

NOTICE OF MEETING
PROPERTY COMMITTEE
October 5, 2021 - 4:30 PM

Sheboygan County Administration Building
508 New York Avenue
Sheboygan, WI 53081

Room 302

To Join the Meeting Remotely
Dial: + 1 314-833-0365
Enter Pin Number: 606 794 779
Press: #

Members of the Committee may appear remotely.
Persons wanting to observe the meeting are encouraged to listen remotely.

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Property Committee – Regular Meeting, September 7, 2021 @ 4:30 PM

Review and Approve Vouchers

Correspondence

- American Rescue Plan Act Funding Request

Building Services

- Consideration of ATMs (Automatic Teller Machine) in the Administration Building and Law Enforcement Center
- Consideration of Request for Permission to Post, Fill and Hire
 - Building Services Worker (Cleaner) Vacant Position
- Project Updates –
 - Aging & Disability Resources Center Finishes
 - Airport Electrical – Ryder Cup
 - Airport Keycard Upgrade
 - Bookworm Gardens Expansion
 - Courthouse Annex Fan Coil Replacements
 - Courthouse Boiler Replacements
 - Courthouse Branch 1 and 3 Relocations
 - Courthouse Elevator Car Update
 - Courthouse Inmate Hallway
 - Detention Center Addition for Alternatives to Incarceration
 - Detention Center Sprinkler Head Replacements
 - Health & Human Services Fire Alarm Upgrade
 - Health & Human Services Mezzanine Finishes
 - Health & Human Services Roof Restore
 - Museum Chiller Replacement
 - Museum Taylor House Repairs

- Rocky Knoll Elevator Door Controls
- University of Wisconsin Green Bay – Sheboygan Campus Asphalt Road Replacement
- University of Wisconsin Green Bay – Sheboygan Campus New Sign

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – October 19, 2021, 4:30 PM
Sheboygan County Administration Building – Room 302
508 New York Avenue
Sheboygan, WI 53081

Adjourn

Prepared by:
Gail Ulezelski
Recording Secretary

Henry Nelson
Committee Chairperson

NOTE: A majority of the members of the County Board of Supervisors or 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 arranged.

Wearing a mask is strongly encouraged in all County-owned or leased property, unless you are fully vaccinated.

SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES

September 7, 2021

Called to Order: 4:30 pm

Adjourned: 4:56 pm

MEMBERS PRESENT: Henry Nelson, Chairperson; Jacob Immel, Vice Chairperson; Brian Smith, Secretary; George Kulow, Jon Kuhlow, Members.

OTHERS PRESENT: Paul Gnan, Lutheran High; Elizabeth Wieland, Charles Parks, Bookworm Gardens; Attorney Crystal Fieber, Corporation Counsel; Jon Dolson, County Clerk; Evan Grossen, Finance Department; 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 September 3, 2021 at 2:10 PM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting, August 17, 2021 @ 4:30 pm – Moved by Supervisor Immel/seconded by Supervisor G. Kulow to approve the minutes as presented; motion carried.

CORRESPONDENCE

- Introductions – All in attendance.
- Human Resources Committee Memo – Building Services Worker (Cleaner) Overlap in Coverage – Approved by Human Resources Committee to allow Building Services to hire replacement Cleaner two weeks prior to an upcoming vacancy to allow for cross-training.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Immel/seconded by Supervisor J. Kuhlow to approve vouchers as presented; motion carried

BUILDING SERVICES

- Consideration of Sheboygan County Resolution No. _____ (2021/22) re: Approving Second Amendment to Lease of County Land at University of Wisconsin Green Bay – Sheboygan Campus for Bookworm Gardens Expansion Project – Attorney Crystal Fieber, Corporation Counsel explained the history behind the request. Bookworm Gardens requests an expansion of its current lease to include additional acreage (23.428 acres) for maintained trails, riverwalk and woodland educational opportunities, an administration and education building, designed gardens and related facilities. Before construction, Bookworm Gardens shall present renderings of the construction, modification and development of the portion of the leased premises and shall obtain the Property Committee’s approval of the expansion plans/final construction. Modification and development shall substantially comply with the approved expansion plans.

Bookworm Gardens shall be responsible for maintenance of all parking lot paving, maintenance of and snow removal for all paths, pedestrian bridges, trails or other areas on the leased premises. It is hoped trails used for cross country event purposes will continue to be maintained as past practice between Bookworm Gardens, Lutheran High and University of Wisconsin Green Bay – Sheboygan Campus; but if necessary, language can be added in the

amendment. Pedestrian bridges contemplated to be part of the expansion plans shall be constructed at a height sufficient to allow school buses and public transportation to pass underneath.

