

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

DATE: July 13, 2022

TIME: 9:00AM

PLACE: 625 E. County Rd. Y J.P. Coughlin Center Volunteer Room

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

ALSO PRESENT: Mike Elder – Facilities Director; unidentified Zoom participant "Winnebago County"

ABSENT:

1. Approval of Minutes of the June 8, 2022 Facilities and Property Management Committee

A motion to approve the June minutes was made by Mike Robinson, seconded by Jim Wise; motion passed 5-0.

2. Correspondence – Shared by Committee Members

None.

3. Public Input on Agenda Items

None.

4. Discussion and Approval of an Easement for the WPS Utility Connection for the Park View Training Facility

The committee discussed the easement for the training facility. Motion to approve was made by Mike Robinson, seconded by Jim Wise. Motion passed 5-0.

5. Update of 980 Housing Project

Mike Elder updated the committee on the project and answered questions. The City of Oshkosh is on board for the project. There is a design meeting with the architect tomorrow.

6. Director Report on Department Operations

Mike Elder updated the committee on department operations and staffing. With the current staffing issues taking on any more building space for cleaning is not feasible. Mike Elder explained the building assessment project to the committee. The project would be completed by an outside vendor and they would do an assessment of all county properties to help prioritize future capital projects with regards to property maintenance. Determining the level of County staff working remotely would also go towards planning. Mike Elder let the committee know that the Neenah Human Services building has developed a leak in the AC necessitating replacement sooner than later and a capital project would be prepared to be brought before them in the fall.

7. Suggestions for Items for the Next Meeting Agenda

The committee would like to revisit any updates on the 980 housing project, and any updates on the building assessment process. The committee would like to meet out at the Coughlin building again next month.

8. Set next meeting date and time

The committee discussed moving their meeting date to the fourth Wednesday of every month to help with the approval process timeline before items reach the County Board. The motion to move the meeting date was made by Mike Robinson, seconded by Tom Swan; the motion passed 5-0. The next committee meeting will be August 24th at 9:00AM.

9. Adjourn

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

Respectfully submitted,

Alyssa Lockhart, Administrative Associate – Facilities

7/22/2022