

SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES

Sheboygan Broughton Marsh Park
Kohler Center for Marsh Education Building
W7113 County Road S R
Elkhart Lake, WI 53020

October 17, 2023

Called to Order: 4:30 pm

Adjourned: 5:09 pm

MEMBERS PRESENT: **In Person:** Henry Nelson, Chairperson; George Kulow, Vice President; Gerald Jorgensen, Secretary

MEMBERS ABSENT: Jon Kuhlow & Brian Smith, Members

OTHERS PRESENT: Jim TeBeest, Kevin Dulmes & Becky Barritt, 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 October 13, 2023 at 11:30AM

APPROVAL OF MINUTES

Property Committee – Regular Meeting, October 3, 2023 at 4:30pm – Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to approve minutes as presented; motion carried with no nay votes.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Jorgensen, seconded by Supervisor G. Kulow to approve vouchers as presented; motion carried with no nay votes.

MUSEUM TAYLOR HOUSE UPDATE

The cupola still needs to be painted, but the lift had to temporarily be moved to a different location.

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS HOUSING UPDATE

Nothing to report.

CORRESPONDENCE

- Theater for Young Audiences (TYA) is requesting to use the Fine Arts Center at University of Wisconsin Green Bay – Sheboygan Campus for a theater production in December and January. UWGB requires their staff to be present and onsite when an outside group is utilizing facilities, however they do not have any full employees to staff during all the practices and performance dates. TYA members requested County insight, since the buildings are County-owned. Upon reviewing the lease, it was decided that UWGB and TYA would have to work this out between themselves.

BUILDING SERVICES

- Consideration of Contingency Request for Detention Center Plumbing – Director TeBeest requested to move \$3,424 from the contingency fund to repair the baffles supporting the grease trap in the Detention Center, as previously discussed. Moved by Supervisor Jorgensen, seconded by Supervisor G. Kulow to approve the contingency fund transfer as presented; motion carried with no nay votes.
- Consideration of Building Services 3rd Quarter Project Update –
 - Courthouse Tuckpointing – Plans obtained, spec expected soon.

- Courthouse Elevator Upgrades – Flooring on order for the inmate elevator.
- Roof Replacements –
 - Law Enforcement Center – Roof is complete, waiting on some repairs to catwalk.
 - Rocky Knoll – Shingles are being replaced now.
 - University of Wisconsin Green Bay – Sheboygan Campus – Railing replacement to be scheduled, based on availability of funds after Rocky Knoll completion.
- Detention Center Alternatives to Incarceration – Construction complete, waiting for Operations & Maintenance (O&M) manuals and as-built drawings.
- Aging & Disability Resource Center Offices – Awaiting on changes to the service window.
- Detention Center Equipment Replacements –
 - Replace 162 Cameras & 17 UPS's – Cameras on order, UPS's have been delivered.
 - Air Conditioning Condenser Replacements – Bid specs created, pre-bid meeting scheduled for October 24, 2023 and Bid Opening scheduled for November 7, 2023.
- HVAC Controls N4 Update for Rocky Knoll and UWGB – Updates have been started.
- Health & Human Services Offices – Construction has begun on the 3rd floor offices. Bid specs are being worked on for other areas.
- Detention Center Expansion Study – Per County Administrator and Sheriff, project is being delayed until the need for expansion funded.
- Health & Human Services Generator Replacement – Generator has been delivered, installation will likely wait until spring.
- VOIP Duress System – IT has placed order.
Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to approve the update as presented; motion carried with no nay votes.
- Consideration of Energy Policy Update & Employee Email Notice – Director TeBeest shared an updated draft of the Energy Management Policy, the primary focus enforcing that personal appliances are not allowed. This, along with a few other reminders regarding building use, will be emailed to all employees November 1st. Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to accept the policy as written; motion carried with no nay votes.
- Consideration of Veterans Office Leased Space – No updates.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, November 7, 2023 4:30 PM
Sheboygan County Administration Building – Room 302
508 New York Ave
Sheboygan, WI 53081

ADJOURN

Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to adjourn; motion carried with no nay votes, and meeting adjourned at 5:09pm.

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary