

SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES

Administration Building
508 New York Avenue
Sheboygan, WI 53081

Room 302

May 5, 2020

Called to Order: 4:30 pm

Adjourned: 5:26 pm

PRESENT: Henry Nelson, Chairperson; Brian Hilbelink, Vice Chairperson;
Jacob Immel, Secretary; George Kulow, Brian Smith, Members.
OTHERS PRESENT: Jim TeBeest, Gail Ulezelski, 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 May 1, 2020 at 11:40 AM.

APPROVAL OF MINUTES

Property Committee – Regular meeting, February 18, 2020 @ 4:30 PM – Supervisor Hilbelink concurred to accept the minutes as presented.

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

None.

CORRESPONDENCE

Supervisor Kulow arrived at 4:34 pm.

- Introductions of Committee members and attendees.
- 2020 1st Quarter Variance Reports
 - University of Wisconsin Green Bay – Sheboygan Campus – Request information on why tree removal has been delayed. Accepted as presented.
 - Building Services – Accepted as presented.
- Vacant Positions
 - Building Services Worker (Cleaner) – Accepted resignation on April 13, 2020. Due to COVID pandemic related emergency powers Resolution, County Administration approved hiring replacement. Conducting interviews next week.
 - Limited Term Employees – Typically hire three Limited Term Employees for the summer months, but County Administrator approved hiring two additional Limited Term Employees to assist on 2nd shift so more emphasis can be placed on sanitizing, especially during staff vacations.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Hilbelink/seconded by Supervisor Smith to approve vouchers as presented. Motion carried.

BUILDING SERVICES

- Consideration of Building Services Vehicle Use Policy –
Per County Ordinance, must review and approve every election year. Moved by Supervisor Hilbelink/seconded by Supervisor Immel to approved as presented; motion carried.
- Consideration of Change in Table of Organization –
 - Request to reclassify one Technician position to HVAC Technician for the 2021 budget process, specializing in HVAC maintenance duties, but still assisting with routine maintenance and on-call schedule. Following discussion, moved by Supervisor

Hilbelink/seconded by Supervisor Kulow to approve request in concept pending Human Resources salary grade designation; motion carried.

- Request to add and Electrician Assistant as succession planning in order to learn technical details of all buildings before Electrician's retirement. The Electrician Assistant would be added to the Table of Organization in 2021, but intend not to fill until 2023 unless Electrician's plans change. Following discussion, moved by Supervisor Hilbelink/seconded by Supervisor Immel to approve request to add Electrician Assistant to the Table of Organization and budget for the position in 2023; motion carried.
- Department Information for New Committee Members – Reviewed handouts and discussed.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

Moved by Supervisor Hilbelink/seconded by Supervisor Smith to approve Committee attendance at Finance Committee meetings for the entire 2020-2022 Committee term; motion carried

Following discussion, moved by Supervisor Hilbelink/seconded by Supervisor Immel to approved Supervisor Kulow's attendance at the May 28, 2020 Human Resources Committee meeting; motion carried.

DATE / TIME / LOCATION OF NEXT MEETING

It was the consensus of Committee members to continue to rotate meeting locations at various buildings maintained by Building Services. Thus, the next meeting is,

Tuesday – May 19, 2020, 4:30 PM

University of Wisconsin Green Bay – Sheboygan Campus (TENTATIVE)

One University Drive

Sheboygan, WI 53081

ADJOURN

Moved by Supervisor Hilbelink/seconded by Supervisor Immel to adjourn; motion carried and meeting adjourned at 5:26 pm.

Respectfully Submitted,
Gail Ulezelski
Recording Secretary

Jacob Immel
Secretary