

**NOTICE OF MEETING**  
**PROPERTY COMMITTEE**  
**February 6, 2018 - 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 – December 19, 2017 @ 4:30 PM

**Review and Approve Vouchers**

**Correspondence**

Planning & Conservation Department Tree Sale

**Transportation Complex Update**

**University of Wisconsin Sheboygan**

**Building Services**

Consideration of Law Enforcement Center Room Alterations  
Consideration of Award Bid Courthouse Restoration and Site Improvements  
Consideration of Request Permission to Post / Fill / Hire Limited Term Employees (3)  
Consideration of Contingency Fund Request  
Replace Shaft on Law Enforcement Center Air Handling Unit #5

**Approval of Attendance at Other Meetings or Functions**

**Date / Time / Location of Next Meeting**

**Tuesday – February 20, 2018 @ 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

**December 19, 2017**

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

**Adjourned: 5:12 pm**

**PRESENT:** Henry Nelson, Vice Chairman, Bob Ziegelbauer, Secretary, Brian Hilbelink, Steve Bauer, Member.

**ABSENT:** Jim Glavan, Chairman.

**OTHERS PRESENT:** Jon Etta, University of Wisconsin Sheboygan; Jessica Lardin, Alyssa VanEngen, Finance Department; Jim TeBeest, Gail Ulezelski, Building Services.

### **CALL TO ORDER**

Called to order by Vice Chairperson Nelson at 4:30 PM.

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

Posted December 15, 2017 at 1:20 PM.

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting – November 21, 2017 @ 4:30 PM – Moved by Supervisor Ziegelbauer/seconded by Supervisor Hilbelink to approve as presented; motion carried.

### **REVIEW AND APPROVE VOUCHERS**

Moved by Supervisor Bauer/seconded by Supervisor Hilbelink to approve vouchers as presented; motion carried.

### **CORRESPONDENCE**

- Jim TeBeest, Director – Building Services announced the Farm Service Agency verbally indicated they found new office space to lease. If all goes as planned, they sign the new lease in March, 2018 and move by June 1, 2018; but asked if the County would be lenient of one or two months if remodeling or something else delays the timeline. Nothing formal received in writing. Once received will be brought to Committee for consideration to include potentially moving Veterans Service Office into vacated spaces.
- The City of Sheboygan requests use of the County Board Room for Common Council meetings on January 2 and 15, 2018 as the elevator in City Hall is broke. Accommodations will be made even though the Courthouse is closed January 2<sup>nd</sup>. Mayor Vandersteen tentatively indicated the City would be responsible for associated costs.
- Jon Etta, Regional Director of Facilities & Planning - UW Colleges reviewed the proposed restructuring of the University of Wisconsin Sheboygan with the University of Wisconsin Green Bay and announced he received notification he is guaranteed employment through November 9, 2019. More will be known once the restructuring is voted on in April, 2018.

### **TRANSPORTATION COMPLEX UPDATE**

Phase I nearing completion; punch list review scheduled for Thursday – December 21, 2017; lots to go through. Elkhart Lake and Plymouth sheds scheduled to move December 27th, but may be delayed a week or two.

**UNIVERSITY OF WISCONSIN SHEBOYGAN**

Interviewing/hiring a repair worker; hope to have on staff in early January.

**BUILDING SERVICES**

- Consideration of Carryover of Unexpended 2017 Appropriations to 2018
  - University of Wisconsin Sheboygan – Moved by Supervisor Ziegelbauer/seconded by Supervisory Hilbelink to approve request as presented totaling \$5,000; motion carried.
  - Building Services – Moved by Supervisor Ziegelbauer/seconded by Supervisor Hilbelink to approve request as presented totaling \$343,973; motion carried.
- Consideration of Parking Lot Use Request - Request received for designated parking space for employee who typically starts later and stays late into the evening. Following discussion, it was moved by Supervisor Ziegelbauer/seconded by Supervisor Nelson to designate one stall next to the Greeters reserved spot. Following additional discussion, Supervisor Ziegelbauer amended his motion/which was seconded by Supervisor Bauer to designate one stall as reserved due to extenuating circumstances and no other requests will be considered in the future; motion carried.
- Consideration of Contingency Fund Request -
  - Replace Courthouse East Emergency Door - Moved by Supervisor Hilbelink/seconded by Supervisor Bauer to approve request to transfer \$5,245 from Building Services contingency to replace inoperable emergency exit door and frame in the tunnel of the Courthouse; motion carried.

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

None.

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

Tuesday – January 16, 2018 @ 4:30 PM, Courthouse Annex Building - Building Services Conference Room, 615 North 6th Street, Sheboygan.

