NOTICE OF MEETING

PROPERTY COMMITTEE

February 20, 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 – February 6, 2018 @ 4:30 PM

Review and Approve Vouchers

Correspondence

- 2017 4th Quarter Variance Reports
  - University of Wisconsin Sheboygan
  - Building Services
- Law Enforcement Center Air Handling Unit #5 Shaft Replacement

Transportation Complex Update

Sheboygan County Historical Museum

- Wheeler Restoration Center Project

Building Services

- Consideration of Building Use Request – Citizens Academy
- Consideration of 2017 Building Services Annual Report

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – March 6, 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

February 6, 2018 **Called to Order: 4:30 pm** **Adjourned: 4:56 pm**

PRESENT: Jim Glavan, Chairman, Henry Nelson, Vice Chairman, Bob Ziegelbauer, Secretary, Brian Hilbelink, Steve Bauer, Members.

OTHERS PRESENT: Sheriff Cory Roeseler; Jon Etta, University of Wisconsin Sheboygan; Stephen Kuhnen, Bray Associates & Architects; 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 February 5, 2018 at 11:20 AM.

APPROVAL OF MINUTES
Property Committee – Regular Meeting – December 19, 2017 @ 4:30 PM – Moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve as presented; motion carried.

REVIEW AND APPROVE VOUCHERS
Moved by Supervisor Ziegelbauer/seconded by Supervisor Hilbelink to approve vouchers as presented; motion carried.

CORRESPONDENCE
- Planning & Conservation Department Tree & Shrub Sale – Tent goes up in Aging & Disability Resource Center parking lot Monday – April 16, 2018. Employees able to use Fasse Paint parking lot. Tree delivery begins Tuesday – April 17th; customer pickup dates Thursday – April 26th through Saturday - April 28th. Tent removed Monday – April 30, 2018.

TRANSPORTATION COMPLEX UPDATE
Turned on Shop floor heat and working on main office spaces spraying drywall, painting, Wi-Fi operational. On schedule and under-budget.

UNIVERSITY OF WISCONSIN SHEBOYGAN
Small flood during Christmas break in Extension area due to disconnected control heat coil valve that froze. Cleaned up before start of business on December 26th; minimal damage.

Personnel from University of Wisconsin Green Bay toured and met with staff; positives and negatives. Higher Learning Commission makes final decision on 1,500 page proposal in June.

BUILDING SERVICES
- Consideration of Law Enforcement Center Alterations – Sheriff Cory Roeseler indicated the prescription drop box is ordered. He requests permission to add shelving in the east Conference Room, a display cabinet in the west wing, stencil/paint/mount Department Mission Statement on curved wall in Lobby and mount cabinets (display case) on west wall of Lobby. Following discussion, moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve the requested items; motion carried.

- Consideration of Award Bid for Courthouse Restoration and Site Improvement – Three bids received (see attachment); recommend awarding to Mike Koenig Construction, Inc. for $789,355, excluding Alternate Bids C2 & C3, to be completed by the Sheboygan County Highway Department. Project scheduled to start May 1, 2018 (or, as weather breaks) with completion by August 15, 2018. Following discussion, moved by Supervisor Ziegelbauer/seconded by Supervisor Nelson to award the bid to Mike Koenig Construction, Inc., not to exceed $789,355. Motion passed on roll call vote (3-2), Supervisors Ziegelbauer, Nelson and Bauer voting aye; Supervisors Hilbelink and Glavan voting no.
- Consideration of Request Permission to Post / Fill / Hire Limited Term Employees (3) – Building Services 2018 Budget includes funding (based on 80 work days) three Limited Term Employees. Moved by Supervisor Hilbelink/seconded by Supervisor Ziegelbauer to approve request and forward to Human Resources; motion carried.
- Consideration of Contingency Fund Request -
  - Replace Shaft on Law Enforcement Center Air Handling Unit #5 – Repair quote not received as of meeting time. Air handling unit heats and cools the first floor. Spaces kept comfortable by running exhaust fan. Following discussion, moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve expense to replace the broken shaft; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS
None.

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.

