

## SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES

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

**August 1, 2023**

**Called to Order: 4:31 pm**

**Adjourned: 5:09 pm**

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

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

**OTHERS PRESENT:** **In Person:** Jim TeBeest, & Becky Barritt, Building Services  
**Remote:** Erik Aleson, University of Wisconsin Green Bay – Sheboygan Campus

### **CALL TO ORDER**

Chairperson Henry Nelson called the meeting to order at 4:31 PM.

### **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

Posted July 28, 2023 at 4:00PM.

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting, June 29, 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**

Work is progressing. Gutters have been re-lined with metal and the window sill replaced. The second story windows are being repainted. Maintenance found that there was standing water on the cupola roof, and a vendor will inspect 8/2/23.

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

Nothing to report.

### **CORRESPONDENCE**

- Building Services Staffing Updates – Director TeBeest shared an Assistant Director has been hired and will start August 30<sup>th</sup>. The Master Electrician position has also been filled and he will start August 28<sup>th</sup>.

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

- Consideration of UWGB – Sheboygan Campus 2024 Operating Budget Request – The budget packet provided by Erik Aleson, UWGB Deputy Chief Facilities Officer, and was distributed. The committee asked a few questions about the budget, but requested more time to review. Moved by Supervisor Jorgensen, seconded by Supervisor J. Kuhlow to table the vote until the next meeting; motion carried with no nay votes.
- Consideration of UWGB – Sheboygan Campus Contingency Fund Request for Air Conditioning Compressor – A compressor failed on the condenser for AHU-6 serving the

main building classrooms. Cost to replace is \$9,210. Moved by Supervisor Smith, seconded by Supervisor J. Kuhlow to approve contingency fund transfer; motion carried with no nay votes.

#### **BUILDING SERVICES**

- Consideration of Building Services 2024 Operating Budget Request – After the base budget meeting on Friday, July 28<sup>th</sup>, the budget required revisions, and will be presented at the next meeting. No action taken at this time.
- Consideration of Detention Center Contingency Fund Request for Air Conditioning Compressor – A compressor failed on the condenser for the Phase II Control Room. Cost to replace is \$4,128. Moved by Supervisor Jorgensen, seconded by Supervisor Smith to approve contingency fund transfer; motion carried with no nay votes.
- Consideration of Rocky Knoll Contingency Fund Request for Elevator Cylinder/Jack Replacement – One of the elevators at Rocky Knoll lost oil, the cause is still being investigated. If the cylinder needs to be replaced, the cost would be about \$60,000, with a 15-week lead time. If just the packing around the cylinder needs to be replaced, the cost would be significantly less. Moved by Supervisor J. Kuhlow, seconded by Supervisor Jorgensen to approve a contingency fund transfer not to exceed \$60,000 for the repairs; motion carried with no nay votes.
- Consideration of Building Services 2023 Second Quarter Project Status Update – Director TeBeest shared the status of the capital projects. Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith to approve the 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, August 15, 2023 4:30 PM**  
Administration Building – Room 302  
508 New York Avenue - Sheboygan, WI 53081

#### **ADJOURN**

Moved by Supervisor Smith, 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