

NOTICE OF MEETING
PROPERTY COMMITTEE

May 7, 2019 - 4:30 PM

Administration Building
508 New York Avenue
Sheboygan, WI 53081

Room 119

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Public Input and Comments on Agenda Items Limited to Two (2) Minutes

Approval of Minutes

Property Committee – Regular Meeting, April 2, 2019 @ 4:30 PM

Review and Approve Vouchers

Correspondence

- 2019 1st Quarter Operating Budget Variance Reports –
 - University of Wisconsin Green Bay – Sheboygan Campus
 - Building Services
- Lutheran High Land Option Request
- Administration Building Sealcoating Project

Building Services

- Consideration of Contingency Fund Request –
 - Courthouse Annex Garage Roll-up Door Replacement
 - University of Wisconsin Green Bay – Sheboygan Campus Sanitary Sewer Repairs

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – May 21, 2019, 4:30 PM
Administration Building – Room 119
508 New York Avenue, Sheboygan, WI

Adjourn

Prepared by:
Gail Ulezelski
Recording Secretary

Steven Bauer
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

Administration Building
508 New York Avenue
Sheboygan, WI
Room 119

April 2, 2019

Called to Order: 4:30 pm

Adjourned: 5:20 pm

PRESENT: Steve Bauer, Chairperson; Brian Hilbelink, Vice Chairperson; Henry Nelson, Secretary; Michael Ogea, Charlette Nennig, Members.

OTHERS PRESENT: Allen Nohl, Veterans Service Commission; Jim TeBeest, Gail Ulezelski, Building Services.

CALL TO ORDER

Chairperson Steve Bauer called the meeting to order at 4:30 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted March 29, 2019 at 9:45 AM.

APPROVAL OF MINUTES

Property Committee – Regular meeting, March 5, 2019 @ 4:30 PM – Moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve minutes as presented; motion carried.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Nelson/seconded by Supervisor Nennig to approve all vouchers as presented; motion carried.

CORRESPONDENCE

- Aging & Disability Resource Center Water Damage – With freezing temperatures and early spring rain, downspout clogged and roof drains above reception desk and Conference Room 105 leaked. Substantial damaged occurred to computer, workstation and some Conference Room tables.
- Detention Center Tap Water Quality Analysis – Inmate requested; tests under DNR limits.
- University of Wisconsin Green Bay – Sheboygan Campus Sewer Line Issues – Plugged sanitary line from Fine Arts Building. Costly repair, will be asking for contingency funding.
- Veteran’s Memorial Maintenance and Improvement Agreement – Informational purposes. County Board resolution passed in 2015. Veterans Memorial Committee had discrepancies with the agreement, which were worked out and the agreement has been signed.

PUBLIC INPUT AND COMMENTS ON AGENDA ITEMS LIMITED TO TWO (2) MINUTES

None.

BUILDING SERVICES

- Consideration of Veterans Memorial Committee Request to Utilize Taylor Park Grounds – 25th Anniversary Celebration – Allen Nohl, Chairperson of the Veterans Memorial Committee, requested to utilize Taylor Park grounds August 23-24-25, 2019 for commemorative celebration of the veterans memorial wall. A Huey helicopter will give rides on August 24. The ceremony takes place at 1:00pm on August 24, 2019. The Committee did a similar 20th Anniversary Celebration, five years ago. Following discussion, moved by Supervisor Hilbelink/seconded by Supervisor Ogea to approve the request pending

confirmation from Corporation Counsel the Veterans Memorial Committee has adequate insurance coverage; motion carried.

- Consideration of Contingency Fund Request –
 - Detention Center Interior Painting – Request to transfer \$10,000 from Building Services contingency to the Detention Center structural account to paint three cell pods while inmates are relocated due to warranty work on the showers. Following discussion, moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve the request; motion carried.
- Consideration of Project Updates –
 - Administration Building Carpet Replacement – Working on creating blank set of plans as architects too busy to assemble.
 - Administration Building Exterior Wall Sealing – Sealed stone late last year, washed building last week, but now too cold to apply acrylic.
 - Aging & Disability Resource Center Transformation – Veterans Service Office moved, new front yard sign ordered and ADRC logo to be placed on the building. Submitting addition to Capital Project request to replace doors and re-tile bathrooms.
 - Airport Customs Building – Transportation project, but sat in on one meeting. State funds, not expecting a whole lot of Director's involvement. Discussion took place regarding obtaining an impact report for effects on township, especially pertaining to the Volunteer Fire Department. Recommended contacting Highway Commissioner or Airport Manager.
 - Courthouse 4th Floor Hallway Renovation – Architect working on quote for bid spec.
 - Courthouse Boiler Replacement – On order, expected on-site by summer; obtaining contractor quotes for install.
 - Courthouse HVAC Controls – In progress, quoting Detention Center.
 - Courthouse Maintenance Garage – Caulked and turned on heat to thaw ground to prep for pouring concrete.
 - Health & Human Services Exhaust Upgrade – Obtaining quote from contractor.
 - Health & Human Services Fire Alarm Upgrade – Design engineer quoted; County electrician to do install.
 - Museum Roof Replacement – Nearing completion on Carriage barn; very pleased with work.
 - Transportation Complex – Continued involvement almost daily addressing issues that surfaced i.e. preventative maintenance, warranty, work in progress.
 - VOIP Phone Project – Information Technology project; Department involved pulling cable. All buildings converted except Courthouse and Law Enforcement Center, which should occur in the next week.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – April 16, 2019 CANCELLED

Tuesday - May 7, 2019, 4:30 PM

Administration Building, 508 New York Avenue – Sheboygan, WI.

ADJOURN

Moved by Supervisor Ogea/seconded by Supervisor Nelson to adjourn; motion carried.

Respectfully Submitted,
Gail Ulezelski
Recording Secretary

Henry Nelson
Secretary

**VARIANCE REPORT FOR DEPARTMENT -- UW GREEN BAY- SHEBOYGAN CAMPUS
FOR THE QUARTER ENDING 03/31/2019**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Operating Expenses		
X	Repairs and Maintenance	1,509.82	The total budget allocation was not encumbered due to some extra expenses within the Structural and Plumbing funds. The Elevator fund is overspent due to having both quarter invoices being paid in the first quarter.
	Variances Less Than Justification Threshold	(669.43)	
	TOTAL	840.39	

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 03/31/2019**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Interest and Other Revenue		
X	Other Misc. Revenue	(12,603.46)	New electrician van not delivered; associated re-sale not experienced.
	Interdepartmental Revenue		
	Other Interdept'l Revenue	26,203.76	Aging & Disability Resource Center and Health & Human Services expenses higher than budgeted thus associated revenue higher as well.
	Personnel Related Expenditure		
	Wages	(2,114.16)	0.6% over budget due to retiree payout.
	Overtime	(5,023.86)	Nearly double budget due to snow frequently on weekends.
	Benefits	1,257.08	2.8% under budget due to vacancy.
	Operating Expenses		
	Purchased Services	55,230.92	24% under budget as architects and consultants too busy for our small projects. Gas and electricity lower than budgeted due to warmer than normal temperatures.
X	Repairs and Maintenance	185,218.43	Under budget primarily due to Administration carpet replacement not done.
X	General Operating	27,077.29	Under budget due to training, supplies and contingency lower than expected due to timing.
	Interdepartmental Charges		
	Employee Related Insurance	9,105.41	8% under budget due to staff vacancy and family vs single coverages.
	Repairs & Maintenance Charges	5,049.73	Under budget due to planned Highway Department work not started.
X	Capital Outlay	142,291.37	Under budget due to outlay projects not started; Treasurer's Office security scheduled to start in July and electrician van delivery in April.
	Variances Less Than Justification Threshold	255.66	
	TOTAL	431,948.17	

2019 Fund Transfer

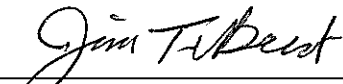
Department: Building Services

Date: May 7, 2019

I. Fund Transfer Request

From:	<u>Account #</u>	<u>Funds Available</u>
Operating Transfer From Building Services Contingency	103.533955	\$104,992
To:		
Courthouse (Annex) Structural	103.532145	\$4,760
	Total Request	\$4,760
	CONTINGENCY ENDING BALANCE	\$100,232

This request is to transfer \$4,760 from Building Services contingency to Courthouse structural to replace roll-up garage door that rusted off the reel.



Jim TeBeest, Director - Building Services

2019 Fund Transfer

Department: Building Services

Date: May 7, 2019

I. Fund Transfer Request

From:	<u>Account #</u>	<u>Funds Available</u>
Operating Transfer From		
Building Services Contingency	103.533955	\$100,232
To:		
University of Wisconsin Green Bay - Sheboygan Campus		
Structural	170.532145	\$5,300
General	170.532305	\$31,049
	Total Request	\$36,349
	CONTINGENCY ENDING BALANCE	\$63,883

This request is to transfer \$36,349 from Building Services contingency to University of Wisconsin Green Bay - Sheboygan Campus structural and general accounts to excavate, troubleshoot and reconnect the Fine Arts sanitary sewer including cleaning and manhole repair.



Jim TeBeest, Director - Building Services

UWGB - Sheboygan Campus
Fine Art Sanitary Sewer Correction

5/3/2019
J TeBeest

Vendor	Inv. Date	Inv. Amount
Gen 3 Plumbing	1/23/2019	4,204
Gen 3 Plumbing	1/28/2019	1,096
Alberts Hydrovac	4/9/2019	11,748
LA Equipment	4/19/2019	17,682
expected expenses		
LA Equipment		1,119
Concrete Patch		500
Total:		<u>36,349</u>

Troubleshoot backed up sewer in Dressing Rooms and SE Storage Room (1987 Addition).
Found sewer under Science Building patio retaining wall, tees into East/West main.
Found east connection to manhole east of Science Bldg steps that was abandoned.
Found west connection to manhole at south side of LR was cut off.