

SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES

Sheboygan County Administration Building
508 New York Avenue
Sheboygan, WI
Room 119

May 1, 2018

Called to Order: 4:30 pm

Adjourned: 5:15 pm

PRESENT: Steve Bauer, Chairperson, Brian Hilbelink, Vice Chairperson, Henry Nelson, Secretary, Michael Ogea, Member.
ABSENT: George Marthenze.
OTHERS PRESENT: Jon Etta, University of Wisconsin Sheboygan; Jim TeBeest, Gail Ulezelski, Building Services.

CALL TO ORDER

Called to order by Chairperson Bauer at 4:30 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted April 30, 2018 at 2:00 PM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting – April 3, 2016 @ 4:30 PM – Approved by past Chairman Jim Glavan as printed.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Hilbelink/seconded by Supervisor Nelson to approve; motion carried.

CORRESPONDENCE

- 2018 1st Quarter Variances
 - University of Wisconsin Sheboygan – Accepted as presented.
 - Building Services – Accepted as presented.
- Courthouse Front Entrance Remodel – Excavation began Monday on circle driveway; media informed. Anticipate Koenig Construction to start on front steps in a week or so. Security equipment on order.
- Aging & Disability Resource Center Restructure
 - Farm Service Agency (FSA) Lease Extension – Month to month lease through September 30, 2018 and shall vacate by October 1, 2018.
 - Aging & Disability Division Remodel – Proposal presented for anticipated remodel of FSA spaces. Funding request included with preliminary 5-Year Plan preliminary submitted to County Administrator.
 - Veterans Service Relocation – Once Aging & Disability Division remodel complete and staff relocated, intend to move Veterans Service staff into vacated spaces. New carpet and paint in this area included in 2019 Capital request.

TRANSPORTATION COMPLEX UPDATE

Working through punch list. Shop and Main Office staff moving in the next two weeks. City plans to occupy spaces by June 1st. Ribbon Cutting/Open House – June 15, 2018 from 4:00 pm – 6:30 PM.

UNIVERSITY OF WISCONSIN SHEBOYGAN

- Consideration of Eagle Scout Project – Received request from an Eagle Scout to construct a “solar system model” of posts along the driveway around the Campus, staying away from the more traveled areas. At this point, the project is in “concept” stage; would not proceed with other approvals if Property Committee does not support the concept. Following discussion, moved by Supervisor Nelson/seconded by Supervisor Hilbelink to support in concept and require information as concept develops; motion carried.
- Consideration of Vehicle Use Policy – Moved by Supervisor Hilbelink/seconded by Supervisor Nelson to accept as presented; motion carried.

BUILDING SERVICES

- Consideration of Vehicle Use Policy – Following discussion, moved by Supervisor Nelson/seconded by Supervisor Hilbelink to accept as presented; motion carried.
- Consideration of Request to Post/Fill/Hire Vacant Cleaner Position – Following discussion, moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve the request; motion carried.
- Consideration of Property Committee Meeting Locations
 - First Tuesday – Following discussion, Committee consensus to alternate building locations for Property Committee meetings on the first Tuesday of every month.
- Consideration of Contingency Fund Request
 - Health & Human Services Hot Water Control Valve Replacement – Request to transfer \$5,953 from Building Services contingency to replace failed hot water control valve actuators in Health & Human Services building. Moved by Supervisor Ogea/seconded by Supervisor Hilbelink to approve request to transfer \$5,953 from Building Services contingency fund to Health & Human Services heat; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

Moved by Supervisor Nelson/seconded by Supervisor Hilbelink to authorize Committee attendance at Finance Committee meetings for the 2018-2020 Committee term; motion carried.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday - May 15, 2019 @ 4:30 PM; Administration Building - Room 119, 508 New York Avenue – Sheboygan.

ADJOURN

Moved by Supervisor Ogea/seconded by Supervisor Hilbelink to adjourn; motion carried, meeting adjourned.

Respectfully Submitted,

Gail Ulezelski
Recording Secretary

Henry Nelson
Secretary