

NOTICE OF **REMOTE** MEETING

PROPERTY COMMITTEE

February 16, 2021 - 4:30 PM

To Join the Meeting –
Dial: +1-530-425-6905
Enter Meeting ID: 569 388 158
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Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Property Committee – Regular Meeting, January 19, 2021 @ 4:30 PM

Correspondence

- Bookworm Gardens Potential Expansion of Lease of County Land
- 2020 4th Quarter Variance Reports –
 - University of Wisconsin Green Bay – Sheboygan Campus
 - Building Services

Review and Approve Vouchers

University of Wisconsin Green Bay – Sheboygan Campus

- Exterior LED Sign

Building Services

- Consideration of 2020 Building Services Annual Report

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – March 2, 2021, 4:30 PM

Adjourn

Prepared by:

Gail Ulezelski
Recording Secretary

Henry Nelson
Committee Chairperson

NOTE: 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 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 made.

SHEBOYGAN COUNTY PROPERTY COMMITTEE (REMOTE) MEETING MINUTES

January 19, 2021

Called to Order: 4:30 pm

Adjourned: 5:08 pm

PRESENT VIA PHONE: Henry Nelson, Chairperson; Brian Hilbelink, Vice Chairperson; Jacob Immel, Secretary; George Kulow, Brian Smith, Members. Elizabeth Wieland, Executive Director; Catherine Tinker, Charlie Parks – Bookworm Gardens.

OTHERS PRESENT: 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 January 15, 2021 at 9:00 AM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting, December 15, 2020 @ 4:30 PM – Moved by Supervisor Kulow/seconded by Supervisor Hilbelink to approve the minutes as presented; motion carried.

CORRESPONDENCE

- Update on Bookworm Gardens Including Overview of Potential Expansion of Lease of County Land – Elizabeth Wieland, Executive Director – Bookworm Gardens along with Cate Tinker and Charlie Parks reported Bookworm Gardens celebrated its 10th Anniversary in 2020 and had 30,000 visitors during the shortened season and capacity limits for Covid. In 2019 they experienced a record number of visitors, 80,000. Due to the success during the 10 years, they are requesting an “expanded lease” encompassing land northwest of their current property. Their preliminary vision anticipates use level area to expand existing gardens based on children literature and includes building with space for administrative office, classroom, restrooms and potentially rentable space to accommodate weddings or other type gatherings for revenue generating. The area down to the Sheboygan River would also include cultivated gardens and walkways offering a wider variety of educational programs.

Discussion focused on whether these plans would interfere with the current cross-country course, traffic control as this land is across the road from the current gardens, size of the proposed building, the need for sewer/water in the building as roadways are being resurfaced this year and additional parking space. Even though the plan is in the preliminary conceptual stage, the Committee was assured Bookworm Gardens has no plans to disrupt the cross-country course, but hopes to incorporate it in the project and hopes to for creative ideas (perhaps something like a foot bridge) to address traffic as visitor safety is of utmost importance. Parking too at this point has not been not been addressed.

In conclusion, it is Committee consensus to allow Bookworm Gardens to move forwarding with the concept and suggested to contact Corporation Counsel as to what the next steps are.

- Taylor Park Signage – Planning Department pursuing grant to cover costs to add directional signage in Taylor Park in cooperation with the Historical Society Museum.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Kulow/seconded by Supervisor Immel to approve vouchers as presented; motion carried. Moved by Supervisor Hilbelink/seconded by Supervisor Immel to authorize Gail

Ulezelski, Recording Secretary to sign approved vouchers on behalf of the Property Committee for any future remote meetings; motion carried.

BUILDING SERVICES

- Consideration of 2021 Project Expenditures Approval – Even though approved during the budget process, purchasing procedures and County Ordinance require Committee approval to move forward and purchase identified expenditures in the Operating Budget, Capital Outlay and 5-Year Plan. Following discussion, it was moved by Supervisor Hilbelink/seconded by Supervisor Immel to approve Building Services identified expenditures in the Operating Budget, Capital Outlay and 5-Year Plan and move forward to purchase; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None.

DATE / TIME / LOCATION OF NEXT MEETING

REMOTE - Tuesday – February 2, 2021, 4:30 PM.

It was Committee consensus to pursue contacting County Board Chairman and/or Corporation Council to seek permission to allow individual committees to determine whether they can safely meet in person.

ADJOURN

Moved by Supervisor Immel/seconded by Supervisor Hilbelink to adjourn; motion carried and meeting adjourned at 5:08 pm.

Respectfully Submitted,
Gail Ulezelski
Recording Secretary

Jacob Immel
Secretary

**VARIANCE REPORT FOR DEPARTMENT -- UW GREEN BAY- SHEBOYGAN CAMPUS
FOR THE QUARTER ENDING 12/31/2020**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Interdepartmental Charges		
	Repairs & Maintenance Charges	(1,220.05)	More budgeted expenses for salt/service from Highway Dept.
	Variances Less Than Justification Threshold	103.64	
	TOTAL	(1,116.41)	

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 12/31/2020**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Intergovernmental Revenues		
	Federal Grants	80,728.00	Routes to Recovery reimbursed Covid-19 related expenses.
	Interest and Other Revenue		
	Rent Revenue	1,165.00	Taylor Park shelter rented 77% more than past years.
	Other Misc. Revenue	2,715.07	Employee payments for cell phone use and COVID re-imburement.
	Interdepartmental Revenue		
	Repairs & Maintenance Services	12,093.96	Electrician services to other Departments double budgeted amount.
	Other Interdept'l Revenue	(14,310.38)	Reduced reimbursement due to lower expenses mostly offset by \$22,948 electrician hours paid by Capital projects.
	Personnel Related Expenditure		
	Wages	55,074.51	Vacant positions reduced wages 4%.
	Overtime	9,712.59	Holding overtime per cut request; at 39% below budget.
	Benefits	14,336.15	Vacant positions reduced benefits 7%.
	Operating Expenses		
	Purchased Services	87,630.55	Natural gas usage down 21%; electricity usage down 7%. Architect consulting delayed and carried over.
	Repairs and Maintenance	(3,113.76)	Over-budget in generator repair, electrical supplies, miscellaneous heat repairs and inmate cell painting expensed; all offset by less Courthouse stone repairs.
	General Operating	30,857.06	Maintenance supplies, equipment and contingency requests lower than budgeted, partially offset by greater need for Covid-19 cleaning supplies.
	Interdepartmental Charges		
	Employee Related Insurance	24,733.80	Vacant positions resulted in reduced insurance expenses of 6%.
	Repairs & Maintenance Charges	(5,368.35)	Highway Department snow removal higher than historical.
X	Capital Outlay	36,915.39	Painting project expensed as repair, Museum chiller \$27,000 less than budget and five thermal cameras for Covid-19 prevention paid under revenue.
	Variances Less Than Justification Threshold	282.48	
	TOTAL	333,452.07	