

NOTICE OF MEETING
PROPERTY COMMITTEE
February 4, 2014 - 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
Minutes Approval

Property Committee - Regular Meeting - Jan 7, 2014 4:30 PM

Review and Approve Vouchers
Correspondence
UW Campus

Consideration of Flooring Project

Building Services

Consideration of Potential Storage Facility Purchase

Consideration of Account Clerk Status

Consideration of 2013 Annual Report

Consideration of Project Updates

Aging & Disability Resource Center Canopy/Vestibule
Combined Dispatch
Health & Human Services Addition
Roof Replacements
Taylor Park Shelter
University of Wisconsin Sheboygan Engineering Building
University of Wisconsin Sheboygan Fine Arts Addition & Remodel
University of Wisconsin 2015 HVAC Upgrade

Approval of Attendance at Other Meetings or Functions
Adjourn

Date / Time / Location of Next Meeting
Tuesday - February 18, 2014
Building Services Conference Room - 615 North 6th Street, Sheboygan

Prepared by:
Gail Ulezelski
Recording Secretary

Ed Procek
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

January 7, 2014

Called to Order: 4:30 PM

Adjourned: 5:10 PM

PRESENT:

Ed Procek, Jim Glavan, Tom Epping, Kris Wheeler.

ABSENT:

Peter Salm.

OTHERS PRESENT:

Brian Stout, University of Wisconsin Sheboygan; Aaron Brault, Planning & Conservation Department; Jim TeBeest, Gail Ulezelski, Building Services; Lil & Ken Pipping, Friends of the Marsh.

CALL TO ORDER

Called to order by Chairperson Procek at 4:32 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted January 2, 2014 at 2:50 PM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting – December 17, 2013 @ 4:30 PM - Moved by Glavan/seconded by Wheeler to approve; motion carried.

REVIEW AND APPROVE VOUCHERS

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

CORRESPONDENCE

- Wisconsin Public Service Memo regarding natural gas interruptible curtailment from 9:00 AM Monday – January 6, 2014 through 9:00 AM Thursday – January 9, 2014.
- TeBeest shared rendering of Health & Human Services Lobby addition.
- Chairman Procek wished all a belated Merry Christmas and Happy New Year and welcomed guests.

RESOLUTIONS OR ORDINANCES REFERRED BY COUNTY BOARD

Brault shared rendering of proposed building and discussed Sheboygan County Resolution No. 25 (2013/14) re: Authorizing Friends of the Marsh to Fundraise for Multipurpose Building. Friends of the Marsh wish to raise funds to construct the new building and when built, gift to Sheboygan County. Moved by Epping/seconded by Glavan to concur with Resolution No. 25 and recommend adoption by full County Board; motion carried.

BUILDING SERVICES

- Consideration of Maintenance Worker Position Replacement – Request permission to post/fill/hire a maintenance worker position filling a vacancy due to retirement December 30, 2013. Moved by Glavan/seconded by Wheeler to approve request; motion carried.
- Consideration of Dispatch Center Architect Award – Recommend to contract with Venture Architects based on experience designing dispatch centers. Moved by Epping/seconded by Glavan to concur with recommendation and hire Venture Architects; motion carried.

Minutes Acceptance: Minutes of Jan 7, 2014 4:30 PM (Minutes Approval)

- Consideration of ADRC Canopy Request – anticipated cost of \$60,000 for permanent structure with additional costs for vestibule; bidding process required. Health & Human Services received permission from State to carryover funding. Following discussion, Committee consensus to proceed as previously approve (permanent structure and if possible include vestibule) utilizing available Health & Human Services funding.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

Moved by Epping/seconded by Glavan to approve Committee attendance at Finance Committee Meeting – Wednesday, January 8, 2014 at 3:30 PM; motion carried.

ADJOURNMENT

Date / Time / Location of Next Meeting

Tuesday – January 21, 2014 @ 4:30 PM

Building Services Conference Room, 615 North Sixth Street - Sheboygan.

Moved by Glavan/seconded by Epping to adjourn. Motion carried and meeting adjourned at 5:10 PM.

Respectfully Submitted,

Gail Ulezelski
Recording Secretary

Minutes Acceptance: Minutes of Jan 7, 2014 4:30 PM (Minutes Approval)

615 A CENTER AVE - SHEBOYGAN, WI

OWNER: Calvin Stoffregen - N. 4646 County Rd. 'I' Sheboygan Falls, Wi

ZONING: Commerical

PARKING LOT: 26.Stall-Asphalt paved lot (Northeast Asphalt Contr.)
3. stalls rented @ \$90.00 total per month.
Green space along east edge of lot w/abroviae.