Elizabeth Wieland, Executive Director of Bookworm Gardens noted there is not a specific time line, it could be a couple years; funding dictates outcome. It is their intent to maintain the working relationship with the schools in maintaining trails.

Following discussion, moved by Supervisor G. Kulow/seconded by Supervisor Immel to accept the Resolution as presented and introduce to the County Board for action; motion carried. Supervisor J. Kuhlow then moved/seconded by Supervisor Immel to approve the Second Amendment to the Lease Agreement as presented and introduce along with the Resolution to the County Board for action; motion carried.

- Consideration of Courthouse Loading Zone Signs – Jim TeBeest – Director, Building Services explained a request was received from the Sheriff’s Department to eliminate loading zone designated stalls in the circle drive in the front of the Courthouse and re-sign as two additional handicapped stalls. Currently three County employees are permitted to park in the handicapped stalls, thus leaving only one stall for any public handicapped person. Following discussion and upon recommendation from the Director of Building Services, it was moved by Supervisor G. Kulow/seconded by Supervisor J. Kuhlow to re-sign one stall to handicapped designation, leaving one stall designated for loading zone; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – September 21, 2021 4:30 PM
Administration Building – Room 302
508 New York Avenue - Sheboygan, WI 53081

ADJOURN

Moved by Supervisor Immel/seconded by Supervisor J. Kuhlow to adjourn; motion carried and meeting adjourned at 4:56 pm.

Respectfully Submitted,

Gail Ulezelski
Recording Secretary

Brian Smith
Secretary



SHEBOYGAN COUNTY

American Rescue Plan Act Funding Request

Program or Project Name:	COVID Cleaner Cost Reimbursement
Department/Organization:	Building Services
Manager(s):	Jim TeBeest
Committee:	Property
Identifying Number (for Internal purposes)	

1 Program or Project Case

1.1 Overview

Limited Term Employee (LTE) wages and Fica to clean touch surfaces during the day and especially over the noon-hour Court recesses. Existing cleaners work only 2nd shift and could not be re-assigned with reducing nightly cleaning.

1.2 Purpose

COVID-19 could be contagious through touch surfaces. County staff and visitors need confidence that the County buildings are sanitized. Re-opening Court Rooms plan of action required cleaning during recesses as approved by the District Judge.

2 Primary Objectives

Sanitize door knobs, railings, elevator buttons, witness and jury surfaces throughout the day to reduce the chance of contracting COVID-19 by staff, visitors and especially those required to be in Court. Provide confidence to the public that our buildings are clean.

3 Eligibility and Identification

These positions are a direct result of the COVID-19 pandemic and would not have been hired otherwise. Some position costs were reimbursed until the prior grant deadline of October, 2020.

4 Issues and Future Annual Costs

These positions were not budgeted for in 2021 because the need was not identified until after the budget process. Nor were they budgeted in 2022 as COVID-19 active cases declined until after the Delta variant activity rise again after the budget process. Position extension approved through April 6, 2022.

5 Cost Worksheet				
Funding	Expenditure	Other Funding	American Rescue Plan Act	Source(s) of Other Funding
2021 - 3rd quarter	\$ 10,622			
2021 - 4th Quarter	\$ 4,037			
2021 Total	\$ 14,659	\$ -	\$ 14,659	
2022 - 1st quarter	\$ 4,239			
2022 - 2nd quarter	\$ 269			
2022 - 3rd quarter				
2022 - 4th Quarter				
2022 Total	\$ 4,508	\$ -	\$ 4,508	
2023 - 1st quarter				
2023 - 2nd quarter				
2023 - 3rd quarter				
2023 - 4th Quarter				
2023 Total	\$ -	\$ -	\$ -	
2024 - 1st quarter				
2024 - 2nd quarter				
2024 - 3rd quarter				
2024 - 4th Quarter				
2024 Total	\$ -	\$ -	\$ -	
SUB TOTAL 2021-2024	\$ 19,167	\$ -	\$ 19,167	
2025 - 1st quarter				
2025 - 2nd quarter				
2025 - 3rd quarter				
2025 - 4th Quarter				
2025 Total	\$ -	\$ -	\$ -	
2026 - 1st quarter				
2026 - 2nd quarter				
2026 - 3rd quarter				
2026 - 4th Quarter				
2026 Total	\$ -	\$ -	\$ -	
SUB TOTAL 2025-2026	\$ -	\$ -	\$ -	
TOTAL	\$ 19,167	\$ -	\$ 19,167	
Check	\$ -	\$ -	\$ -	
Additional Details Other Funding				