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

Respectfully Submitted,

Gail Ulezelski
Recording Secretary

Robert Ziegelbauer
Secretary

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 C-1 Stairs to New York	ALT. BID C-2 Driveway	ALT.BID C-3 Storm water	ALT. BID A-1 Monumental Sign	ALT. BID A-2 Flag Pole Bases	ALT. BID A-3 Railings	ALT. BID A-4 South Planter	Comments
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									

VARIANCE REPORT FOR DEPARTMENT -- UW SHEBOYGAN
FOR THE QUARTER ENDING 12/31/2017

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE	POSITIVE/ NEGATIVE
Operating Expenses			
Repairs and Maintenance	12,395.08	Positive variance due to work from contractors coming in under estimates.	Positive
TOTAL	**12,395.08**		**Positive**

VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 12/31/2017

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE	POSITIVE/ NEGATIVE
Interest and Other Revenue			
Rent Revenue	13,288.88	Farm Service Agency negotiated lease rental rate higher than budgeted for.	Positive
Other Misc. Revenue	28,004.72	Over budget as pickup truck sold on auction higher than budgeted and $19,000 Focus on Energy rebate not anticipated.	Positive
Interdepartmental Revenue			
Repairs & Maintenance Services	(11,778.58)	Under budget as use of County Electrician 40% less than anticipated while busy with capital projects.	Negative
Other Interdept'l Revenue	52,168.09	Over budget 10% as reimbursement from Health & Human Services and use of County Electrician on Radio project and Transportation Complex more than anticipated.	Positive
Personnel Related Expenditure			
Wages	(11,305.99)	Over budget 0.9% due to staff changes.	Negative
Overtime	2,429.77	Under budget 12.6% due to seasonal conditions.	Positive
Benefits	5,232.85	Under budget 3% due to staff changes.	Positive
Operating Expenses			
Purchased Services	42,678.34	Under budget 7% due to unexpended consultant funding and inability to assign them work.	Positive
Repairs and Maintenance	223,872.55	Under budget as $210,000 of structural project work carried over to 2018, including Administration Building carpet replacement.	Positive
General Operating	124,821.31	Under budget as $99,969 unspent contingency carried over 2018 and maintenance supply expenses less than expected.	Positive
Interdepartmental Charges			
Employee Related Insurance	14,466.45	Under budget 3% due to employee contributions for health insurance.	Positive
Repairs & Maintenance Charges	8,383.03	Under budget due to half as much snow removal by County Highway Department.	Positive
Capital Outlay	65,468.20	Under budget due to cancelled parking lot expansion at ADRC and less costly snow removal equipment purchases.	Positive
TOTAL	**557,729.62**		**Positive**

SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

WISCONSIN

February 20, 2018

Honorable Members of the Sheboygan County Board
Adam Payne, County Administrator

I am pleased to present to you, Sheboygan County Building Services Department's 2017 Annual Report.

With guidance from the County Board's Property Committee along with staff contributions, the Department continues to achieve a positive year-end budget variance while honoring its core mission and delivering top-notched services. We are building maintenance and cleaning staff, here to serve you. Building Services also actively manages all building construction and renovation projects.

For Building Services, 2017 was a busy year. Major project highlights included:

- Sheriff's Department Radio system replacement and installation
- Transportation Complex construction management
- Information Technology office remodel
- University of Wisconsin Variable Air Valve (VAV) replacement
- Health & Human Services restroom renovation
- Rocky Knoll HVAC controls and Fire Alarm upgrades

I continue to be very proud of Building Services staff and the work they do on behalf of residents and fellow employees of Sheboygan County. If you want additional information, do not hesitate to ask.

Thank you for the continuing support, and trust you place in us and look forward to 2018.

Sincerely,

Jim TeBeest

Jim TeBeest
Director

Telephone (920) 459-4349
Facsimile (920) 459-1348

Courthouse Annex
615 North 6th Street
Sheboygan, WI 53081

Jim.TeBeest@SheboyganCounty.com
www.co.sheboygan.wi.us

2017 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 20 buildings totaling 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, Taylor Park and Sheboygan County Historical Society Museum.

The Department has quasi-responsibility for maintenance at the University of Wisconsin Sheboygan, Bookworm Gardens, the Veteran's Memorial and Job Center, totaling 204,000 square feet. Building Services 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 (FSA), Multi-Jurisdictional Enforcement Group (MEG Unit) and Sheboygan County Economic Development Corporation (SCEDC).