BUILDING: 50.x60.Masonry (concrete block) structure w/ 5FT overhang along alley.

2003 : New standing seam roof w/coping,flashing
Installed by SEARL CO.-Fond du lac, Wi
K-18 Galvalume-24 ga. full length steel.
Roof insulated w/ 2" unfaced insulation.
200 Amp buried power service
7. circuit breakers for various equip.
10.flourescent lite fixtures \$2 bulbs-8ft lg) w/
cold start ballast.
2. overhead door operators (Commerical)
2.Dusk-Dawn lite fixtures for parking lot.
1.Exhaust fan w/humidistat control.
New Nat. gas line by W.P.S.
2-Ton 'Coffing' brand traveling chain hoist
2. Overhead brand O.H. doors-Thermacore insulated
lap jam.
3. glass block windows-2 w/vents to outside.
1. Walk-in door.

GENERAL; Exterior-Interior building walls painted.

2. Interior support columns re-installed
(Having been removed by previous owner.)

AVAILIBILITY: Immediately





Name: IMG_2763.JPG
Date: 1/21/2014 9:15:30 AM
Dimensions: 3648 x 2736 pixels

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Building Services	Date: 01/15/2014
Effective Date of Change: 01/01/2013	

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Account Clerk II	1			1		
TOTALS		1		1		

Attachment: TO Change Form (1833 : Account Clerk Status)

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

The Human Resources Committee revised the County's Personnel Policy Manual, which was adopted by the full County Board. That policy describes full-time regular employment as "working at least 37 hours per week on average" (outlined from the Manual below).

Due to increased demands on the Building Services Department, the hours of the Building Services Account Clerk increased to 37 hours (effective January 1, 2013). As directed by the Human Resources Department, no TO change was necessary (only a copy of a letter informing the employee of the hours change). The employee was to be informed in writing (November 9, 2012) and the Human Resources Department received a copy of the letter. All related expenses were accounted in successive budgets.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

This does not change the position or expenses from 2013; it clarifies the designation.

ACTION TAKEN

Department Head Determination: _____ Approved _____ Denied

Date: _____

Signature: _____

Liaison Committee Action: _____ Approved _____ Denied

Date: _____

Committee Chair: _____

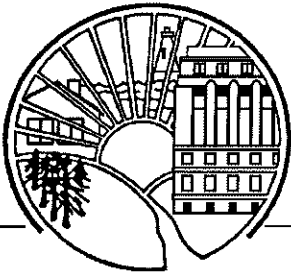
Human Resources Committee: _____ Approved _____ Denied

Date: _____

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

Attachment: TO Change Form (1833 : Account Clerk Status)



SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

TO: Gail Ulezelski, Account Clerk
 FROM: *Jim TeBeest* Jim TeBeest, Director
 DATE: November 9, 2012
 REF: Change in Work Schedule

Building Services workload has expanded as we serve additional County Departments. The workload of the Account Clerk is affected by additional cost allocations. As such, the Building Services Account Clerk position is changing to 37 hours per week. This change is effective January 1, 2013.

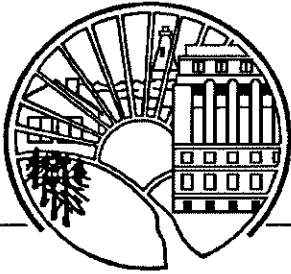
It is my understanding this change will not affect your hourly rate of pay. However, it could affect some benefits.

I value your continued contribution to Sheboygan County, especially Building Services. Please notify me by Wednesday - November 14, 2012 if you cannot adjust your daily schedule accordingly.

Please feel free to contact me if you have questions.

cc: Michael Collard
 Ruth Wilsing

Attachment: Acct Clrk Hrs Adjust 2012 (1833 : Account Clerk Status)



SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

TO: Sheboygan County Board of Supervisors
 Adam Payne, County Administrator

FROM: Jim TeBeest, Director – Building Services *Jim TeBeest*

DATE: February 4, 2014

REF: Building Services Department 2013 Annual Report

I am pleased to present the 2013 Annual Report. The report describes activities of the Building Services Department in its function of maintaining and improving the physical plant and supporting equipment of Sheboygan County operations for the calendar year 2013.

It describes the Department's 2013 completed activities, performance to budget in 2013, including total contingency fund expenses and 2014 targets. Departmental issues and concerns, and projected activities for 2013 are also listed.

In summary, the Building Services Department under spent its 2013 budget with half that amount carried over for completion in 2014.

Thank you for your interest in our activities. Should you have any questions or suggestions call any time.

