

## **SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES**

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

**October 17, 2017**

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

**Adjourned: 5:06 pm**

**PRESENT:** Jim Glavan, Chairman, Henry Nelson, Vice Chairman, Bob Ziegelbauer, Secretary, Steve Bauer, Brian Hilbelink, Member.  
**OTHERS PRESENT:** Jon Etta, University of Wisconsin Sheboygan; Dale Deterding, Allison Brunette, Aging & Disability Resource Center; 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 October 13, 2017 at 11:15 AM.

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting – September 5, 2017 @ 4:30 PM – Moved by Supervisor Ziegelbauer/seconded by Supervisor Hilbelink to approve as presented; motion carried.

### **REVIEW AND APPROVE VOUCHERS**

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

### **CORRESPONDENCE**

- 2018 Capital Outlay Budget Request – The request to secure the main stairs in the Health & Human Services Building, Health & Human Services Pickup Truck w/Plow & Lift at Health & Human Services and the RESCEW for Project Management adding a staff Engineer for Building Services were denied by the Finance Committee.
- Handed out Finance Committee meeting dates for the remainder of 2017.

### **TRANSPORTATION COMPLEX UPDATE**

Seventy-five days of construction without an accident, water main installed, Kohler generator delivered, heated floors to pour yet, salt shed roofs to complete - reviewing what works best vs plan, fuel island nearing completion, minor details with canopy, plan to paint before weather turns. Anticipate move-in by or before January 1, 2018 for Elkhart Lake and Plymouth sheds and May 30, 2018 for Main Office and staff. Project continues under-budget.

### **BUILDING SERVICES**

- Consideration of Aging & Disability Resource Center Request for Grow Lights – Received grant to improve dining site program hoping to construct raised garden beds to encourage participants to take ownership by growing own source of produce. Committee members expressed concerns of bringing ground and moisture into the building may affect the already numerous complaints from staff regarding mold in the building; hopefully this does not escalate those complaints. Moved by Supervisor Ziegelbauer/seconded by Supervisor Nelson to approve request; motion carried via roll call vote 4-1 (Supervisor Glavan voting No).

- Consideration of Request Permission to Post / Fill / Hire Building Services Technician (Maintenance II Worker) – Vacant position November 2, 2017 due to retirement. Moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve and request Human Resources Department to post and advertise vacation position; motion carried.
- Project Updates –
  - Courthouse Security Entrance / Front Steps Renovations – rebid in January for spring work. Reviewing suggestions on how to lower cost.
  - HVAC Control Upgrades –
    - Law Enforcement Center complete during summer, correcting seasonal related issues.
    - Health & Human Services complete in September, minor punch list.
    - Rocky Knoll 99% complete, some minor hiccups;
    - University of Wisconsin Sheboygan – install new graphic, then complete.
  - Rocky Knoll Fire Alarm – complete, certify next Wednesday.
  - Roof Replacements –
    - Law Enforcement Center – OSHA railing to install, otherwise complete.
    - Rocky Knoll – tuckpoint yet, otherwise complete.
  - Security Camera Upgrades – converted from analog to digital; complete.
  - University of Wisconsin Sheboygan Key Card Upgrade – upgraded before school started, working through some access level issues.
  - University of Wisconsin Sheboygan VAV Upgrade – Physical work done, programming controls.

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

None.

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

Tuesday – November 7, 2017 @ 4:30 PM, Courthouse Annex – Building Services Conference Room, 615 North 6<sup>th</sup> Street - Sheboygan.

**ADJOURN**

Moved by Supervisor Ziegelbauer/seconded by Supervisor Hilbelink to adjourn; motion carried, meeting adjourned.

Respectfully Submitted,

Gail Ulezelski  
Recording Secretary

Robert Ziegelbauer  
Secretary