

NOTICE OF MEETING
PROPERTY COMMITTEE
April 3, 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 – March 6, 2018 @ 4:30 PM

Review and Approve Vouchers

Correspondence

- Law Enforcement Center Air Handling Unit #5 Shaft Replacement Update
- Appreciation Letter

Transportation Complex Update

Building Services

- Consideration of Bid Award for Detention Center Roof Replacements
- Consideration of Farm Service Agency (FSA) Lease Extension
- Consideration of Contingency Fund Request
 - Detention Center Sallyport Hallway Flooring Replacement

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

To Be Determined

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

March 6, 2018

Called to Order: 4:32 pm

Adjourned: 5:12 pm

PRESENT: Jim Glavan, Chairperson, Henry Nelson, Vice Chairperson, Bob Ziegelbauer, Secretary, Steve Bauer, Brian Hilbelink, Member.
OTHERS PRESENT: Jennifer Lehrke, Armory Community Project; Jon Etta, University of Wisconsin Sheboygan; Jon Dolson, County Clerk; Jim TeBeest, Gail Ulezelski, Building Services.

CALL TO ORDER

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

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted March 2, 2018 at 2:05 PM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting – February 20, 2016 @ 4:30 PM – Moved by Supervisor Bauer/seconded by Supervisor Ziegelbauer to approve; motion carried.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Bauer/seconded by Supervisor Ziegelbauer to approve; motion carried.

CORRESPONDENCE

- Building Use Request – Citizens Academy – Additional evening use of Courthouse - May 1, 2018 from 6:00-9:00 PM.
- Law Enforcement Center Windows – South face windows leaking; checking pricing.

TRANSPORTATION COMPLEX UPDATE

Progress continues in main office spaces; hope to move early April. Encountering some construction issues, but addressing as they arise.

BUILDING SERVICES

- Consideration of Parking Lot Use Request – Jennifer Lehrke, Armory Community Project explained the Project proposes to revitalize the Armory for venue uses and proposes to construct 40 small apartments/townhouses. They are in negotiations with the City of Sheboygan. One of the challenges requested by the City is to address overflow parking. She stated if a resolution is not reached, there is the potential the status of the Armory could go to referendum, or if overflow parking is not address, the proposal could die immediately. The City hopes to decide Armory fate perhaps by next Friday.

Supervisor Nelson stated he will abstain from any action Property Committee make take.

Discussion followed including current usage of Courthouse lot, use of YMCA parking spaces/boat launch area, on-site parking and anticipated frequency of venues. It was noted years ago the Armory held approximately 3,500 people. Following renovations, it is anticipated the Armory will hold no more than 2,500 people. With that being said, it was

stated there was not an issue with regard to parking then, there should not be now. It was moved by Supervisor Hilbelink/seconded by Supervisor Bauer to deny the request based on past precedence. Following discussion, Supervisor Hilbelink amended the motion/Supervisor Bauer seconded to deny the request based on the opinion there has not been a parking issue in the named area; motion carried on roll call vote 3-1, Supervisor Bauer, aye, Supervisor Hilbelink aye, Supervisor Ziegelbauer aye, Supervisor Glavan, nay, Supervisor Nelson, abstained.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – March 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



