



FACILITIES AND PROPERTY MANAGEMENT COMMITTEE

WEDNESDAY, MARCH 27, 2024 @ 9:00 AM

MAINTENANCE FACILITY

1221 KNAPP STREET, OSHKOSH, WISCONSIN

To view this meeting via Zoom, please click this link:

Meeting ID: <https://us06web.zoom.us/j/83279143171>

Passcode: None

Via telephone - dial (312) 626 6799

A Business Meeting of the Facilities and Property Management Committee will be held on 3/27/2024, at 9:00 AM in the Maintenance Facility, 1221 Knapp Street, Oshkosh, Wisconsin.

At this meeting, the following will be presented to the Committee for its consideration:

A. Call to Order

B. Communications Shared by Committee Members

C. Public Comments within the Jurisdiction of the Committee

D. Approval of Minutes

1. Action Item: March 1 , 2024 Meeting Minutes

E. Business Items

Action may be taken on any business items.

1. Discussion: Tri-County Ice Arena Operations and Capital Plan
2. Discussion: Update on Veteran's Housing in Winnebago County
3. Discussion: Naming the Highway Department Lunchroom after retired Employee John Schnyder, and the Mezzanine Conference Room in Memory of Paul DeLap
4. Discussion: Responsible Bidders/Contractors and County Role
5. Discussion: Building Assessment Study and Status of Space Needs Analysis Study

F. Director's Report

1. Update of 980 Housing Project
2. Update on Boathouse Project
3. Update on Department Budget
4. Update of Current and Upcoming Maintenance Projects

G. Committee Chair's Report

H. Items for Next Agenda

Suggestions from committee members for items to be addressed on a future agenda

I. Next Meeting Date

1. April 24, 2024 9:00 AM

J. Adjourn

Upon request, provisions will be made for people with disabilities upon 24 hours prior notice to the Office of the County Clerk. Phone Number: 920-232-3430

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

DATE: March 1, 2024

TIME: 9:00AM

PLACE: 1221 Knapp Street, Oshkosh and virtually via Zoom

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

ALSO PRESENT: Mike Elder – Facilities Director, Jon Doemel – County Executive, Conley Hanson – District 26 Supervisor, Patty Francour – IT, Paul Kaiser – Finance Director, Mary Anne Mueller – Corporation Counsel, Steve Binder – District 13 Supervisor

ABSENT: Jim Wise

1. Approval of Minutes of the January 24, 2024 Facilities and Property Management Committee

Mike Robinson made a motion to approve the January minutes, motion was seconded by Tom Egan; motion passed 3-0. Tom Swan had not yet arrived to vote.

2. Correspondence – Shared by Committee Members

Tom Egan had invited County Executive Jon Doemel to answer questions about policy and procedure. Andy Buck requested item 7 be moved up before item 4, out of respect for Mary Anne Mueller's schedule. This was made into a motion by Mike Robinson, seconded by Tom Egan; motion passed 3-0. Mike Elder informed the committee of the Tri County Ice Arena's internal meeting on March 13th as a possible option for the committee to attend and get information. Tom Swan joined the meeting around this time.

3. Public Input on Agenda Items

Supervisor Steve Binder updated the committee that the Highway committee had not included item 6 on their own agenda yet, but that it would be addressed next month. Supervisor Conley Hanson voiced his support for item 4 but questioned the need for more money, and the procedure for seeking recourse with regards to the original engineer company that built the Highway office. He had some questions about the 980-housing project and how it had changed so over time.

4. Discussion and Approval of an Additional Funding Request (\$205,000) for the Highway Office Reconfiguration and Mold Remediation Project

Tom Egan proposed to discuss item 10 before item 4, motion seconded by Mike Robinson. Item 4's discussion followed item 10's. Mike Elder explained, regarding Supervisor Hanson's question regarding possible negligence from the original engineers, that we would be outside the window of time for that. The committee discussed the funding possibly coming from the interest on the Spirit Fund. Mike Robinson made a motion to approve the funding request, seconded by Tom Egan; motion passed 4-0.

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

Mike Robinson updated the committee on his research and conversations with the County Executive and Jeff Bucholtz of the Veterans Office. He has an upcoming meeting with the Center for Veterans Issues for more information and will report back.

