SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES

*\*Corrected*

Sheboygan County Administration Building

Room 302

508 New York Avenue

Sheboygan, WI 53081

## December 19, 2023 Called to Order: 4:32 pm Adjourned: 5:24 pm

MEMBERS PRESENT: Henry Nelson, Chairperson; George Kulow, Vice President; Gerald Jorgensen, Secretary; Jon Kuhlow & Brian Smith, Members

MEMBERS ABSENT: None

OTHERS PRESENT: Jim TeBeest, Kevin Dulmes & Becky Barritt, Building Services ; Aaron Brault, Planning & Conservation

**CALL TO ORDER**

Chairperson Henry Nelson called the meeting to order at 4:32 PM.

**CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

Posted ~~November 17, 2023 at 12:00PM~~  \**December 15, 2023 at 3:00PM*

**APPROVAL OF MINUTES**

Property Committee – Regular Meeting, November 21, 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 Jorgensen, seconded by Supervisor G. Kulow to approve vouchers as presented; motion carried with no nay votes.

**MUSEUM TAYLOR HOUSE UPDATE**

Exterior renovations at Taylor House are complete, but some paint touch-ups will be needed come spring. Paint is already purchased.

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

A rough draft of the RFP is still in progress.

**CORRESPONDENCE**

* Sheboygan County Veterans Memorial – Assistant Director Dulmes shared that Allen Nohl, Board President for the Veterans Memorial, sent a letter requesting financial support for the additional two walls they are trying to add to the memorial site.
* Leasing of Properties by Health & Human Services – It was recently discovered that HHS staff leased two neighborhood homes without prior consultation of Building Services or Property Committee. Discussion followed regarding who should be responsible for upkeep, utilities, moving furniture, etc.
* Courthouse Window Replacement & Tuckpointing Project – Assistant Director Dulmes shared that the specs and drawings for the project are complete. Bids are due February 13, 2024 and the bid award will be February 20, 2024.

**BUILDING SERVICES**

* Consideration of Planning & Conservation’s Multipurpose Storage and Semi-permanent Household Hazardous Waste (HHW) Collection Building located at Aging & Disability Resource Center – Aaron Brault, Planning & Conservation Director, shared that they would like to construct a building next to the ADRC in Sheboygan Falls, this has been in the Capitol Plans for 2-3 years. The building would have many uses, including Planning & Conservation storage, house the annual tree sale, hazardous waste collection, and overflow storage for the Sheriff’s Department. Planning & Conservation would be responsible for all utilities, maintenance and upkeep for the building. The Request for Proposal (RFP) for design has been published, construction would start later in 2024. Moved by Supervisor Jorgensen, seconded by Supervisor J. Kuhlow to approve the proposal for use of the property at the Aging & Disability Resources Center as presented by Director Brault; motion carried with no nay votes.
* Consideration of Bid Award for Health & Human Services Remodel – Assistant Director Dulmes reviewed the bids received for the office remodel at HHS. The lowest bid was from Mike Koenig Construction for $42,750.00. Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to accept the proposal by Mike Koenig Construction for the Health & Human Services Remodel; motion carried with no nay votes.
* Consideration of Funds Carryover Request – Dulmes reviewed the request, explaining the reasons for each line. Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith to approve the funds for carryover; motion carried with no nay votes.

**ADDITIONAL CORRESPONDENCE**

* Chairperson Nelson asked about the status of the ditch on University Drive by Lutheran High School’s baseball field, as was discussed in a previous meeting. Assistant Director Dulmes met with Transportation Director Bryan Olson at the site, and they determined that the area did in fact look flat. Olson said he would write up a work order for his crew to address the issue.

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

None

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

**Tuesday, January 16, 2024** 4:30 PM

Sheboygan County Administration Building – Room 302

508 New York Ave

Sheboygan, WI 53081

**ADJOURN**

Moved by Supervisor G. Kulow, seconded by Supervisor J. Kuhlow to adjourn; motion carried with no nay votes, and meeting adjourned at 5:24pm.

Respectfully Submitted,

Becky Barritt Gerald Jorgensen Recording Secretary Secretary