

NOTICE OF MEETING
PROPERTY COMMITTEE
August 17, 2021 - 4:30 PM

Administration Building
508 New York Avenue
Sheboygan, WI 53081

Room 302

To Join the Meeting Remotely
Dial: + 1 518-880-2897
Enter Pin Number: 767 044 811
Press: #

Members of the Committee may be appearing remotely.
Persons wanting to observe the meeting are encouraged to listen remotely.

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Property Committee – Regular Meeting, August 3, 2021 @ 4:30 PM

Review and Approve Vouchers

Correspondence

Building Services

- Consideration of Request for Permission to Post, Fill and Hire
 - Building Services Worker (Cleaner) Vacant Positions
- Consideration of Request for Extension of Limited Term Employee
 - COVID Touch Surface Cleaner

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – September 7, 2021, 4:30 PM
Sheboygan County Detention Center
2923 South 31st Street
Sheboygan, WI 53081

Adjourn

Prepared by:
Gail Ulezelski
Recording Secretary

Henry Nelson
Committee Chairperson

NOTE: A majority of the members of the County Board of Supervisors or 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 or those without access to adequate telephone services are asked to notify Gail Ulezelski at (920) 459-4342 prior to the meeting so that accommodations may be arranged.

Wearing a mask is strongly encouraged in all County-owned or leased property, unless you are fully vaccinated.

SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES

August 3, 2021

Called to Order: 4:31 pm

Adjourned: 5:41 pm

MEMBERS PRESENT: Henry Nelson, Chairperson; George Kulow, Jon Kuhlow, Members.
MEMBERS PRESENT (via Google Meets): Jacob Immel, Secretary; Brian Smith, Members.
OTHERS PRESENT: Travis Gross, Sheboygan County Historical Museum; Evan Grossen, Finance Department; Gail Ulezelski, Building Services.
OTHERS PRESENT (via Google Meets): Erik Aleson, Paul Pinkston, University of Wisconsin Green Bay – Sheboygan Campus.

CALL TO ORDER

Chairperson Henry Nelson called the meeting to order at 4:31 PM. Chairman Nelson noted the 2022 Sheboygan County Historical Society Operating Grant Request will take place before the Tour of Facilities.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted July 30, 2021 at 11:30 AM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting, July 20, 2021 @ 4:30 pm – Moved by Supervisor Immel/seconded by Supervisor Kulow to approve the minutes as presented; motion carried.

CORRESPONDENCE

- Introductions of all in attendance.
- Committee Photo – Postponed.
- 2021 2nd Quarter Variance Reports –
 - University of Wisconsin Green Bay – Sheboygan Campus - Committee consensus to accept as presented (\$2,043.45 overbudget).
 - Building Services – Committee consensus to accept as presented (\$399,091.27 underbudget).

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor G. Kulow/seconded by Supervisor J. Kuhlow to approve vouchers as presented; motion carried.

BUILDING SERVICES

- Consideration of Appointment of Property Committee Vice Chairperson and Subsequent Position if Needed – Chairman Nelson opened nominations for Vice Chairperson. Moved by Supervisor J. Kuhlow/seconded by Supervisor Brian Smith to nominate Supervisor Jacob Immel; motion carried with Supervisor Immel abstaining.

Chairman Nelson opened nominations for Secretary. Moved by Supervisor Immel/seconded by Supervisor G. Kulow to nominate Supervisor Brian Smith; motion carried with Supervisor Smith abstaining.

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS

- Consideration of 2022 University of Wisconsin Green Bay – Sheboygan Campus Operating Budget Request – Erik Aleson, Associate Director of Facilities Management presented and explained highlights of the proposed budget request. Tentative presentation to the Finance Committee scheduled for August 25, 2021 but due to vacations anticipate rescheduling to September 1, 2021. Moved by Supervisor G. Kulow/seconded by Vice Chairperson Immel to approve the request as presented and forward to the Finance Committee; motion carried.