6. Discussion and Action on Naming the Highway Department conference rooms after Paul DeLap and John Schnyder

Tom Egan made a motion to pre-approve the decision from Highways; seconded by Mike Robinson; motion passed 4-0.

7. Discussion and Action of a County Appraisal Policy

This item was discussed prior to item 4 per committee vote. Tom Swan discussed and answered questions about his proposed policy and appraisal process. Mary Anne Mueller explained the change to creating a County ordinance instead of a policy. Mike Elder explained the cost of appraising a property would come out of that department's budget. County Executive Jon Doemel asked how this would affect the Treasurer's foreclosure process; he also asked if it would affect the lease with the Tri County Ice Arena. Mary Anne Mueller explained the lease would be grandfathered in. The committee and Mary Anne Mueller discussed language; further information from the Treasurer pending. Tom Swan proposed the committee vote to approve the current language; motion seconded by Tom Egan; motion passed 4-0.

8. Discussion of Responsible Bidders/ Contractors and County Role

The committee discussed the re-codification progress and possible criteria.

9. Discussion of Building Assessment Study

Mike Elder explained with the assessment complete he will be pursuing a space needs analysis to create a master plan for the County's facilities. He's hoping for the County to standardize some of its space needs across positions and departments, to address who needs private offices, and what positions are hybrid with work-from-home being factored in.

10. Discussion of 980 Housing Project

Mike Elder updated the committee that we were in the final stages of construction, with landscaping to occur later. He addressed Supervisor Hanson's concerns, among them: the State's decision necessitating separate units to keep the individuals from being under

the same roof, issues with the City of Oshkosh, and bids coming in high. The units were also designed to be easy to remove in the event they weren't needed later. The committee requested a fence be erected around the property.

11. Discussion on Boathouse Project

Once the vendor has installed the overhead door the project will be complete.

12. Director Report on Department Operations

Mike Elder updated the committee on operations and answered questions. He discussed the staffing changes with the UW System and the status of UW Fox Cities. He updated the committee on staffing and hiring a carpenter, and the groundskeeper retiring. Mike Elder is also interim director at Solid Waste with the retirement of John Rabe.

13. Suggestions for Items for the Next Meeting Agenda

The committee would like to revisit items 5, 6, 8, 9 – the space needs analysis if it is approved, 10, 11.

14. Set next meeting date and time

The next committee meeting will be March 27, 2024.

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
3/14/2024

Winnebago County Income Statement

As of: March 2024



Long Description	Object	Prior YTD Actual	YTD Actual	YTD PO Encumbered	Revised Budget	Remaining Budget	% Attained
Department - 025 - Facilities Maintenance							
Revenue							
Interfund Revenue:							
Rental Revenue	65011	12,675	10,050	0	40,200	30,150	25.00%
Other Department Charges	65081	3,500	2,250	0	9,000	6,750	25.00%
Interfund Revenue Subtotal:		16,175	12,300	0	49,200	36,900	25.00%
Total Operating Revenue:		16,175	12,300	0	49,200	36,900	25.00%
Misc Revenues:							
Rental Building	48100	16,563	18,500	0	48,750	30,250	37.95%
Sale of Scrap	48106	1,241	180	0	3,400	3,220	5.30%
Other Miscellaneous Revenues	48109	2,241	2,277	0	86,554	84,277	2.63%
Misc Revenues Subtotal:		20,044	20,957	0	138,704	117,747	15.11%
Total Non-Operating Revenue:		20,044	20,957	0	138,704	117,747	15.11%
Revenue Total:		36,219	33,257	0	187,904	154,647	17.70%
Expense							
Wages:							
Regular Pay	51100	395,539	359,891	0	2,223,530	1,863,639	16.19%
Temporary Employees	51101	0	0	0	36,000	36,000	0.00%
Overtime	51105	12,792	1,428	0	37,468	36,040	3.81%
Wage Turnover Savings	51150	0	0	0	(33,000)	(33,000)	0.00%
Wages Subtotal:		408,331	361,320	0	2,263,998	1,902,678	15.96%
Fringes Benefits:							
FICA Medicare	51200	29,620	26,357	0	175,719	149,362	15.00%
Health Insurance	51201	131,434	117,932	0	701,286	583,354	16.82%
Dental Insurance	51202	6,675	7,325	0	34,656	27,331	21.14%
Workers Compensation	51203	2,899	6,961	0	39,638	32,677	17.56%
WI Retirement	51206	26,832	24,972	0	154,809	129,837	16.13%
Fringe Benefits Other	51207	2,154	2,230	0	13,151	10,921	16.96%
Fringe Turnover Savings	51250	0	0	0	(17,000)	(17,000)	0.00%
Fringes Benefits Subtotal:		199,614	185,778	0	1,102,259	916,481	16.85%

