

SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES

Sheboygan County Administration Building
508 New York Avenue
Sheboygan, WI 53081
Room 302

October 3, 2023

Called to Order: 4:30 pm

Adjourned: 5:03 pm

MEMBERS PRESENT: **In Person:** Henry Nelson, Chairperson; George Kulow, Vice President; Gerald Jorgensen, Secretary; Brian Smith, Member
Remote: Jon Kuhlow, Member

MEMBERS ABSENT:

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 September 29, 2023 at 4:00PM

APPROVAL OF MINUTES

Property Committee – Regular Meeting, August 15, 2023 at 4:30pm – Moved by Supervisor G. Kulow to approve the minutes. Supervisor Smith requested to amend the minutes, adding wording to the discussion of the Sheboygan County Historical Society Museum 2024 Grant Request. Moved by Supervisor G. Kulow to approve the minutes as amended, seconded by Supervisor Smith; motion carried with no nay votes.

INTRODUCTIONS

All attendees introduced themselves to Kevin Dulmes, Building Services Assistant Director.

REVIEW AND APPROVE VOUCHERS

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

MUSEUM TAYLOR HOUSE UPDATE

Work is almost complete. Chappa finished the soffit and window sill. The carriage barn has been stained. The cupola on the roof will be completed this week. Painting is almost done.

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS HOUSING UPDATE

Nothing to report.

CORRESPONDENCE

- Director TeBeest shared a staffing update. A new maintenance technician started 3 weeks ago. One cleaner retired Monday and her replacement has already started. Another cleaner is resigning Friday, and her replacement will start next week.
- Lutheran High School has some concerns regarding silt runoff from Bookworm Gardens under the fencing of their new baseball diamond. They are requesting the County relocate the ditch around the field. This will be assessed by Building Services & Highway Departments.

- Director TeBeest shared the grease trap in the Detention Center kitchen will need some repairs – the baffles supporting the grease trap have come loose. Assistant Director Dulmes met with a contractor, and they have a solution that will allow for repair without having to break up the concrete floor.

BUILDING SERVICES

- Consideration of Electrician Equity Adjustment – Director TeBeest requested an equity adjustment for the current County Master Electrician. This adjustment would match the pay of the newly hired Master Electrician, who will take his place after his upcoming retirement. Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to approve the equity adjustment; motion carried with no nay votes.
- Consideration of Contingency Request for Detention Center Plumbing – The plumbing in the inmate cells at the Detention Center have a complex valve assembly panel. Due to age and use, parts are failing on the assemblies. Maintenance staff are requesting to order a stock of the assemblies to have on hand, so they can easily swap out the full assembly, then work on parts back in their shop. This alternative is faster & safer, displaces inmates for less time, and is more cost-efficient than purchasing individual parts. Each assembly costs approximately \$940, so the request is for \$10,000 from contingency to order 10 assemblies, plus shipping. Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to approve the contingency fund transfer as presented; motion carried with no nay votes.
- Consideration of Fund Transfer Request – The cost of ceiling tile replacement for Branch 1 is higher than budgeted. Director TeBeest requested to move \$1,831 from the natural gas account to the structural account, so the ceilings can still be replaced this year. Moved by Supervisor G. Kulow, seconded by Supervisor J. Kuhlow to approve the fund transfer as requested; motion carried with no nay votes.
- Consideration of Veterans Office Leased Space – The Veterans Office Director is requesting to sublet office space at the Aging & Disability Resource Center. Documents were not yet ready for this meeting. Discussion tabled until proper information is available, no action at this time.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, October 17, 2023 4:30 PM
Kohler Center for Marsh Education Building
W7113 County Road SR – Elkhart Lake, WI 53020

ADJOURN

Moved by Supervisor Smith, seconded by Supervisor G. Kulow to adjourn; motion carried with no nay votes, and meeting adjourned at 5:03pm.

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary