

NOTICE OF MEETING
PROPERTY COMMITTEE
November 7, 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

Review and Approve Vouchers

Correspondence

- 2017 3rd Quarter Variance Reports -
 - University of Wisconsin Sheboygan
 - Building Services

Transportation Complex Update

Building Services

- Consideration of Parking Lot Use Request
- Consideration of Contingency Fund Requests –
 - Courthouse Electrical Vault Plate
 - Courthouse Elevator Governor Plate

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – November 21, 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

October 17, 2017

Called to Order: 4:30 pm

Adjourned: 5:06 pm

PRESENT: Jim Glavan, Chairman, Henry Nelson, Vice Chairman, Bob Ziegelbauer, Secretary, Steve Bauer, Brian Hilbelink, Member.
OTHERS PRESENT: Jon Etta, University of Wisconsin Sheboygan; Dale Deterding, Allison Brunette, Aging & Disability Resource Center; 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 October 13, 2017 at 11:15 AM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting – September 5, 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 Nelson/seconded by Supervisor Hilbelink to approve vouchers as presented; motion carried.

CORRESPONDENCE

- 2018 Capital Outlay Budget Request – The request to secure the main stairs in the Health & Human Services Building, Health & Human Services Pickup Truck w/Plow & Lift at Health & Human Services and the RESCEW for Project Management adding a staff Engineer for Building Services were denied by the Finance Committee.
- Handed out Finance Committee meeting dates for the remainder of 2017.

TRANSPORTATION COMPLEX UPDATE

Seventy-five days of construction without an accident, water main installed, Kohler generator delivered, heated floors to pour yet, salt shed roofs to complete - reviewing what works best vs plan, fuel island nearing completion, minor details with canopy, plan to paint before weather turns. Anticipate move-in by or before January 1, 2018 for Elkhart Lake and Plymouth sheds and May 30, 2018 for Main Office and staff. Project continues under-budget.

BUILDING SERVICES

- Consideration of Aging & Disability Resource Center Request for Grow Lights – Received grant to improve dining site program hoping to construct raised garden beds to encourage participants to take ownership by growing own source of produce. Committee members expressed concerns of bringing ground and moisture into the building may affect the already numerous complaints from staff regarding mold in the building; hopefully this does not escalate those complaints. Moved by Supervisor Ziegelbauer/seconded by Supervisor Nelson to approve request; motion carried via roll call vote 4-1 (Supervisor Glavan voting No).

- Consideration of Request Permission to Post / Fill / Hire Building Services Technician (Maintenance II Worker) – Vacant position November 2, 2017 due to retirement. Moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve and request Human Resources Department to post and advertise vacation position; motion carried.
- Project Updates –
 - Courthouse Security Entrance / Front Steps Renovations – rebid in January for spring work. Reviewing suggestions on how to lower cost.
 - HVAC Control Upgrades –
 - Law Enforcement Center complete during summer, correcting seasonal related issues.
 - Health & Human Services complete in September, minor punch list.
 - Rocky Knoll 99% complete, some minor hiccups;
 - University of Wisconsin Sheboygan – install new graphic, then complete.
 - Rocky Knoll Fire Alarm – complete, certify next Wednesday.
 - Roof Replacements –
 - Law Enforcement Center – OSHA railing to install, otherwise complete.
 - Rocky Knoll – tuckpoint yet, otherwise complete.
 - Security Camera Upgrades – converted from analog to digital; complete.
 - University of Wisconsin Sheboygan Key Card Upgrade – upgraded before school started, working through some access level issues.
 - University of Wisconsin Sheboygan VAV Upgrade – Physical work done, programming controls.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – November 7, 2017 @ 4:30 PM, Courthouse Annex – 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

VARIANCE REPORT FOR DEPARTMENT -- UW SHEBOYGAN
FOR THE QUARTER ENDING 09/30/2017

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE	POSITIVE/NEGATIVE
Operating Expenses			
Repairs and Maintenance	9,972.57	Under budget due to work from contractors not yet invoiced.	Positive
TOTAL	9,972.57		Positive

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 09/30/2017**

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE	POSITIVE/ NEGATIVE
Interest and Other Revenue			
Rent Revenue	7,948.68	Farm Service Agency negotiated lease rental rate higher than budgeted for.	Positive
Other Misc. Revenue	27,780.46	Over budget as pickup truck sold on auction higher than budgeted and Focus on Energy rebate not anticipated.	Positive
Interdepartmental Revenue			
Repairs & Maintenance Services	(7,946.40)	Under budget as use of County Electrician 36% less than anticipated.	Negative
Other Interdept'l Revenue	39,585.99	Over budget 11% as reimbursement from Health & Human Services and use of County Electrician on radio project more than anticipated.	Positive
Personnel Related Expenditure			
Wages	(4,831.91)	Over budget 0.5%.	Negative
Overtime	2,542.77	Under budget 18% due to seasonal conditions.	Positive
Benefits	3,778.23	Under budget 3% due to temporary vacancies.	Positive
Operating Expenses			
Purchased Services	28,938.63	Under budget 6% due to unexpended consultant funds.	Positive
Repairs and Maintenance	178,539.04	Under budget as structural project work pending carpet replacement.	Positive
General Operating	136,406.11	Under budget as unspent contingency and pending equipment purchases.	Positive
Interdepartmental Charges			
Employee Related Insurance	3,452.15	Under budget 1% due to employee contributions for health insurance.	Positive
Repairs & Maintenance Charges	4,166.93	Under budget due to less snow removal by County Highway Department.	Positive
Capital Outlay			
	65,468.20	Under budget due to delay of parking lot expansion at ADRC and less costly snow removal equipment.	Positive
TOTAL	485,828.88		Positive

Gail A. Ulezelski

From: Daryl_Mangeri@usc.salvationarmy.org
Sent: Wednesday, November 1, 2017 1:43 PM
To: Gail A. Ulezelski
Cc: Jim_Whipple@usc.salvationarmy.org; CarryeJo_Cony@usc.salvationarmy.org;
Jane_Marotz@usc.salvationarmy.org
Subject: Proposed Dates for Use of the County Parking Lot

Good afternoon Gail,

It was a pleasure speaking with you.

