

## **SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES**

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

**May 2, 2023**

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

**Adjourned: 4:55 pm**

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

**MEMBERS ABSENT:** George Kulow, Vice President

**OTHERS PRESENT:** Jim TeBeest, & 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 April 28, 2023 at 4:00PM.

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting, March 21, 2023 at 4:30pm – Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith to approve minutes as presented; motion carried with no nay votes.

### **REVIEW AND APPROVE VOUCHERS**

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

### **MUSEUM TAYLOR HOUSE UPDATE**

Nothing to report.

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

Request for Proposal (RFP) is still in progress. Expect invite to Joint meeting with Executive Committee before advertised.

### **CORRESPONDENCE**

- An offer was made for the Assistant Electrician position; however, the applicant declined the offer. Administrator is working on a new strategy to find more applicants.
- The Sheboygan County Veterans Memorial is planning to add two more walls to the Memorial. A brochure regarding fundraising was shared for informational purposes.

### **BUILDING SERVICES**

- Consideration of Trunk-or-Treat Event at Health & Human Services Building – Partners for Community Development is requesting to once again utilize the parking lot of the Health & Human Services Building to host a Trunk-or-Treat event on October 28<sup>th</sup>, 2023, 2:00pm-4:00pm, to promote National Weatherization Day. Moved by Supervisor Jorgensen, seconded by Supervisor Smith to approve the request; motion carried with no nay votes.
- Consideration of Assistant Director Job Posting – Director TeBeest requested approval of the Vacant Position Request for Building Services Assistant Director, hoping for the position to be filled by July 1<sup>st</sup>, 2023. Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith to approve the request; motion carried with no nay votes.

- Consideration of Capital Project 1<sup>st</sup> Quarter Update – Director TeBeest shared the status of Building Services Capital projects, answering questions. Moved by Supervisor Jorgensen, seconded by Supervisor J. Kuhlow to approve update as presented; motion carried with no nay votes.

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

None

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

**Tuesday, May 16, 2023 4:30 PM**  
Administration Building – Room 302  
508 New York Avenue - Sheboygan, WI 53081

**ADJOURN**

Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith to adjourn; motion carried with no nay votes, and meeting adjourned at 4:55pm.

Respectfully Submitted,

Becky Barritt  
Recording Secretary

Gerald Jorgensen  
Secretary