Winnebago County Income Statement

As of: March 2024



Winnebago County
The Wave of the Future

Long Description	Object	Prior YTD Actual	YTD Actual	YTD PO Encumbered	Revised Budget	Remaining Budget	% Attained
Department - 025 - Facilities Maintenance							
Expense							
Total Labor:		607,944	547,097	0	3,366,257	2,819,160	16.25%
Travel:							
Registration Tuition	52001	269	216	0	15,325	15,109	1.41%
Automobile Allowance	52002	0	0	0	200	200	0.00%
Meals	52005	0	0	0	100	100	0.00%
Travel Subtotal:		269	216	0	15,625	15,409	1.38%
Total Travel:		269	216	0	15,625	15,409	1.38%
Capital Outlay:							
Improvements	58002	0	4,495	6,896	368,489	357,098	3.09%
Equipment	58004	6,638	0	0	120,000	120,000	0.00%
Capital Outlay Subtotal:		6,638	4,495	6,896	488,489	477,098	2.33%
Total Capital:		6,638	4,495	6,896	488,489	477,098	2.33%
Office:							
Office Supplies	53000	617	600	0	1,975	1,375	30.40%
Printing Supplies	53002	306	205	0	1,600	1,395	12.84%
Postage and Box Rent	53004	312	29	0	175	146	16.71%
Computer Software	53006	3,208	4,833	0	94,458	89,625	5.12%
Telephone	53008	2,122	2,318	0	22,650	20,332	10.24%
Telephone Supplies	53009	0	0	0	350	350	0.00%
Print Duplicate	73003	537	0	0	0	0	0.00%
Postage and Box Rent	73004	6	1	0	50	49	2.78%
Computer Licensing Charge	73006	1,353	2,406	0	11,670	9,264	20.62%
Office Subtotal:		8,463	10,394	0	132,928	122,534	7.82%
Operating:							
Subscriptions	53501	1,724	2,017	0	3,550	1,533	56.82%
Membership Dues	53502	0	0	0	1,930	1,930	0.00%
Household Supplies	53516	20,002	16,023	0	65,000	48,977	24.65%
Uniforms Tools Allowance	53517	151	3,066	0	7,000	3,934	43.80%
Small Equipment	53522	5,467	4,140	0	18,305	14,165	22.62%

Winnebago County Income Statement

As of: March 2024



Long Description	Object	Prior YTD Actual	YTD Actual	YTD PO Encumbered	Revised Budget	Remaining Budget	% Attained
Department - 025 - Facilities Maintenance							
Expense							
Operating:							
Shop Supplies	53523	3,032	735	0	8,000	7,265	9.18%
Building Rental	53550	21,600	21,600	0	21,600	0	100.00%
Equipment Rental	53551	0	0	0	2,000	2,000	0.00%
Operating Licenses Fees	53553	608	292	0	7,708	7,416	3.79%
Small Equipment Technology	53580	0	0	0	11,815	11,815	0.00%
Motor Fuel	73548	4,360	2,259	0	27,000	24,741	8.37%
Operating Subtotal:		56,944	50,131	0	173,908	123,777	28.83%
Repairs & Maint:							
Maintenance Buildings	54020	57,387	39,650	12,438	515,132	463,044	10.11%
Maintenance Grounds	54021	283	680	4,919	35,500	29,901	15.77%
Maintenance Equipment	54022	38,277	29,617	70,068	500,000	400,315	19.94%
Maintenance Vehicles	54023	1,034	331	0	7,500	7,169	4.41%
Equipment Repairs	54029	1,241	0	0	3,000	3,000	0.00%
Maintenance Grounds	74021	0	0	0	7,500	7,500	0.00%
Maintenance Equipment	74022	364	0	0	0	0	0.00%
Maintenance Vehicles	74023	397	3,003	0	14,000	10,997	21.45%
Technology Repair and Maintain	74029	314	322	0	1,980	1,658	16.25%
Repairs & Maint Subtotal:		99,297	73,603	87,424	1,084,612	923,584	14.85%
Utilities:							
Heat	54700	101,280	59,726	0	340,000	280,274	17.57%
Power and Light	54701	92,853	68,368	0	615,000	546,632	11.12%
Water and Sewer	54702	37,419	36,065	0	215,000	178,935	16.77%
Refuse Collection	54703	5,202	4,767	0	28,786	24,019	16.56%
Refuse Collection	74703	237	20	0	2,500	2,480	0.80%
Utilities Subtotal:		236,991	168,945	0	1,201,286	1,032,341	14.06%
Contractual Services:							
Pest Extermination	55002	1,652	1,340	0	6,000	4,660	22.33%
Snow Removal	55003	161,518	31,560	0	99,000	67,440	31.88%
Vehicle Repairs	55005	2,726	6,251	0	9,000	2,749	69.45%
Grounds Maintenance	55007	5,400	0	0	26,800	26,800	0.00%
Building Repairs	55008	10,974	11,716	2,996	56,750	42,038	25.92%
Professional Service	55014	16,073	4,160	56,312	230,662	170,190	26.22%
Janitorial Services	55016	12,065	2,002	0	32,750	30,748	6.11%

