

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

**DATE:** Wednesday, September 11, 2019

**TIME:** 9:00 AM

**PLACE:** Facilities & Property Management, 1221 Knapp St, Oshkosh, WI 54902

**PRESENT:** Rob Keller, Tom Egan, and Bill Wingren

**ALSO PRESENT:** Mike Elder – Director of Facilities, Jim Schell – Airport, and Steve Binder – County Board Supervisor.

**ABSENT:** Andy Buck – Excused (listened in by phone) Jim Wise - Excused

Chairman, Rob Keller at 9:00 AM, called meeting to order.

**APPROVAL OF 8/14/19 FACILITIES COMMITTEE MINUTES:** Motion to approve the minutes made by Tom Egan and 2<sup>nd</sup> by Bill Wingren. Motion passed 3-0.

**CORRESPONDENCE – SHARED BY COMMITTEE MEMBERS:** Tom Egan said that Highways is still concerned about the mobile home being that will be next door to them and they want to make the building more secure. Mike Elder will work with Ray Palonen from Highways on this.

**PUBLIC INPUT ON AGENDA ITEMS:** Steve Binder talked with Mark Harris and a possible site for the historical marker could be the poor farm cemetery.

**DISCUSSION AND ACTION ON THE OLD COUNTY FARM HISTORICAL MARKER:** Mike Elder talked to the Historical Society and they are still working on the presentation, they are hoping to have it ready for next month's meeting.

**DISCUSS & APPROVE AMENDMENT #2 TO THE GROUND LEASE & USE AGREEMENT WITH THE EXPERIMENTAL AIRCRAFT ASSOCIATION:** Jim Schell has been talking with EAA regarding their lease since 4/2018. The lease is from 1993. The memo highlights the changes to the lease. Rent will go from \$113,500 to \$230,103.34 annually. This lease is effective 1/1/19 and will review annually. Motion to pass made by Bill Wingren, 2<sup>nd</sup> by Rob Keller. Tom Egan asked who is responsible for repairing the road when there is damage from one of the big tractors. Jim Schell said it depends on who damaged the road and where. Motion passed 3-0.

**DISCUSS & APPROVE A PURCHASE & SALES AGREEMENT WITH THE EXPERIMENTAL AIRCRAFT ASSOCIATION:** Jim Schell discussed the memo that proposes EAA purchasing the blue barn and the ranch home for \$1.00 each. They would only own the buildings and still pay rent on the land. This is part of the negotiation in creating Amendment #2 to the EAA Ground Lease & Use Agreement. Motion to approve made by Tom Egan, 2<sup>nd</sup> by Rob Keller, passed 2-1 (Bill Wingren abstain).

**REALLOCATION OF FUNDS FROM ACCOUNT 1025-54020 TO 1029-54020, FOR THE REPAIR OF PARKS SHELTERS 1 & 2 ROOF REPAIR:** Mike Elder said that this is just informational as a significant amount of money will move from one account and added to another. The estimate for the roof repairs was low. Andy Buck asked whose jurisdiction this is under. Mike Elder said there is a gray line as to who takes care of what. Parks asked Facilities to help with this project as we have the expertise on roofs. Tom Egan asked whose budget this would be from. Mike Elder said that it's coming out of his budget, but it all falls under the general fund.

**DIRECTOR REPORT OF DEPARTMENT OPERATIONS:**

-UPDATE OF CURRENT AND UPCOMING MAINTENANCE PROJECTS

The Committee discussed.

-UPDATE OF DEPARTMENT BUDGET

The Committee did not have any questions.

Mike Elder was asked at the last board meeting for additional information on the bidding process:

For the Mobile Home site prep there were 496 individuals notified, 12 people pulled plans, 2 people sent qualifications and we received 1 bid. For the Courthouse Elevator project there were 211 people notified, 16 plans pulled, 3 sent qualifications and we received 1 bid. For the Courthouse Window project there were 821 notified, 14 plans pulled, 3 sent qualifications, and we received 3 bids.

**SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA:** Update on item 4 – Old County Farm Historical Marker and Update on new Airport Terminal project.

**SET NEXT MEETING DATE A TIME:** The next Facilities & Property Management meeting is October 9<sup>th</sup>, 2019 at 9:00 am.

**ADJOURN:** Motion to adjourn made by Tom Egan and 2nd by Bill Wingren, motion passed 3-0 at 10:05am.

Respectfully submitted,  
Penny Schry, Administrative Associate – Facilities  
9/11/19