**BID OPENING COUNTY CLERK'S OFFICE
 MARCH 26TH, 2018 - 2:00 PM**

BID #1 - DETENTION CENTER ROOFS 1, 2, 3, 4, 5	FJA Christiansen Roofing	Kaschak Roofing	Oshkosh Industrial Roofing	Pioneer Roofing	Schaus Roofing
1A. BASE BID	\$ 236,709.00	\$ 174,900.00	\$ 164,500.00	\$ 218,585.00	\$ 161,408.41
1B. OWNER PURCHASE	\$ 112,896.00	\$ 114,000.00	\$ 119,910.55	\$ 113,700.00	\$ 113,699.59
1C. TOTAL (1A+1B)	\$ 349,605.00	\$ 288,900.00	\$ 284,410.55	\$ 332,285.00	\$ 275,108.00
BID #2 - DETENTION CENTER ROOFS 6, 7, 8, 9, 10, 11, 12					
2A. BASE BID	\$ 198,112.00	\$ 119,900.00	\$ 115,600.00	\$ 168,193.00	\$ 116,253.11
2B. OWNER PURCHASE	\$ 71,803.00	\$ 86,000.00	\$ 91,838.85	\$ 85,628.00	\$ 85,627.89
2C. TOTAL (1A+1B)	\$ 269,915.00	\$ 205,900.00	\$ 207,438.85	\$ 253,821.00	\$ 201,881.00
BID #3 - DETENTION CENTER ROOFS - COMBINED BIDS					
3A. BASE BID	\$ 434,821.00	\$ 294,800.00	\$ 280,100.00	\$ 386,778.00	\$ 277,661.52
3B. OWNER PURCHASE	\$ 184,669.00	\$ 200,000.00	\$ 211,749.40	\$ 199,328.00	\$ 199,327.48
3C. TOTAL (1A+1B)	\$ 619,520.00	\$ 494,800.00	\$ 491,849.40	\$ 586,106.00	\$ 476,989.00
D. Roof Drain (\$ each)	\$ 1,300.00	\$ 1,800.00	\$ 1,450.00	\$ 1,800.00	\$ 1,200.00
D. Labor (\$/hr)	\$ 89.00	\$ 75.00	\$ 75.00	\$ 90.00	\$ 80.00
D. Crane (\$/hr)	\$ 175.00	\$ 165.00	\$ 110.00	\$ 125.00	\$ 100.00
E. Markup (%)	15%	10%	15%	20%	15%
BID SECURITY - 10% Bid Bond	X	X	X	X	X

Note:

In addition to the base bid quotations shown above, Schaus Roofing offered a deduct for Installation of NEW Ballast Rock in lieu of reuse and fabric

Deduct Amount Bid 1A: \$11,344.00

Deduct Amount Bid 2A: \$8,967.00

Deduct Amount Bid 3A: \$20,311.00



Jim TeBeest <jim.tebeest@sheboygancounty.com>

Sheboygan Co, WI (Sheboygan Falls) Lease Extension #7

1 message

Geiselman, Rachel P. - FSA, Madison, WI <Rachel.Geiselman@wi.usda.gov>
To: "Jim A. TeBeest" <jim.tebeest@sheboygancounty.com>
Cc: "adam.payne@sheboygancounty.com" <adam.payne@sheboygancounty.com>

Tue, Mar 20, 2018 at 12:03 PM

Jim~

Thanks for taking the time to talk with me today regarding our current lease. As we discussed, we would like to request a lease extension until September 30, 2018 and understand that your plans to move the Veteran's Offices into this location are planned. I have attached a copy of the proposed lease amendment. If you are in agreement, please have this document signed/witnessed by the appropriate individuals and return to me at your earliest convenience. Once executed, I will send you a fully signed copy for your records. If you have any questions, please do not hesitate in giving me a call.

Thanks,

Rachel Geiselman

Wisconsin State FSA Office

8030 Excelsior Drive, Suite 100

Madison, WI 53717-2906

Phone: 608.662.4422 x 162

Email: rachel.geiselman@wi.usda.gov

*USDA is an equal opportunity employer, provider, and lender.**For future reference, I will be out of the office 3/26/18 – 3/30/18. I will not be checking emails or voice messages until I return on 4/2/18.*

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.

Sheboygan Co LA 7 Extension.pdf
32K



LEASE AMENDMENT NUMBER: 7

LEASE NUMBER:
Sheboygan County USDA Service Center

**FARM SERVICE AGENCY
LEASE AMENDMENT**

ADDRESS OF LEASE PREMISES:
650 FOREST AVENUE
SHEBOYGAN FALLS, WI 53085

THIS AGREEMENT, made and entered into this date by and between **Sheboygan County**

whose address is: **615 N. 6th Street, Sheboygan, WI 53081**

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to extend the lease term. .

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective upon execution as follows:

1. The Government will extend the lease period of the above-described premises, beginning June 1, 2018 through September 30, 2018.
2. Effective June 1, 2018 the Government shall continue to pay the Lessor annual rent of \$55,720.80 (rounded) or \$4,643.40 (rounded) per month, paid in arrears. The fully serviced, fixed annual rental rate represents \$19.62 per square foot at 2,840 rentable square feet of general-purpose office space.
3. The lessor must have an active registration in the System for Award Management (SAM) System (via the Internet) at (<http://www.sam.gov>) prior to lease approval and throughout the life of the lease. To remain active, the Lessor must update or renew its registration annually. The Government will not process rent payments to Lessor without an active SAM Registration.
4. Use of the GSA Form 276, Supplemental Lease Agreement, has been discontinued. All references in the lease to "GSA Form 276" or "Supplemental Lease Agreement" shall now be hereby construed to mean "Lease Amendment".
5. The following language is incorporated into this agreement and made part thereof:

