SHEBOYGAN COUNTY PROPERTY COMMITTEE REMOTE MEETING MINUTES

Sheboygan County Historical Museum

3110 Erie Avenue

Sheboygan, WI 53081

Conference Room

## August 4, 2020 Called to Order: 4:30 pm Adjourned: 5:18 pm

PRESENT (in Person): Henry Nelson, Chairperson; Jacob Immel, Secretary; Brian Smith, Member.

ABSENT: Brian Hilbelink, Vice Chairperson; George Kulow, Member.

OTHERS PRESENT: Travis Gross, Executive Director – Sheboygan County Historical Museum; Jim TeBeest, Gail Ulezelski, Building Services.

**CALL TO ORDER**

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

**CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

Posted July 31, 2020 at 10:30 AM.

**APPROVAL OF MINUTES**

Property Committee – Regular Meeting, July 21, 2020 @ 4:30 PM – Moved by Supervisor Immel/seconded by Supervisor Smith to approve the minutes as presented; motion carried.

**CORRESPONDENCE**

* Finance Committee 2021 Budget Review Schedule – Handed out finalized schedule.
* 2020 2nd Quarter Variance Reports
  + University of Wisconsin Green Bay – Sheboygan Campus – Committee consensus to accept as presented.
  + Building Services – Jim TeBeest, Director – Building Services explained and answered questions. Committee consensus to accept as presented.

**REVIEW AND APPROVE VOUCHERS**

Moved by Supervisor Immel/seconded by Supervisor Smith to approve vouchers as presented; motion carried.

**SHEBOYGAN COUNTY HISTORICAL MUSEUM**

* Consideration of Lobby and Gallery Update – Travis Gross, Executive Director – Sheboygan County Historical Museum explained a $100,000 grant was awarded for renovations to the Lobby and Gallery areas to be paid over two-years. Renovations include:
* Entrance - Replace carpet with hard flooring (vinyl planking).
* Kohler Gallery - Replace carpet with polished concrete; create a Donor wall; create a Photo wall in the staircase; large, printed photos for store windows; new Display Case area; and remove fire post in door and Vestibule tile (concrete).
* East and Center Galleries – Remove wall between the two galleries; replace carpeting with polished concrete; adjust lighting grid; create larger opening for west doorway; move glass door to Sunshine Room; and match flooring to Kohler Gallery/lobby.
* Sunshine Room – New furniture.
* Additional Space – Replace carpet with polished concrete to Executive Director’s Office; replace vinyl tile in Classroom and hallway leading to bathroom.

Following tour of area and discussion, moved by Supervisor Immel/seconded by Supervisor Smith to approve the renovations as defined; motion carried.

**BUILDING SERVICES**

* Consideration of Law Enforcement Center Inmate Elevator – Jim TeBeest, Director – Building Services explained hydraulic cylinder leaking as previously tested. Finance Department proposes to transfer unused bonded funds ($70,000) but requires Finance Committee approval – Wednesday, August 12, 2020 at 3:30 pm. The Elevator 5-Year Capital Projects request was revised to remove the Law Enforcement Center elevator cylinder from 2021. Following discussion, moved by Supervisor Smith/seconded by Supervisor Immel to request Finance Committee to authorize the transfer accordingly; motion carried.

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

None.

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

**Tuesday – August 18, 2020, 4:30 PM -** Administration Building – Room 302, 508 New York Avenue - Sheboygan, WI 53081

**ADJOURN**

Moved by Supervisor Immel/seconded by Supervisor Smith to adjourn; motion carried and meeting adjourned at 5:18 pm.

Respectfully Submitted,

Gail Ulezelski Jacob Immel

Recording Secretary Secretary