

## **SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES**

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

Room 119

**November 5, 2019**

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

**Adjourned: 4:55 pm**

**PRESENT:** Steve Bauer, Chairperson; Brian Hilbelink, Vice Chairperson; Henry Nelson, Secretary; Charlette Nennig, Michael Ogea, Members.  
**OTHERS PRESENT:** Evan Grossen, Finance Department; Jim TeBeest, Gail Ulezelski, Ben Darkow, Building Services.

### **CALL TO ORDER**

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

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

Posted November 1, 2019 at 12:30 PM.

### **PUBLIC INPUT AND COMMENTS ON AGENDA ITEMS LIMITED TO TWO (2) MINUTES**

None.

### **APPROVAL OF MINUTES**

Property Committee – Regular meeting, October 1, 2019 @ 4:30 PM – Moved by Supervisor Hilbelink/seconded by Supervisor Nelson to approve minutes as presented; motion carried.

### **REVIEW AND APPROVE VOUCHERS**

Moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve vouchers as presented. Motion carried; Supervisor Ogea opposed.

### **CORRESPONDENCE**

- 2019 3<sup>rd</sup> Quarter Variance Reports –
  - University of Wisconsin Green Bay – Sheboygan Campus – Accepted as presented.
  - Building Services – Accepted as presented.
- Sheboygan County Historical Museum – Several dead trees removed from the Museum grounds and Taylor Park.

### **BUILDING SERVICES**

- Consideration of Health & Human Services Office Additions – Request to add three new offices in Room 224. Health & Human Services to provide funding. Following discussion, moved by Supervisor Ogea/seconded by Supervisor Nelson to approve the request; motion carried.
- Consideration of Request to Post / Fill / Hire –
  - Manager of Building Services Vacant Position – Vacancy due to retirement. Following discussion, moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve request and forward to Human Resources Committee for consideration; motion carried.
- Project Updates –
  - Administration Building Carpet Replacement – Nearing completion on specifications and plans.
  - Airport Customs Building – Director occasionally reviewed plans with architect. Project bid by State of Wisconsin. County Electrician will install keycard access system.
  - Courthouse 4<sup>th</sup> Floor Urinal Replacement – Easier than expected, plumbing in sand under flooring. Installing wall mount versus floor mount.
  - Detention Center HVAC Controls – Plans complete, parts on order, install to start soon.

- Detention Center Sink Replacement – Wore out from wear and tear over 20 years. New stainless-steel sink-table on site but requires sectioning as too big to fit through doorway. Highway Department welder will be utilized to weld seam when in place.
- Health & Human Services Fire Alarm – Plans completed two weeks ago, pricing parts. Strobes to be installed in every office; some offices will also have a horn. Installation being done in-house.
- Treasurer's Office Remodel – Waiting on wood door; otherwise, complete.
- Detention Center Hot Water Heater – Laundry water heater (100 gallon) failed. Replacement costs covered through operating budget.
- Courthouse Boiler – Installed and insulating; intend to fire up in the next week or two.

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

None.

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

**Tuesday – November 19, 2019, 4:30 PM**  
Administration Building - Room 119  
508 New York Avenue – Sheboygan, WI

If cancelled,

**Tuesday – December 3, 2019, 4:30 PM**  
**Sheboygan County Historical Museum – Conference Room**  
3110 Erie Avenue – Sheboygan, WI

**ADJOURN**

Moved by Supervisor Hilbelink/seconded by Supervisor Ogea to adjourn; motion carried and meeting adjourned at 5:02 pm.

Respectfully Submitted,  
Gail Ulezelski  
Recording Secretary

Henry Nelson  
Secretary