

SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES

**Corrected*

Sheboygan County Museum
3110 Erie Avenue
Sheboygan, WI
Conference Room

December 6, 2011

Called to Order: 4:30 PM

Adjourned: 5:50 PM

PRESENT: Ed Procek, Jim Glavan, John Raml, Tom Epping, John Oppeneer.

OTHERS PRESENT: Carl Buesing, Corporation Counsel; Bob Harker, Mary Novak, Sheboygan County Museum; Jim TeBeest, Gail Ulezelski, Building Services.

CALL TO ORDER

Chairperson Procek called the meeting to order at 4:30 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Agenda posted December 2, 2011 at 2:45 PM.

APPROVAL OF MINUTES

Moved by Epping/seconded by Oppeneer to approve the November 15, 2011 Property Committee meeting minutes as mailed; motion carried.

APPROVAL OF VOUCHERS – Moved by Glavan/seconded by Epping to approve vouchers as presented; motion carried.

CORRESPONDENCE – None

UNIVERSITY OF WISCONSIN SHEBOYGAN MASTER PLANNING UPDATES

Supervisors Bill Goehring and John Raml appointed to committee. All Departments to be interviewed; findings will be reported to Steering Committee to prioritize by March, 2012.

SHEBOYGAN COUNTY MUSEUM UPDATE

The mission of the Museum is to collect, preserve and educate the families of today and the future. Recently the Museum received two donations...the lantern parade display and a binder knot-tying machine. Preservation of the log house continued through the months of August, September and October as well as removal of dead, dying or damaged trees around Museum buildings. "Holiday Memories" exhibit is on display from Thanksgiving through the Christmas season. A flyer of 2012 events handed out.

DISCUSSION/ACTION SHEBOYGAN COUNTY MUSEUM LEASE

Corporation Counsel distributed proposed new lease and reviewed potential changes. Committee members and Museum personnel asked to independently review and contact Corporation Counsel with issues or concerns. When mutually acceptable then brought to County Board for approval **before supervisor terms end in March, 2012.*

DISCUSSION/ACTION CONTINGENCY FUND REQUEST –

- HVAC Control Software – Request to upgrade HVAC digital control software in an effort to reduce reboot time less than hour with current versions. Moved by Glavan/seconded by Raml to approve transferring \$7,021 from Building Services contingency to Courthouse and Rocky Knoll maintenance services – heating; motion carried.

DISCUSSION/ACTION REQUEST PERMISSION TO POST, FILL, HIRE TWO CLEANING POSITIONS

Moved by Raml/seconded by Glavan to approve requesting permission from Human Resources Committee to post, fill and hire for two vacant cleaning positions; motion carried.

DISCUSSION/ACTION ATTENDANCE OF COMMITTEE MEMBERS AT OTHER MEETINGS/FUNCTIONS – None.

DATE / TIME/ LOCATION NEXT MEETING

Tuesday – December 20, 2011 @ 4:30 PM, Building Services Conference Room.

ADJOURNMENT

Moved by Glavan/seconded by Epping to adjourn. Motion carried; meeting adjourned.

Respectfully Submitted,

Gail Ulezelski
Recording Secretary

UNOFFICIAL