In addition to November 9 & 30, we would also like to request the use of the County Lot on December 12, 14, 18, 19, 20 & 21. For all intensive purposes, the lot will be used to park staff vehicles and for overflow parking for volunteers who are assisting us with our Christmas Assistance programs.

Thank you.

Have a wonderful day!

Daryl

Daryl Mangeri, Captain
Corps Officer/Pastor
The Salvation Army
710 Pennsylvania Avenue
P.O. Box 1207
Sheboygan, WI 53082-1207
Phone: 920-458-3723
Fax: 920-458-5140



Doing the Most Good  Every year, The Salvation Army helps nearly 30 million people, roughly one per second. Support us at donate.salvationarmyusa.org.

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2017 Fund Transfer

Department: Building Services

Date: November 7, 2017

I. Fund Transfer Request

From:	<u>Account #</u>	<u>Funds Available</u>
Operating Transfer From		
Building Services Contingency	103.533955	\$122,966
To:		
Courthouse		
Structural	103.532145	\$6,850
	Total Request	\$6,850
	CONTINGENCY ENDING BALANCE	\$116,116

This request is to transfer \$6,850 from Building Services contingency to replace the rusted out metal plate and structure over the old coal bin electrical vault.



Jim TeBeest, Director - Building Services



October 24, 2017

Sheboygan County Buildings & Grounds
615 North 6th Street
Sheboygan, WI 53081

ATT: Bruce Edwards
RE: Courthouse Drive, Cover Plate

We propose to supply materials, equipment and labor as required to complete the replacement of an existing plate over the electrical tunnel at the rear of the courthouse.

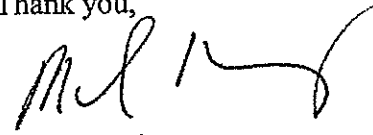
Work will consist of the following;

- Remove the existing plate, support channels and steel support frame at the perimeter as required and dispose of off-site.
- Clean up spalled concrete at the perimeter of the opening, form and pour either a concrete mixture or grout mixture as required to allow the setting of new support channels at the correct elevation. This is more or less a shimming mix for the correct height.
- Allow time for the grout to cure, 24 hours and set the new plate on top and bolt through pre-set channels and holes that do not penetrate the surface of the plate.
- Caulk the edge of the plate at all 4 sides with a tar emulsion compatible with the asphalt drive.
- Approximate 5' x 6' x 1/2" galvanized diamond plate, 6" c-channels (5 each) galvanized along with channel spacers for the 6' runs between the support channels.

Complete for the sum of: \$6,850.00

Above based on 34 hours labor.

Thank you,



Mike Koenig

3502 Behrens Parkway * Sheboygan, WI 53081 * Phone 920-457-0923 * FAX 920-457-1024

2017 Fund Transfer

Department: Building Services

Date: November 7, 2017

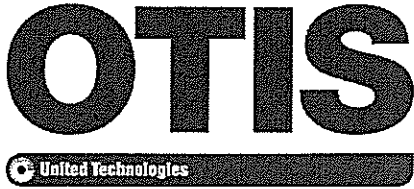
I. Fund Transfer Request

From:	<u>Account #</u>	<u>Funds Available</u>
Operating Transfer From Building Services Contingency	103.533955	\$116,116
To: Courthouse Elevator	103.532215	\$4,552
Total Request		\$4,552
CONTINGENCY ENDING BALANCE		\$111,564

This request is to transfer \$4,552 from Building Services contingency to add plate where pulley pulls out of structure, remount governor and adjust.



Jim TeBeest, Director - Building Services



DATE: 11/01/2017

TO: Sheboygan County
Attn: Jim T
615 N 6th Street
Sheboygan, WI 53081

FROM: Otis Elevator Company
9000 N Deerbrook Trail, #100
Milwaukee, WI 53223

Kara Connelly
Phone: (262) 240-3434
Fax: (262) 240-3401

EQUIPMENT LOCATION:
Sheboygan Co His Museum
3110 Erie Avenue
Sheboygan, WI 53081

PROPOSAL NUMBER: nkc171025155235

MACHINE NUMBER(S) : D26548

We will provide labor and material to furnish and install on the above referenced machine(s) the following:

ELEVATOR REPAIR

Otis Elevator will provide parts and labor necessary to remount the governor to an adaptor plate. We will adjust for proper operation after repair.

All material provided shall be manufactured and installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

An Otis Representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade.

PRICE: \$ 4,552.00
Four thousand five hundred fifty two dollars

This price is based on a one hundred percent (100 %) downpayment in the amount of \$ 4,552.00. This proposal, including the provisions printed on the last page(s), and the specifications and other provisions attached hereto shall, when accepted by you below and approved by our authorized representative, constitute the entire contract between us, and all prior representations or agreements not incorporated herein are superseded.