

**NOTICE OF MEETING**  
**PROPERTY COMMITTEE**  
**May 16, 2017 - 4:30 PM**

Courthouse  
615 North 6th Street  
Sheboygan, WI 53081  
Building Services Conference Room

**\*Agenda\***

Call to Order  
Certification of Compliance with Open Meeting Law  
Approval of Minutes  
Property Committee - Regular Meeting - May 2, 2017 4:30 PM

Review and Approve Vouchers  
Correspondence  
- Library System Book Mobile

Transportation Complex Update  
Building Services  
Consideration of Law Enforcement Center Roof Bids / Contract Award  
Consideration of Request to Post, Fill and Hire Limited Term Employee

Approval of Attendance at Other Meetings or Functions  
Date / Time / Location of Next Meeting

**Tuesday - June 6, 2017 @ 4:30 PM**  
Courthouse Annex Building  
Building Services Conference Room  
615 North 6th Street - Sheboygan, WI

Adjourn

Prepared by:  
Gail Ulezelski  
Recording Secretary

James Glavan  
Committee Chairperson

**NOTE:** The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Gail Ulezelski at 920-459-4342 prior to the meeting so that accommodations may be arranged.

## SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES

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

**May 2, 2017**

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

**Adjourned: 5:26 pm**

**PRESENT:** Jim Glavan, Chairman, Henry Nelson, Vice Chairman, Bob Ziegelbauer, Secretary, Brian Hilbelink, Steve Bauer, Members.  
**OTHERS PRESENT:** Adam Payne, County Administrator; Laura Henning-Lorenz, County Treasurer; Jim TeBeest, Gail Ulezelski, Building Services.

### **CALL TO ORDER**

Called to order by Chairperson Glavan at 4:30 PM.

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

Posted April 28, 2017 at 2:55 PM.

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting – April 18, 2017 @ 4:30 PM – Moved by Supervisor Nelson/seconded by Supervisor Bauer to approve as presented; motion carried.

### **REVIEW AND APPROVE VOUCHERS**

Moved by Supervisor Ziegelbauer/seconded by Supervisor Nelson to approve vouchers as presented; motion carried.

### **CORRESPONDENCE**

- 2017 1<sup>st</sup> Quarter Variance Reports
  - University of Wisconsin Sheboygan – Accepted as presented
  - Building Services – Accepted as presented
- Sheboygan Fire Department Electronic Inspection Program – Sheboygan Fire Department implementing new electronic inspection program for fire inspections.
- Parking Lot Use Request Letter – Copy of reply letter.

### **TRANSPORTATION COMPLEX UPDATE**

Building Services Director Jim TeBeest reported with recent rains, the site is very wet, but work continues. Quasius starting footings Wednesday – May 3<sup>rd</sup> and sewer bids are due Thursday – May 11th.

### **BUILDING SERVICES**

- Consideration of Request for Farm Service Agency Lease Proposal Update – Adam Payne, County Administrator and Jim TeBeest, Director – Building Services reported on a the two Short-Term Lease Amendments for consideration. Administrator Payne stated at this time, there are no additional requirements associated with either lease extension. He encourages the Committee to consider extending the lease through May 31, 2018 at a rate of \$19.62 per square foot (2,840) totaling \$55,720.80/year. He further indicated to Ms. Geiselman, if the FSA came forward with a similar proposal before May 31, 2018, the County might be receptive to continuing the lease. Following discussion, moved by Supervisor Bauer/seconded by Supervisor Hilbelink to accept Lease Amendment #6, effective May 1, 2017 through May 31, 2018 at a rate of \$19.62 per square foot (2,840), or \$55,720.80 annually and \$4,643.40 monthly; motion carried.

Minutes Acceptance: Minutes of May 2, 2017 4:30 PM (Approval of Minutes)

- Consideration of Office Safety Enhancements for the County Treasurer – Laura Henning-Lorenz, County Treasurer explained and requests office enhancements to the County Treasurer spaces. She budgeted \$20,000 in 2017 to remove the counter, replace with cubicles, close off the north end of the office, and turn the second door on the north side of the office into an exit door for employee safety in the event of an active threat.

Building Services Director TeBeest indicated the budgeted amount would cover furniture costs, but not costs to remove the counter, move electrical and data service from concrete floor or add safety glass.

County Administrator Payne noted he wholehearted supports safety enhancements, but cannot support funding of new furniture, which will not enhance employee safety; adding safety glass would be one way to accomplish this. Discussion followed regarding bringing in an outside “expert” to suggest what type of enhancement would be in the best interest of employee safety.

County Treasurer Henning-Lorenz noted safety glass does nothing for employee safety when attempting to exit the office area in an active threat and encourages the Committee to error in addressing the whole situation, not just approving a band aide option.

Discussion followed regarding adding a uniformed Deputy at the entrance to the Administration Building, similar to at Health & Human Services or adding safety glass similar to the Clerk of Courts spaces and the need to provide a legitimate exit for employees in the event of an active threat. Committee consensus to hold request over until further information can be obtained from outside expert after collaborating with Building Services Director TeBeest and County Treasurer Henning-Lorenz.

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

Moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approved Committee attendance at the next Finance Committee meeting; motion carried.

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

Tuesday – May 16, 2017 @ 4:30 PM, Courthouse Annex – Building Services Conference Room, 615 North 6<sup>th</sup> Street - Sheboygan.

#### **ADJOURN**

Moved by Supervisor Ziegelbauer/seconded by Supervisor Bauer to adjourn; motion carried, meeting adjourned.

Respectfully Submitted,

Gail Ulezelski  
 Recording Secretary

Robert Ziegelbauer  
 Secretary