Attachment: 2013 Annual Report (1837 : 2013 Annual Report)

2013 ANNUAL REPORT

Building Services Department

MISSION STATEMENT & SUMMARY OF RESPONSIBILITIES

The Building Services Department strives to insure efficient and effective facilities in which County government can provide for the needs of Sheboygan County residents.

- Operate and maintain physical plant equipment effectively.
- Provide access for the public to governmental offices.
- Maintain the cleanliness and appearance of County offices and service areas.
- Establish requirements for expansion, modernization or replacement of equipment and/or facilities to meet expanding requirements.
- Evaluate, develop and control capital projects related to systems modernization, equipment replacement or new facility construction.
- Establish and control operational budgets for responsible areas and control budgets for major capital projects.

The Building Services Department is charged with the responsibility for the maintenance and cleaning of 489,000 square feet, in six geographic areas of the County. These buildings include the Courthouse, Courthouse Annex, Law Enforcement Center, Detention Center, Administration Building, Health & Human Services Building, Aging and Disability Resource Center and Taylor Park.

The Department has a quasi-responsibility for maintenance of University of Wisconsin Sheboygan, Bookworm Gardens, the Veteran's Memorial, Job Center and Historical Society Museum, totaling 234,300 square feet and is called upon to assist at all Highway Department buildings, the Airport, Rocky Knoll, radio towers, recreation trails, Broughton Sheboygan Marsh Park and meal sites. Spaces are leased to the Farm Service Agency, MEG Unit and Sheboygan County Economic Development Corporation.

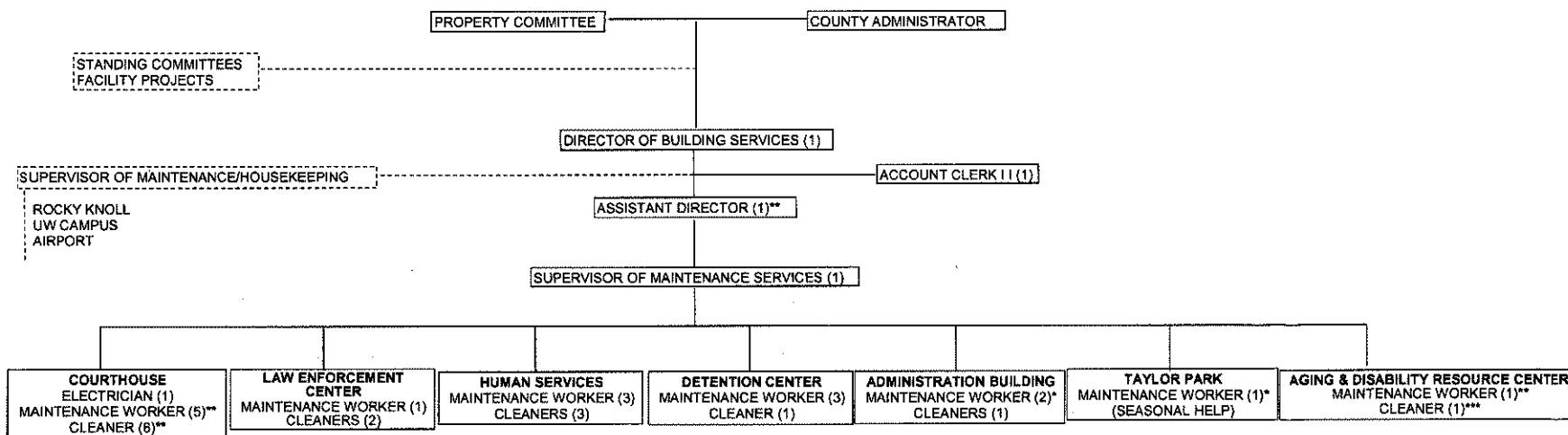
In addition the Department mows lawn for the Veteran's Memorial and foreclosed properties now under the County's jurisdiction, performs preventative maintenance for the Museum, handles all electrical needs at all County-owned facilities, including maintaining the Airport security system.

The Table of Organization for 2013 included 34 positions ... a Director, Assistant Manager (vacant), Maintenance Supervisor, Account Clerk, Electrician, 15 Maintenance Workers (two vacant) and 14 Cleaners. The Department typically hires three part-time seasonal personnel.

The Department continues to provide clean and safe work environments along with training for its staff to re-enforce and upgrade skills. The overall goals of the Department are to provide the citizens of Sheboygan County with effective and efficient facilities to suit their needs.

