

**NOTICE OF MEETING**  
**PROPERTY COMMITTEE**  
**August 16, 2016 - 4:30 PM**

615 North 6th Street  
Sheboygan, WI 53081  
Courthouse Annex

**\*Agenda\***

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Property Committee - Regular Meeting - Aug 2, 2016 4:30 PM

Review and Approve Vouchers

Correspondence

- Committee Photo
- Finance Committee 2017 Budget Review Meeting Schedule
- 2017 5-Year Capital Project Requests Update

Proposed 2017 Budget Requests

- Consideration of Sheboygan County Historical Society Request
- Consideration of University of Wisconsin Sheboygan Request

UW Campus

- Consideration of Book Worm Gardens Contingency Fund Request

Consideration of Contingency Fund Request

- Book Worm Gardens Culvert Replacement

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

**Tuesday - September 6, 2016 @ 4:30 PM**

Courthouse Annex - Building Services Conference Room

615 North 6th Street - Sheboygan, WI

Adjourn

Prepared by:

Gail Ulezelski  
Recording Secretary

James Glavan  
Committee Chairperson

**NOTE:** The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this

Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Gail Ulezelski at 920-459-4342 prior to the meeting so that accommodations may be arranged.

## SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES

Sheboygan County Courthouse  
615 North Sixth Street  
Sheboygan, WI  
Building Services Conference Room

**August 2, 2016**

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

**Adjourned: 5:00 pm**

PRESENT: Jim Glavan, Chairman; Henry Nelson, Vice Chairman; Bob Ziegelbauer, Secretary, Steve Bauer, Brian Hilbelink, Members.  
OTHERS PRESENT: Dan Anhalt, Jon Etta, University of Wisconsin Sheboygan; Jim TeBeest, Gail Ulezelski, Building Services.

### CALL TO ORDER

Called to order by Chairperson Glavan at 4:30 PM.

### CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted July 29, 2016 at 2:45 PM.

### APPROVAL OF MINUTES

Property Committee – Regular Meeting – June 21, 2016 @ 4:30 PM – Moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve as presented; motion carried.

### REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Ziegelbauer/seconded by Supervisor Hilbelink to approve vouchers as presented; motion carried.

### CORRESPONDENCE

- 2016 2<sup>nd</sup> Quarter Variance Reports
  - University of Wisconsin Sheboygan – Reviewed and accepted as presented.
  - Building Services – Reviewed and accepted as presented.

### BUILDING SERVICES

- Consideration of Contingency Fund Requests
  - UW Sheboygan Commons Air Conditioning Compressor Replacement – Moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve request to transfer \$5,000 from Building Services contingency to UW air conditioning to supplement cost (±\$10,000) to replace compressor which failed; motion carried.
  - Building Services Courthouse Generator Transfer Switch Replacement – Moved by Supervisor Ziegelbauer/seconded by Supervisor Hilbelink to approve request to transfer \$4,590 from Building Services contingency to Courthouse electrical to replace generator transfer switch which failed; motion carried.
  - Book Worm Gardens Culvert Replacement – Future request for culvert replacement across Campus Drive and catch basin installed on Book Worm Gardens property (dollar amount not available as of meeting time).
- Consideration of Parking Lot Lease Request – Received verbal request for rental of two stalls in 6<sup>th</sup> and Pennsylvania Avenue parking lot. Currently four stalls are rented at \$30/stall/month. Moved by Supervisor Hilbelink/seconded by Supervisor Ziegelbauer to request Corporation Counsel to draft rental agreement and pursue rentals; motion carried.

Minutes Acceptance: Minutes of Aug 2, 2016 4:30 PM (Approval of Minutes)

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

Moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve Supervisor Ziegelbauer's attendance at the July 27, 2016 Finance Committee meeting, Supervisor Nelson's attendance at July 27, 2016 Executive Committee meeting and Committee attendance at the August 10, 2016 Finance Committee meeting; motion carried.

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

August 16, 2016 @ 4:30 PM – Building Services Conference Room, 615 North 6<sup>th</sup> Street – Sheboygan.

**ADJOURNMENT**

Moved by Supervisor Bauer/seconded by Supervisor Nelson to adjourn; motion carried, meeting adjourned.

Respectfully Submitted,

Gail Ulezelski  
Recording Secretary

Robert Ziegelbauer  
Secretary