The Table of Organization for 2017 included 34 positions. Staffed positions included Director, Manager, Supervisor, Account Clerk, Electrician, 14 Maintenance Workers and 14 Cleaners. The Department typically hires three part-time seasonal workers. Two Maintenance Workers and three Cleaners where hired during 2017 due to retirements.

The Department continues to provide clean and safe work environments along with training for its staff to reinforce and upgrade skills. The overall goals of the Department are to provide the employees and citizens of Sheboygan County with effective and attractive facilities to meet their needs at an efficient long-term cost.

GOALS AND OBJECTIVES ACHIEVED IN 2017

- Completed Combined Dispatch Phase 3.
- Completed re-tiling 14 restrooms at Health & Human Services.
- Director managed 166,000 sq. ft. Transportation Complex contract and construction.
- Designed secure front entrance for Courthouse, with x-ray machine and metal detector, including resetting steps and flagpole bases, circle drive, wheel chair ramp for ADA access and new steps to New York Avenue.
- Managed completion of UW Sheboygan Learning Resource VAV conversion.
- Rebid and managed construction of Information Technology Department Office upgrades.
- Implemented replacement of Preventative Maintenance and Work Order (PM/WO) system.
- Upgraded HVAC Controls and Key Card Access systems at University of Wisconsin Sheboygan.
- Completed Fire Alarm and HVAC Control upgrades at Rocky Knoll.
- Replaced Museum elevator machine and controls.
- Replaced roof on Rocky Knoll Boiler House and the Law Enforcement Center Juvenile Detention spaces.
- Replaced Courthouse pickup truck and bought Detention Center riding snow blower.
- Caulked and repainted exterior of Aging & Disability Resource Center.
- Upgraded numerous office door locks enabling a more secure lock down option.
- Replaced final two domestic water-heating boilers at Detention Center.
- Replaced Law Enforcement Center second floor carpet.
- Added concrete apron to Taylor Park Shelter, relocated storage shed to fenced-in area, and converted slab to outdoor grilling area.
- Replaced Courthouse Generator Transfer switch.
- Repainted Law Enforcement Lobby.
- Upgraded security cameras to digital type at the Administration Building, Courthouse, Health & Human Services and the Law Enforcement Center.
- Added drinking fountain to Taylor Park Shelter and bottle-fill fountains in the Administration Building and Law Enforcement Center.
- Replaced storm-damaged air conditioning condenser fan blades at all buildings.
- Tuc-pointed southeast corner of the Health & Human Services Building.
- Replaced dishwasher at Detention Center.

BUDGET

	2017 Budget	2017 Actual	Variance	2018 Budget
Revenues	$3,402,617	$3,483,940[1]	+$81,323	$3,501,415
Expenses	$3,599,963	$3,123,607[2]	-$476,357[3]	$4,501,415

[1] Tax Levy Revenue $2,823,772
[2] Contingency funds used $48,535
[3] Carryover into 2018 $359,253

