

# **SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES**

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

**November 21, 2023**

**Called to Order: 4:30 pm**

**Adjourned: 5:09 pm**

MEMBERS PRESENT: Henry Nelson, Chairperson; Gerald Jorgensen, Secretary; Jon Kuhlow & Brian Smith, Members

MEMBERS ABSENT: George Kulow, Vice President

OTHERS PRESENT: 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 November 17, 2023 at 12:00PM

## **APPROVAL OF MINUTES**

Property Committee – Regular Meeting, October 17, 2023 at 4:30pm – Moved by Supervisor J. Kuhlow, seconded by Supervisor Jorgensen to approve minutes as presented; motion carried with no nay votes.

## **REVIEW AND APPROVE VOUCHERS**

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

## **MUSEUM TAYLOR HOUSE UPDATE**

The cupola has been painted, and now exterior renovations of the Taylor House are complete.

## **UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS HOUSING UPDATE**

A rough draft of the RFP has been sent for review by County Staff.

## **CORRESPONDENCE**

- 3<sup>rd</sup> Quarter Variance Reports for Building Services & UWGB – Sheboygan Campus were reviewed. It was requested that more information be provided for explanation of variance for the UWGB report in the future.
- An email from Travis Gross, Sheboygan County Museum Executive Director, was shared. Travis expressed his gratitude for the completion of Taylor House painting, as well as announced his last day at the Museum will be December 15, 2023.

## **BUILDING SERVICES**

- Consideration of Bid Award for Detention Center Air Conditioning Equipment – Assistant Director Dulmes reviewed the bids received for the air conditioning equipment replacements. The lowest bid was from J&H Heating Inc., from Port Washington for \$532,950.00. Moved by Supervisor Smith, seconded by Supervisor J. Kuhlow to accept the proposal by J&H Heating for the Detention Center Air Conditioning Equipment Replacements; motion carried with no nay votes.
- Consideration of 3 Fund Transfer Requests – Assistant Director Dulmes presented 3 fund transfers for Building Services:

- Request to move \$16,969 from the Courthouse Natural Gas account to Capital Outlay for Vehicle, to supplement the budget shortfall for the new electrician's van. The van was ordered in June 2021, but due to supply chain delays and inflation, total cost of the van ended up over budget.
- Request to move \$3,195 from Detention Center Natural Gas account to Capital Outlay for Machinery & Equipment, to supplement the budget shortfall for a new sign making machine. The model machine budgeted for in June 2022 was discontinued, so an upgraded machine had to be ordered to meet department needs.
- Request to move \$5,875 from Detention Center Natural Gas account to Detention Center Heating account, to add a duct hood on a Detention Center roof AHU-6 air intake grill. The hood will reduce snow intake and the need to shovel out the air handling unit.

Moved by Supervisor Jorgensen, seconded by Supervisor Smith to approve the 3 fund transfers as presented; motion carried with no nay votes.

- Consideration of Promotion – Assistant Director presented a proposal to promote a current Maintenance Technician to HVAC Technician, a position that already exists in the Table of Organization. Moved by Supervisor J. Kuhlow, seconded by Supervisor Jorgensen to approve the promotion as presented; motion carried with no nay votes.

#### **APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS**

None

#### **DATE / TIME / LOCATION OF NEXT MEETING**

**Tuesday, December 5, 2023 4:30 PM**  
Sheboygan County Administration Building – Room 302  
508 New York Ave  
Sheboygan, WI 53081

#### **ADJOURN**

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

Respectfully Submitted,

Becky Barritt  
Recording Secretary

Gerald Jorgensen  
Secretary