

## **SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES**

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

**December 7, 2010**

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

**Adjourned: 5:25 PM**

**PRESENT:** Ed Procek, Jim Glavan, Tom Epping, John Oppeneer

**ABSENT:** John Raml

**OTHERS PRESENT:** Jim TeBeest, Gail Ulezelski, Building Services

### **CALL TO ORDER**

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

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

Agenda posted December 2, 2010 at 11:30 AM.

### **APPROVAL OF MINUTES**

Moved by Glavan/seconded by Oppeneer to approve the November 2, 2010 minutes as printed; motion carried.

### **APPROVAL OF VOUCHERS**

Moved by Glavan/seconded by Oppeneer to approve as presented; motion carried.

**CORRESPONDENCE** – None at time of mailing.

### **DISCUSSION/ACTION RECORDS RETENTION ORDINANCE**

Wisconsin Counties Association obtained approval to change the length of time some public records must be retained, including surveillance recordings which must be retained for 120 days; current upgrade project at the Detention Center initially planned for 60 days. Also applies to Courthouse, Administration and Health & Human Services security cameras. Total memory upgrade estimated at \$80,000. Unsure what Committee is responsible for since Loss Prevention funded cameras.

### **DISCUSSION/ACTION COURTHOUSE BOILER**

Recently the Courthouse main boiler hard started, blowing out rusty spots in some of the breach piping. Temporary repairs made and necessary repairs ordered; and, the hot water heater was replaced with a more efficient tank-less model. It was also determined the gas train on both boilers should be upgraded for safety reasons at a cost of \$15,000 per boiler. Moved by Epping/seconded by Glavan to replace gas train on both boilers, taking one-half the amount from Building Services contingency and requesting the other half from the Finance Committee contingency; motion carried.

### **DISCUSSION/ACTION ADMINISTRATION BUILDING SIGNAGE**

Requested to add building identifying lettering to the east side of the Administration Building. Moved by Epping/seconded by Glavan to placing vinyl lettering on the center window in 3½" high type; motion carried.

**DISCUSSION/ACTION JOINT MEETING WITH TRANSPORTATION COMMITTEE**

Request from County Board Chairman Vandersteen for Transportation and Property committees to meet and discuss feasibility of committee consolidation as outlined by Executive Committee. Following discussion, it was suggested to meet at 4:30 PM on December 21, 2010 in Building Services Conference Room.

**DISCUSSION/ACTION ATTENDANCE OF COMMITTEE MEMBERS AT OTHER MEETINGS/FUNCTIONS**

Moved by Glavan/seconded by Epping to approve Committee attendance at the Finance Committee meeting 3:30 pm, Tuesday - December 14, 2010; motion carried.

**DATE / TIME/ LOCATION NEXT MEETING**

Tuesday – December 21, 2010 @ 4:30 PM, Building Services Conference Room.

**ADJOURNMENT**

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

Respectfully Submitted,

Gail Ulezelski  
Recording Secretary