

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

**DATE:** May 11, 2022

**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, John Matz – Winnebago County Sheriff, Paul Rothe – Facilities, Ethan Hollenberger – County Executive's Office, Mary Ann Mueller – Corporation Counsel, Shanah Zastera – District 32 Supervisor, Mike Norton – District 20 Supervisor, Koby Schellenger – District 23 Supervisor

**ABSENT:**

**1. Approval of Minutes of the April 13, 2022 Facilities and Property Management Committee**

A motion to approve the minutes was made by Tom Egan, seconded by Michael Robinson; the motion passed 5-0.

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

None.

**3. Public Input on Agenda Items**

None.

**4. Discussion and Approval of a Capital Project and Budget Transfer Request (\$1,068,427) to Design and Construct Residential Housing for Released 980 Offenders**

Mike Elder and others updated the committee on this ongoing project. The County may have to house two upcoming 980 releases sometime this year, within the 120-day time limit or be charged a daily fine of up to \$1100 per day. The 1500 feet limit to any park, school, nursing home, etc. makes finding existing housing difficult; housing a second offender along with the individual already occupying the trailer on County Y is a possibility but one that has previously been ruled not acceptable for certain individuals by the State. The State has not given any response with regards to the proposed residential housing construction of six small units. Lacking further direction, the County has elected to move forward with the design and construction, with the hope that if the courts rule the housing insufficient it can be repurposed for other County use, or to house other non-980 offenders. Tom Egan raised issue with the approving of the design and construction costs all at once. He proposed to amend the motion to approve with the stipulation that the design come back before the Facilities & Property Management Committee after it's completed. This amendment was seconded by Thomas Swan; the amended approval passed 5-0. A motion to approve the transfer with the amendment was made by Tom Egan, seconded by Michael Robinson; motion passed 5-0.

**5. Discussion and Approval of a Capital Project and Budget Transfer (\$259,900) to Design and Remodel the USDA Office Suite per USDA Requirements**

Mike Elder updated the committee. The USDA has stipulated they will only sign a new three-year lease if certain revisions are made to the site, which would then be reimbursed through the next three years. This price is based off Mike Elder seeking an estimate through Martin Riley and includes costs for an architect, City approval of building modifications, etc. The USDA has requested three bids before signing the new lease necessitating the transfer. If the space is renovated and then vacated after the lease is up the space would be used for County purposes. Motion to approve the transfer made by Michael Robinson, seconded by Tom Swan; motion passed 5-0.

**6. Director Report on Department Operations**

Mike Elder updated the committee on department operations. The courthouse tuckpointing project should be complete by mid to end of summer. The Park View training facility is proceeding with construction. The past few weeks the Facilities department has been involved in moving various departments throughout the County, with Veterans Services being relocated to Oshkosh Human Services at 220 Washington Street, some DHS offices being relocated to the Orrin King building, and Corporation Counsel being relocated to the County Access Building with a satellite office at the courthouse. An update on department staffing was requested. The department has ten vacancies, including the Facilities Superintendent position and two maintenance technician positions. With upcoming retirements, the department will be down six-of-sixteen for cleaning staff. The previously vacant Custodian positions have since been reclassified to Facilities Assistants with a starting wage of \$15.37 an hour.

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

The committee would like an update on department staffing, any updates on the 980 housing, and an update on the Historical Society's marker project.

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

The next committee meeting will take place June 8<sup>th</sup>, 2022 at 9:00AM.

**9. Adjourn**

A motion to adjourn was made by Michael Robinson, seconded by Jim Wise; motion passed 5-0.

Respectfully submitted,

Alyssa Lockhart, Accounting Associate – Facilities

5/12/2022