Winnebago County Income Statement

As of: March 2024



Winnebago County
The Wave of the Future

Long Description	Object	Prior YTD Actual	YTD Actual	YTD PO Encumbered	Revised Budget	Remaining Budget	% Attained
Department - 025 - Facilities Maintenance							
Expense							
Contractual Services:							
Security Service	55028	104	19,658	0	30,000	10,342	65.53%
Snow Removal	75003	0	30,080	0	75,000	44,920	40.11%
Contractual Services Subtotal:		210,512	106,766	59,308	565,962	399,888	29.34%
Insurance Expenses:							
Prop Liab Insurance	76000	24,213	26,722	0	106,888	80,166	25.00%
Insurance Expenses Subtotal:		24,213	26,722	0	106,888	80,166	25.00%
Total Other Operating:		636,419	436,562	146,732	3,265,584	2,682,289	17.86%
Expense Total:		1,251,270	988,371	153,628	7,135,955	5,993,956	16.00%
025 - Facilities Maintenance Net Surplus/ (Deficit):		(1,215,050)	(955,113)	153,628	(6,948,051)	(5,839,309)	

Winnebago County Income Statement

As of: March 2024



Long Description	Object	Prior YTD Actual	YTD Actual	YTD PO Encumbered	Revised Budget	Remaining Budget	% Attained
Department - 028 - SP Residential Facility							
Revenue							
Misc Revenues:							
Rental Building	48100	3,000	0	0	72,000	72,000	0.00%
Misc Revenues Subtotal:		3,000	0	0	72,000	72,000	0.00%
Total Non-Operating Revenue:		3,000	0	0	72,000	72,000	0.00%
Revenue Total:		3,000	0	0	72,000	72,000	0.00%
Expense							
Repairs & Maint:							
Maintenance Buildings	54020	0	0	0	150	150	0.00%
Maintenance Equipment	54022	0	0	0	150	150	0.00%
Repairs & Maint Subtotal:		0	0	0	300	300	0.00%
Total Other Operating:		0	0	0	300	300	0.00%
Expense Total:		0	0	0	300	300	0.00%
028 - SP Residential Facility Net Surplus/ (Deficit):		3,000	0	0	71,700	71,700	

Winnebago County Income Statement

As of: March 2024



Winnebago County
The Wave of the Future

Long Description	Object	Prior YTD Actual	YTD Actual	YTD PO Encumbered	Revised Budget	Remaining Budget	% Attained
Department - 029 - Facilities Other Depts							
Expense							
Repairs & Maint:							
Maintenance Buildings	54020	4,464	0	0	214,000	214,000	0.00%
Repairs & Maint Subtotal:		4,464	0	0	214,000	214,000	0.00%
Total Other Operating:		4,464	0	0	214,000	214,000	0.00%
Expense Total:		4,464	0	0	214,000	214,000	0.00%
029 - Facilities Other Depts Net Surplus/ (Deficit):		(4,464)	0	0	(214,000)	(214,000)	