

SHEBOYGAN COUNTY PROPERTY COMMITTEE REMOTE MEETING MINUTES

University of Wisconsin Green Bay – Sheboygan Campus
One University Drive
Sheboygan, WI 53083

Room 1202

July 21, 2020

Called to Order: 4:30 pm

Adjourned: 5:18 pm

PRESENT (in Person): Henry Nelson, Chairperson; Brian Hilbelink, Vice Chairperson; Jacob Immel, Secretary; George Kulow, Brian Smith, Members.
OTHERS PRESENT: Evan Grossen, Finance Department; Jim TeBeest, Building Services.

CALL TO ORDER

Chairperson Henry Nelson called the meeting to order at 4:30 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted July 17, 2020 at 10:30 AM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting, June 16, 2020 @ 4:30 PM – Moved by Supervisor Immel/seconded by Supervisor Kulow to approve the minutes as presented; motion carried.

CORRESPONDENCE

- 520 Pennsylvania Avenue House Usage – Jim TeBeest, Director – Building Services gave to the Purchasing Agent and Emergency Management Director to store County COVID supplies in the building. Discussion followed.
- Department Commendations – Director TeBeest presented commendations from Travis Gross, Executive Director – Sheboygan County Historical Museum and Captain Paul Brinkman for various Department staff. Committee consensus to forward to Human Resources Department and place a copy in each personnel file.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Immel/seconded by Supervisor Kulow to approve vouchers as presented; motion carried.

BUILDING SERVICES

- Consideration of Vacant Position Request for Limited Term Employees – 3 (2 COVID / 1 Regular) – Two additional LTE cleaners approved by County Administrator to clean touch surfaces as offices and Courts re-open and one LTE to fill vacancy created by transfer. Following discussion, moved by Supervisor Hilbelink/seconded by Supervisor Immel to approve request; motion carried.
- Consideration of Contingency Fund Request –
 - Law Enforcement Center Inmate Elevator Repairs – Need to test to discover where oil leak is coming from. Following discussion, moved by Supervisor Hilbelink/seconded by Supervisor Kulow to approve transfer of \$2,784 from Courthouse contingency to Law Enforcement Center elevator to cover cost of test; motion carried. Repair quote to come later.
- Consideration of 2021 Building Services Operating Budget Request – Director TeBeest reviewed request, highlights, list of projects/accounts and Capital Outlay request, all of which have been reviewed with the County Administrator and Finance Director and meets the budget target. Following discussion, moved by Supervisor Hilbelink/seconded by Supervisor Immel to approve the 2021 Budget Request as presented; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

Committee consensus to authorize Chairman Nelson's attendance at Building Services Budget Review meeting with County Administrator and Finance Director on Thursday – July 2, 2020.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – August 4, 2020, 4:30 PM - Administration Building – Room 302, 508 New York Avenue - Sheboygan, WI 53081

ADJOURN

Moved by Supervisor Hilbelink/seconded by Supervisor Immel to adjourn; motion carried and meeting adjourned at 5:18 pm.

Respectfully Submitted,
Gail Ulezelski
Recording Secretary

Jacob Immel
Secretary