7.06 IDENTITY VERIFICATION OF PERSONNEL (SEP 2013) – Continued on Page 2

This Lease Amendment contains 2 pages.
All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

FOR THE GOVERNMENT:

Signature: _____
 Name: _____
 Title: _____
 Entity Name: _____
 Date: _____

Signature: _____
 Name: _____
 Title: Lease Contracting Officer
 United States Department of Agriculture
 Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
 Name: _____
 Title: _____
 Date: _____

A. The Government reserves the right to verify identities of personnel with routine pre-occupancy and/or unaccompanied access to Government space. The Lessor shall comply with the agency personal identity verification procedures below that implement [Homeland Security Presidential Directive-12](#) (HSPD-12), Office of Management and Budget (OMB) guidance [M-05-24](#) and M11-11, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended.

B. The Government reserves the right to conduct additional background checks on Lessor personnel and contractors with routine access to Government leased space throughout the term of the lease.

C. Upon request, the Lessor will notify the Government whether they will use either the manual process and submit completed fingerprint charts and background investigation forms, or use the electronic process of ID verification, completed through the e-QIP system. This would be done for each employee of the Lessor, as well as employees of the Lessor's contractors or subcontractors who will provide building operating services requiring routine access to the Government's leased space for a period greater than 6 months. The Government may also require this information for the Lessor's employees, contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's space.

1. **MANUAL PROCESS:** The Lessor shall provide Form FD 258, Fingerprint Chart (available from the Government Printing Office at <http://bookstore.gpo.gov>), and Standard Form 85P, [Questionnaire for Public Trust Positions](#), completed by each person and returned to the Lease Contracting Officer (or the contracting officer's designated representative) within 30 days from receipt of the forms.

2. **ELECTRONIC PROCESS:** The electronic process will be done through the e-QIP system. The Lessor's contractor/personnel will receive an email along with instructions for completing the Office of Personnel Electronic Questionnaire (e-QIP). The contractor/personnel will have up to (7) seven business days to login and complete the e-QIP for the background investigation. The contractor/personnel will be instructed to access the website, and receive on screen instructions which include but it is not limited to:

- a) How to Log In
- b) How to Answer and Create New Golden Questions
- c) What Additional Documents to Send
- d) To Print and Sign two Signature Forms (Certification That My Answers Are True)
- e) To complete the submission process, press the "Release /Request Transmit to the Agency" and exit the process
- f) Where to Send.

The Lessor must ensure prompt input, and timely receipt of the following, from their contractor/personnel:

- a) Two FBI Fingerprint Cards (Form FD-258) or one card produced by a livescan device,
- b) Certification That My Answers Are True
- c) Authorization for Release of Information.

D. The Lessor must ensure the contracting officer (or the contracting officer's designated representative) has all of the requested documentation to ensure the completion of the investigation.

E. Based on the information furnished, the Government will conduct background investigations of the employees. The contracting officer will advise the Lessor in writing if an employee fails the investigation, and, effective immediately, the employee will no longer be allowed to work or be assigned to work in the Government's space.

F. Throughout the life of the lease, the Lessor shall provide the same data for any new employees, contractors, or subcontractors who will be assigned to the Government's space. In the event the Lessor's contractor or subcontractor is subsequently replaced, the new contractor or subcontractor is not required to submit another set of these forms for employees who were cleared through this process while employed by the former contractor or subcontractor. The Lessor shall resubmit Form FD 258 and Standard Form 85P for every employee covered by this paragraph on a 5 year basis.

G. The Lessor shall insert this paragraph in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a federal information system.

2018 Fund Transfer

Department: Building Services

Date: April 3, 2018

I. Fund Transfer Request

From:	<u>Account #</u>	<u>Funds Available</u>
Operating Transfer From Building Services Contingency	103.533955	\$190,293
To:		
Detention Center Structural	104.532145	\$2,560
	Total Request	\$2,560
	CONTINGENCY ENDING BALANCE	\$187,733

This request is to transfer \$2,560 from Building Services contingency to Detention Center structural for replacement of flooring outside Booking which has become a safety hazard.



Jim TeBeest, Director - Building Services