The trailer currently on site has a new occupant.

11. Discussion on Boathouse Project

Mike Elder informed the committee the project should be complete next week. The boat itself will remain at the Facilities Department until the end of winter.

12. Director Report on Department Operations

Mike Elder updated the committee. The bids for the construction on the evidence garage came in high. He addressed the public's concern about snow removal, reminding the committee that staffing issues at both Facilities and Highways Departments had previously necessitated contracting out snow removal. The improvement of staffing at the Highways Department had enabled them this year to return to plowing County parking lots. This winter the snow removal for the sidewalks was contracted out but with the staffing improvements Mike Elder does not anticipate needing to do so again next winter. Mike Elder updated the committee on staffing: one open position for custodian, one for a carpenter, and come spring one position will open with the retirement of the Department's groundskeeper.

13. Suggestions for Items for the Next Meeting Agenda

The committee would like to revisit items 4, 5, 6, 7, 8, 9, 10, 11. Jim Wise recommended elaborating on the agenda the expectations for public input in item three regarding: introductions, expectations, timing.

14. Set next meeting date and time

The committee expressed interest in having the next committee meeting at the Tri County Ice Arena for a tour. Mike Elder will investigate that with regards to needing to use Zoom. The next meeting will take place January 24th at 9:00AM, either at the arena or at 1221 Knapp Street in Oshkosh.

15. Adjourn

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

Respectfully submitted,

Alyssa Lockhart, Accounting Associate – Facilities

01/10/2024