ISSUES AND CHALLENGES AHEAD

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

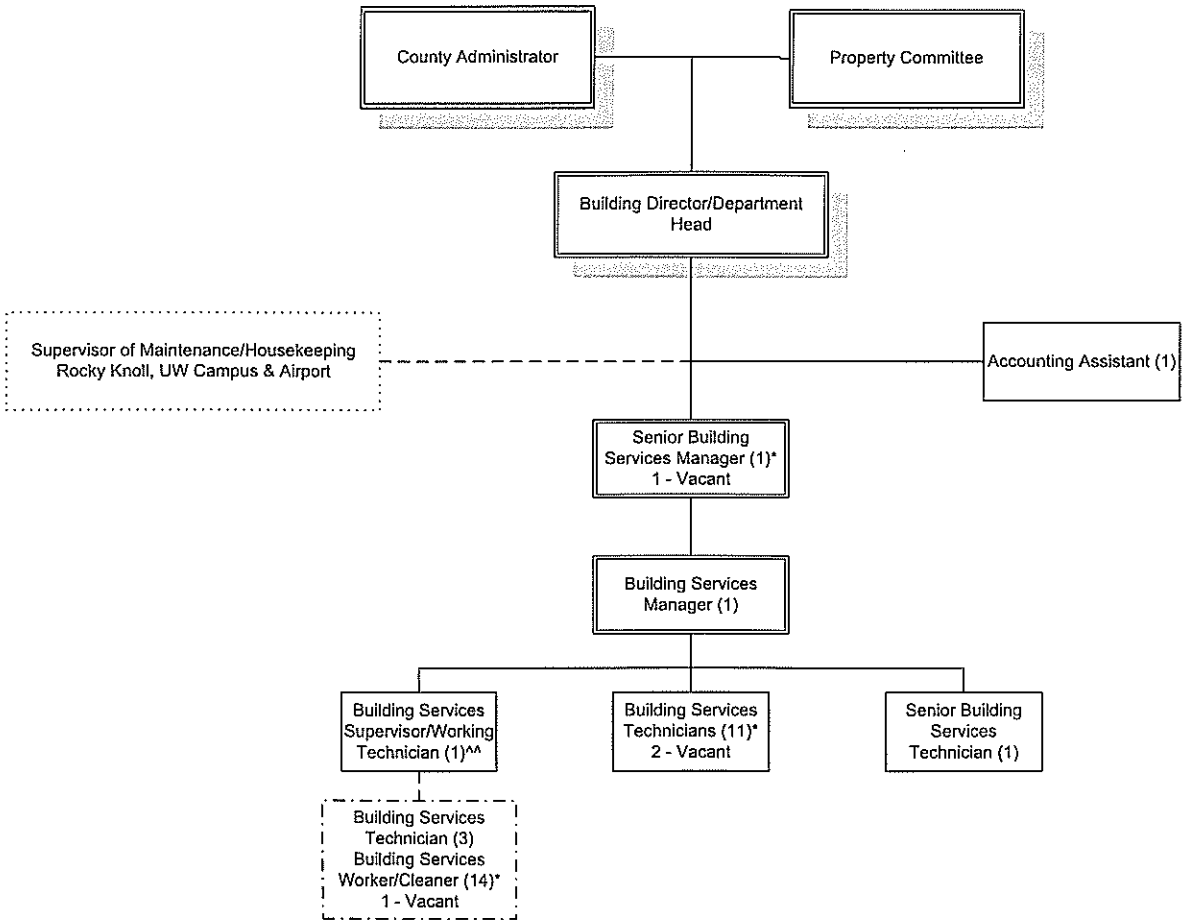
Staff retirements increase as staff ages. Knowledge loss affected the Department's productivity; finding and training suitable replacements and creating effective teamwork takes time.

GOALS AND OBJECTIVES FOR 2018

- Manage construction of Courthouse Secure Entrance Project, with x-ray machine and metal detector, including resetting steps and flagpole bases, circle drive, wheel chair ramp for ADA access and new steps to New York Avenue.
- Complete Transportation Complex construction.
- Replace half of Detention Center roof.
- Replace Administration Building carpet (all floors).
- Update Detention Center Guard control hardware.
- Upgrade Courthouse HVAC controls.
- Upgrade UW Sheboygan and Detention Center fire alarms.
- Oversee Courthouse maintenance storage garage construction.
- Add security measures to Treasurer's Office.
- Relocate Veterans Service Office to Aging and Disability Resource Center.
- Seal exterior stones of Administration Building.
- Re-caulk Courthouse windows on first floor west wall.
- Revise Law Enforcement handicap parking.
- Replace Detention Center Guard counter.
- Replace Aging & Disability Resource Center ceiling (partial).
- Replace Building Services Department computers (every building).
- Replace Courthouse skid steer.
- Replace dump truck.
- Convert Detention Center Sally Port sprinkler to dry system.
- Continue to train new staff on routines and technical skills.
- Oversee special maintenance preventative items such as the Law Enforcement Center Pistol Range lead removal.

Thank you for your interest in Sheboygan County Building Services.

Sheboygan County Building Services Table of Organization



Special Notes

—Indirect Supervision
*1 Maintenance Worker Works at Administration Building & Taylor Park
* Vacant Position
^^Working Supervisor – 2nd shift

January 2017