1/30/2014

**SHEBOYGAN COUNTY
BUILDING SERVICES DEPARTMENT**



—INDIRECT SUPERVISION

*1 MAINTENANCE WORKER WORKS AT ADMINISTRATION BUILDING AND TAYLOR PARK

** ONE VACANT POSITION

***ONE FLOATING CLEANER; PART-TIME @ ADRC / FILLS IN WHERE NEEDED

Goals and Objectives Achieved In 2013

- Replaced roof of one story portion of Rocky Knoll underground kitchen and coated Rocky Knoll Annex and Highway Department Shed #1.
- Completed design for lobby addition to Health & Human Services Building.
- Completed east façade replacement of Health & Human Services Building.
- Replaced controls and interior of two elevators at Health & Human Services.
- Replaced carpet and repainted 2nd, 3rd and 4th floors of Health & Human Services Building, including ceiling replacements on 4th floor.
- Designed, quoted and constructed two new offices in the Human Resources Department.
- Replaced Taylor House boiler.
- Replaced Taylor Park driveway and parking lot.
- Replaced Courthouse Annex retaining wall.
- Completed installation of Highway Department Main Office boiler and air conditioning replacement project including new 480-volt service and generator.
- Replaced elevator jack at Highway Department Office.
- Assisted University of Wisconsin Sheboygan with capital plan requests campus facilities.
- Assisted University of Wisconsin Sheboygan Foundation with design changes for Engineering Building fundraising.
- Selected architect for Combined Dispatch construction.
- Assisted Information Technology Department with installation of cable network in all Courtrooms.
- Estimated Computer Room remodeling for Information Systems.
- Continue Energy Team conservation projects including \$44,000 Focus on Energy funds; sealing at Health & Human Services Building; install ozone laundry injection at Detention Center; and, replace 2'x2' lights at Health & Human Services Building with LED.
- Researched and provided utility tracking for the Highway Department.
- Assisted Rocky Knoll with repairs of air conditioning, heat exchanger and fire alarm systems.
- Replaced one-half of concrete south of Courthouse Annex.
- Assisted with new lease extension for Farm Service Agency.
- Assisted Treasurer with security and grounds care at 17 foreclosed properties.
- Replaced Information Technology Department Liebert air compressor #2.
- Replaced Detention Center air conditioner #1, compressor and walk-in refrigerator coil.
- Replaced Detention Center pickup truck and snowplow.
- Replaced VCT in Child Support.
- Added carpet in two rooms for Court Commissioner.
- Relocated ADA ramp to new home for ADRC client.

Budget

The overall 2013 budget expenses including wages and benefits, interdepartmental charges and capital outlay was \$3,259,716. Actual expenses were \$3,071,308 or an under-budget amount of \$188,408 (5.8%); less \$74,633 carried over into 2014. In reality, the Department was \$113,755 (3.5%) under-budget. The 2013 departmental tax levy was \$2,644,853. Contingency fund expenses totaled \$82,276, including \$16,644 carried over from 2012 and \$34,368 to be carried into 2014.

Building Services Department met the target for the 2014 budget. The final 2014-budgeted expense for the Department is \$3,247,476, an increase of \$23,994 with a tax levy of \$2,598,765, or a 1.7% decrease from 2013.

Issues, Concerns and/or Challenges Ahead

A large part of the Department's responsibility includes equipment replacement. The County expanded into many buildings in the 1990's and they need increasing repairs and equipment replacements. State restrictions on tax levy make it difficult to keep up with needed repairs.

Utility costs eased for the Department with lower rates during the slow economy. These costs affect Building Services operations disproportionately to levy increases. The Property Committee enacted an Energy Policy in December, 2008 that decreased electrical use by 17% and natural gas by 14% for 2013. The savings will not be sufficient to offset the expected utility cost increases when the economy recovers.

Managing four-five construction projects and roof replacements during 2014 will tax the entire Department. The possibility of maintenance worker retirements increases as staff ages. The knowledge loss will affect the Department's productivity.

Goals and Objectives for 2014

- Bid and construct Health & Human Services lobby addition.
- Manage design, bidding and first phase construction for Combined Dispatch.
- Replace roof on the Administration Building and at the Highway Department Office, Shop and one metal shed.
- Manage design and specifications for an Engineering Lab addition at University of Wisconsin Sheboygan if private donor recruited.
- Assist Treasurer with foreclosed properties.
- Manage construction of vestibule and canopy at the Aging & Disability Resource Center.
- Manage design and construction for donated addition.
- Manage design of Taylor Park shelter replacement.
- Replace carpet in south halls and detectives offices in the Law Enforcement Center.
- Replace drive lane concrete in the Law Enforcement garage.
- Seal coat Courthouse and Law Enforcement parking lots.
- Replace furnaces and air condition units in the north half of the Aging & Disability Resource Center.
- Replace flooring in Detention Center Huber day rooms and kitchen.
- Add parking to Detention Center.