SHEBOYGAN COUNTY HISTORICAL MUSEUM

- Consideration of 2022 Sheboygan County Historical Society Operating Grant Request - Travis Gross, Executive Director presented the request. He noted the 2020-2021 school year experienced a complete loss of attendance to full-day education programs due to Covid-19. In addition to a more extensive marketing campaign in 2022, the request includes an attempt to bolster staff salaries. Following discussion, moved by Supervisor G. Kulow/seconded by Vice Chairperson Immel to approve the request as presented and forward to the Finance Committee; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – August 17, 2021 4:30 PM
Administration Building – Room 302
508 New York Avenue - Sheboygan, WI 53081

Vice Chairperson Immel and Secretary Smith left the meeting (5:00 PM). Those attending in person moved outdoors to view the condition of the Taylor House. Executive Director Gross addressed anticipated necessary repairs. He noted he and Jim TeBeest, Director – Building Services met to formulate a 5-year capital project funding request. Committee members appreciated the opportunity to view firsthand the condition of the building.

ADJOURN

Moved by Supervisor G. Kulow/seconded by Supervisor J. Kuhlow to adjourn; motion carried and meeting adjourned at 5:41 pm.

Respectfully Submitted,

Gail Ulezelski
Recording Secretary

Brian Smith
Secretary



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 8/17/2021
To: Property Committee Members
From: Jim TeBeest, Director - Building Services

Position Request:

Position: Building Services Worker (Cleaner) - 2
Reason for Vacancy: Resignation - August 20, 2021; Retirement - October 22, 2021

Justification:

Cleaners sanitize restrooms and clinical areas, remove trash, vacuum and dust. Reduction in workforce jeopardizes the integrity and cleanliness of County facilities and leads to long range problems with such things like insects and rodents and reduces carpet life. Experience shows leaving cleaning positions vacant results in higher absenteeism and leads to higher paid maintenance personnel performing cleaning duties, preventing them from doing necessary maintenance work.

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: Potential family plan(s) for health and dental insurance. Excess funds due to vacancies and extended illnesses of others in the Department.

Costs:

The annual costs associated with the position (current year's wage & benefit rates): A13, \$14.31 - \$20.89

Wages	Benefits	Total
\$30,782	\$27,561 (family)	\$58,343 (family)
	\$14,054 (single)	\$44,836 (single)

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

County Administrator/Department Head Signature Jim TeBeest Date: 8-17-21
 Human Resources Director Signature [Signature] Date: 08/12/2021
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions during Hiring Freeze)

Date: August 17, 2021
To: Adam Payne, County Administrator; Dennis Miller, Director – Human Resources; Human Resources and Property Committee Members
From: Jim TeBeest, Director – Building Services

Position Request:

Position: Limited Term Employee – Building Services Cleaner (1st Shift)
Reason: Extension of COVID-19 Cleaner beyond One-Year LTE Limitation

Justification:

Sheboygan County re-instated masks in offices and the Courts. We utilize an LTE to clean touch surfaces during the day; especially over the noon hour Court breaks. Cleaners have been working hard to clean all spaces and sanitize all touch surfaces without overlooking any but only after hours.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No
 Building Services would not be able to re-assign a 2nd shift cleaner to 1st shift without jeopardizing 2nd shift cleaning duties. Calling on Maintenance Workers to clean would interrupt their work and under-utilize their skills.

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: The additional Cleaner position is not budgeted (totaling \$17,693); but this work is all COVID-19 related and may be reimbursable under Federal and/or State programs.

Costs:

DBM Salary Range of Requested Position: Not rated - \$12.50 / hour
The annual costs associated with the positions (current year’s wage & benefit rates – September 7 through November 6, 2020):

Wages	Benefits	Total
\$16,250	\$1,203	\$17,693

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

Department Head Signature Jim TeBeest Date: 8-17-21
 Human Resources Director Signature _____ Date: _____
 County Administrator Signature _____ Date: _____
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head refers to Human Resources Director for approval.
3. Human Resources Director and Department Head discuss with County Administrator for approval.
4. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
5. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
6. HR begins recruitment process.