

**NOTICE OF MEETING**  
**PROPERTY COMMITTEE**  
**January 7, 2020 - 4:30 PM**

**Aging & Disability Resources Center**  
**650 Forest Avenue**  
**Sheboygan Falls, WI 53085**

**Room 101**

**\*Agenda\***

**Call to Order**

**Certification of Compliance with Open Meeting Law**

**Approval of Minutes**

Property Committee – Regular Meeting, December 3, 2019 @ 4:30 PM

**Review and Approve Vouchers**

**Correspondence** – None at time of posting

**Public Input and Comments on Agenda Items Limited to Two (2) Minutes**

**Building Services**

- Consideration of Request for Comfort Dog
- Consideration of Request to Post / Fill / Hire –
  - Maintenance Technician Vacant Position
- Project Updates –
  - Administration Building Carpet Replacement
  - Aging & Disability Resource Center Remodel
  - Courthouse Boiler Replacements
  - Courthouse Elevator Cab Update
  - Customs Facility
  - District Attorney Office Additions
  - Health & Human Services Fire Alarm Upgrade
  - Health & Human Services Office Additions
  - Health & Human Services Parking Lot Replacement
  - HVAC Control Upgrades

**Approval of Attendance at Other Meetings or Functions**

**Date / Time / Location of Next Meeting**

**Tuesday – January 21, 2020, 4:30 PM**  
**Building Services Conference Room**  
**615 North 6<sup>th</sup> Street – Sheboygan, WI**

**Adjourn**

Prepared by:

Gail Ulezelski  
Recording Secretary

Steven Bauer  
Committee Chairperson

**NOTE:** The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Gail Ulezelski at 920-459-4342 prior to the meeting so that accommodations may be arranged.

## **SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES**

Sheboygan County Historical Museum  
3110 Erie Avenue  
Sheboygan, WI 53081

Conference Room

**December 3, 2019**

**Called to Order: 4:30 pm**

**Adjourned: 4:58 pm**

**PRESENT:** Steve Bauer, Chairperson; Brian Hilbelink, Vice Chairperson; Henry Nelson, Secretary; Charlette Nennig, Member.  
**ABSENT:** Michael Ogea, Member.  
**OTHERS PRESENT:** Judy Nelson; Evan Grossen, Finance Department; Jim TeBeest, Gail Ulezelski.

### **CALL TO ORDER**

Chairperson Steve Bauer called the meeting to order at 4:30 PM.

### **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

Posted November 27, 2019 at 2:30 PM.

### **PUBLIC INPUT AND COMMENTS ON AGENDA ITEMS LIMITED TO TWO (2) MINUTES**

None.

### **APPROVAL OF MINUTES**

Property Committee – Regular meeting, November 5, 2019 @ 4:30 PM – Moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve minutes as presented; motion carried.

### **REVIEW AND APPROVE VOUCHERS**

Moved by Supervisor Nelson/seconded by Supervisor Nennig to approve vouchers as presented. Motion carried; Supervisor Ogea opposed.

### **CORRESPONDENCE**

None.

### **UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS**

- Consideration of 2019 Budget Adjustment – Request to increase grounds expense budget account for \$5,000 Alliant Energy grant to remove ash trees along with corresponding increase to the State Revenue – General Government; contractor unable to complete work. In essence the adjustment is budget neutral. Moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve request as presented; motion carried.
- Consideration of Carryover of Unexpended 2019 Appropriations to 2020 – Following explanation of the request and discussion, moved by Supervisor Hilbelink/seconded by Supervisor Nennig to approve carryover of up to \$28,473; motion carried.

### **BUILDING SERVICES**

- Consideration of Carryover of Unexpended 2019 Appropriations to 2020 – Following explanation of the request and discussion, moved by Supervisor Nennig/seconded by Supervisor Hilbelink to approve carryover of up to \$394,188 following correction to Taylor Park electricity justification; motion carried.
- Consideration of District Attorney Office Additions – Additional staff will be added in January, 2020 thus requiring more office spaces. The District Attorney requests to convert the current Conference Room into two offices and convert a current storage area into a Conference Room. The County Administrator and Building Services Director toured the areas. It was suggested to work on an arrangement with the Clerk of Courts to utilize a Conference Room

in that area. Following discussion, moved by Supervisor Hilbelink/seconded by Supervisor Nennig to convert the current District Attorney Conference Room into two offices and report back in January regarding Conference Room recommendation; motion carried.

- Consideration of Contingency Fund Request –
  - Detention Center Pump Replacement – Postponed.
- Consideration of Request to Post / Fill / Hire –
  - Maintenance Worker (Cleaner) Vacant Position – Due to retirement January 3, 2020. Moved by Supervisor Nelson/seconded by Supervisor Nennig to approved request and for to Human Resources Department for posting; motion carried.
  - Limited Term Employees (3) – Summer help to free up maintenance staff for necessary building maintenance. Moved by Supervisor Hilbelink/seconded by Supervisor Nelson to approved request and for to Human Resources Committee for action; motion carried.

#### **APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS**

None.

#### **DATE / TIME / LOCATION OF NEXT MEETING**

**Tuesday – December 17, 2019, 4:30 PM**  
Building Services Conference Room  
615 North 6th – Sheboygan, WI

#### **ADJOURN**

Moved by Supervisor Nelson/seconded by Supervisor Nennig to adjourn; motion carried and meeting adjourned at 4:58 pm.

Respectfully Submitted,  
Gail Ulezelski  
Recording Secretary

Henry Nelson  
Secretary