

## **SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES**

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

**February 3, 2010**

**Called to Order: 4:30 PM**

**Adjourned: 5:37 PM**

**PRESENT:**

Jim Glavan, Adrian Van Dixhorn, Eustacio Medina, Tom Epping,  
Edward Procek

**OTHERS PRESENT:**

Adam Payne, County Administrator; Carl Buesing, Corporation  
Counsel; Jim TeBeest, Gail Ulezelski, Building Services

### **CALL TO ORDER**

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

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

Agenda posted January 28, 2010 at 1:30 PM.

### **APPROVAL OF MINUTES**

Moved by Van Dixhorn/seconded by Medina to approve January 19, 2010 minutes as mailed;  
motion carried.

### **APPROVAL OF VOUCHERS**

Moved by Epping/seconded by Procek to approve as presented; motion carried.

### **CORRESPONDENCE –**

- Master Electrician Certification – County electrician passed certification required by new state mandated requirements.

### **DISCUSSION/ACTION SHEBOYGAN COUNTY ECONOMIC DEVELOPMENT CORPORATION LEASE AGREEMENT**

Standard lease retroactive to January 1, 2010. First two years rent-free in lieu of finishing spaces (at a cost of approximately \$25,000). All utilities (with the exception of telephone) and janitorial services provided by the County. Moved by Epping/seconded by Van Dixhorn to approve the two-year lease; motion carried 4-1 (Glavan voting no).

### **DISCUSSION/ACTION 2011 BUDGET IMPLICATIONS**

Adam Payne, County Administrator recapped the purpose of the proposed request for ½% sales tax and identified amount Building Services would have to cut without it. Discussion followed.

### **DISCUSSION/ACTION COURTHOUSE ANNEX ELEVATOR UPGRADES**

TeBeest reported the elevator shuts down after continuous build-up of error codes and often times staff are trapped. Otis Elevator estimates approximate cost to replace computer would be \$20,000; will report back once firm quote received.

**DISCUSSION/ACTION AIR QUALITY TEST**

Cardinal Environmental conducted indoor air quality assessment and fungal testing in the Court Commissioner's Office; all results negative. Some recommendations made regarding air flow and cleaning of spaces. Will review in-depth and report back.

**DISCUSSION/ACTION TELEPHONE PROGRAMMING**

Moved by Epping/seconded by Medina to authorize caller ID for the maintenance supervisor on a six-month trial basis; motion carried.

**DISCUSSION/ACTION ATTENDANCE OF COMMITTEE MEMBERS AT OTHER MEETINGS/FUNCTIONS – None.**

**DATE / TIME/ LOCATION NEXT MEETING**

Tuesday – February 16, 2010 @ 4:30 PM, Building Services Conference Room.

**ADJOURNMENT**

Moved by Van Dixhorn/seconded by Epping to adjourn. Motion carried and meeting adjourned.

Respectfully Submitted,

Gail Ulezelski  
Recording Secretary