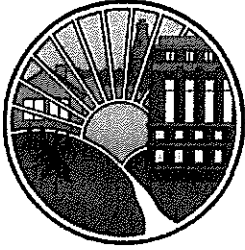
**ADJOURN**

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

Respectfully Submitted,

Gail Ulezelski  
Recording Secretary

Robert Ziegelbauer  
Secretary



## ***Sheboygan County***

# ***Planning & Conservation Department***

Administration Building

508 New York Avenue

Sheboygan, WI 53081-4126

P: (920) 459-3060

P: (920) 459-1370

F: (920) 459-1371

E: [plancon@sheboygancounty.com](mailto:plancon@sheboygancounty.com)

Director

Aaron C. Brault

## Memo

TO: Jim TeBeest, NRCS Staff, FSA Staff, and ADRC Building Staff  
FROM: Eric Fehlhaber *EF*  
DATE: January 24, 2018  
RE: Dates for the 2018 Planning & Conservation Department Tree Sale

---

Just a note to let everyone know the upcoming dates and times for this year's Planning & Conservation Department Tree & Shrub Sale. The sale will again be held at the ADRC Building in Sheboygan Falls. Many thanks to the ADRC, NRCS and FSA staff for their cooperation during last year's tree and shrub sale. Sometime on Monday, April 16, 2018 the 40' x 60' tent will be going up in the north parking lot. For those employees who have been making use of the north parking lot, please plan on making use of the remainder of the parking lot or use the Fasse Paint parking lot next door to the ADRC Building. Fasse Paint has graciously made the parking lot available to ADRC Building employees again this year. The tent will be taken down on Monday, April 30. Tree delivery will begin on Tuesday April 17, 2018. Customer pick up dates are Thursday, April 26, 2018 through Saturday April 28, 2018 with the One Day Sale of extra trees occurring on the afternoon of Saturday April 29, 2018.

If you have any questions or concerns please feel free to contact our office.

RESTORATION, ALTERATIONS & SITE IMPROVEMENTS TO:  
 SHEBOYGAN COUNTY COURTHOUSE  
 SHEBOYGAN, WI  
 PROJECT NO. 3278

Bray Associates Architects, Inc.  
 Milwaukee & Sheboygan, Wisconsin

Tuesday, January 30, 2018 2:00 p.m.



**BID TABULATION**

General Contractor	Bid Bond or Cert. Check	Add. #1	Base Bid	ALT. BID	ALT. BID	ALT. BID	ALT. BID	ALT. BID	ALT. BID	ALT. BID	Comments
				C-1	C-2	C-3	A-1	A-2	A-3	A-4	
				Stairs to New York	Driveway	Storm water	Monumental Sign	Flag Pole Bases	Railings	South Planter	
Quasius Construction, Inc.	Yes	Yes	\$ 712,402.00	\$ 44,132.00	\$ 93,680.00	\$ 93,172.00	\$ 23,783.00	\$ (20,176.00)	\$ (42,912.00)	\$(59,315.00)	
Mike Koenig Construction, Inc.	Yes	Yes	\$ 936,600.00	\$ (35,870.00)	\$ (88,970.00)	\$ (58,275.00)	\$ (16,725.00)	\$ (53,530.00)	\$ (56,630.00)	\$(98,290.00)	
Michels Corporation	Yes	Yes	\$ 1,091,660.00	\$ (45,000.00)	\$ (82,000.00)	\$ (53,000.00)	\$ (9,500.00)	\$ (33,500.00)	\$ (65,000.00)	\$(84,500.00)	
	Y / N	Y / N									
	Y / N	Y / N									



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 2/6/2018  
**To:** Property Committee Members  
**From:** Jim TeBeest, Director – Building Services

**Position Request:**

**Position:** Limited Term Employees – Summer Help (3)  
**Reason for Vacancy:** Seasonal

**Justification:** Building Services attempted working without summer help in 2003. Higher paid maintenance workers were utilized to mow lawns, trim, water flowers, paint and clean glass doors at all ten properties the Department is responsible for. This caused delays in preventative maintenance work and technical repairs, and higher repair costs by contractors. Delays were experienced for completing work order requests, especially during periods of vacations.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes  No

**Budget Consideration:**

Is this position within the Department’s annual operation budget? Yes  No   
If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**

DBM Salary Range of Requested Position: \$10.50 - \$10.75 / hour; 80 days

**The annual costs associated with the position (current year’s wage & benefit rates):**

Wages	Benefits	Total
\$6,720 / per LTE	\$497 / per LTE	\$7,217 / per LTE

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.