5 Cost Worksheet (continued)				
Departmental cost		DEPARTMENT	DEPARTMENT	ASSET LIFE
	TOTAL	Building Services		YEARS
Land	\$ -			
Buildings	\$ -			
Infrastructure	\$ -			
Improvements	\$ -			
Equipment	\$ -			
Computer Hardware	\$ -			
Computer Software	\$ -			
Consulting	\$ -			
Other	\$ 19,167	\$ 19,167		N/A - Wages
TOTAL	\$ 19,167	\$ 19,167	\$ -	
Check	\$ -			

5 Cost Summary			
Year	Total Cost	Other Funding	American Rescue Plan
2021	\$ 14,659	\$ -	\$ 14,659
2022	\$ 4,508	\$ -	\$ 4,508
2023	\$ -	\$ -	\$ -
2024	\$ -	\$ -	\$ -
SUB Total 2021-2024	\$ 19,167	\$ -	\$ 19,167
2025	\$ -	\$ -	\$ -
2026	\$ -	\$ -	\$ -
TOTAL	\$ 19,167	\$ -	\$ 19,167

6 Duration Estimates	
Milestone	Date Estimate
Start Date	3/3/2021
Reimbursed Through	
ARPA Eligibility Start	3/3/2021
LTE Termination	4/6/2022
Payroll	4/16/2022

7 Tolerances	
TIME	Works 5-hours/day
COST	\$12.50/hour, plus Fica
RISK	COVID continues beyond April, 2022
BENEFICIARIES	Staff and the public, especially those attending court
SCOPE	Touch surfaces in Courthouse, Administration Building and Health & Human Services.
QUALITY	Proper chemicals per CDC; damage to surface finishes



SHEBOYGAN COUNTY TREASURER

Laura Henning-Lorenz
County Treasurer

Martha Marks
Administrative Manager

Date: September 15, 2021

To: Property Committee

From: Laura Henning-Lorenz

Re: Consideration of ATM (Automatic Teller Machine) in the Administration Building and Sheriff's Department (Law Enforcement Center)

History on ATMs at County Buildings

Research on placing bank ATMs in County buildings was requested twice in the past that I recall. The first time in 2014 I had our working bank do a review to see if an ATM was feasible for the Administration Building. After gathering data, they determined that there was not enough foot traffic, transactions, nor enough people working in the Administration Building to be worth their investment in an ATM, especially since the machine would not be accessible during holidays, weekends, early mornings, and evenings when the Administration Building is closed.

A second review was done in 2019. I am aware of a 3rd party vendor that would place their ATM type machine in our building since banks have not been willing to do so. The reason banks are not willing to do so is because there is a Wells Fargo ATM 2 1/2 blocks from the Administration Building and there is a US Bank ATM 1 1/2 blocks from the Administration Building. Getting back to the 3rd party vendor, this vendor would charge a fee to each customer. My notes from 2019 say this: "There is a \$2.50 transaction fee that is passed along to the customer. The County would receive 0.50 for any transaction after 15 are completed each month. It would not be a great deal of income, but the cost to the customer would be minimal. If you would like me to circle back with this vendor I would be happy to do so. I would probably ask the Sheriff to do some background checking on this vendor since I am not familiar with them."

As an alternative to another ATM machine in the vicinity the Register of Deeds Office has Vital Check. This allows any user to take their credit card to that office and it converts their transaction to a paper check in the amount that the user desires and the user may take that check to any office to pay for services.

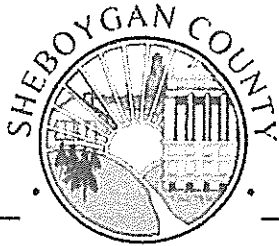
Additionally, our office has several departments set up to take credit card payments for their services/products. If there is a department that needs that set up they should contact our office by emailing countytreasurer@sheboygancounty.com and we will work with them to get it set up. We have a couple of solutions at this time depending upon their needs. However, no office is allowed credit card swipe readers, according to our Security Compliance Officer. All swipe readers in our office were removed due to PCI compliance issues, as there was no straight answer as to whether or not the swipe reader or computer was holding any sensitive information.

Lastly, once our office converts to our new land enterprise software platform, targeted for 3rd quarter next year, there is a 3rd party vendor that is currently working with our land record enterprise system. They have more extensive possibilities, including kiosks. I do know that

Dane and Waukesha Counties are currently using one product that this vendor has to offer and they are pleased.

Current Status

Three different vendors were queried about their ATMs. The best vendor had the most flexibility on pricing and is local. Regardless of the vendor, the required needs for installation are electricity and a data jack for Internet. The Administration Building is equipped to move forward with an ATM, as both exist in the lobby area next to the vending machine. I contacted Jim TeBeest and Mike Ziereis from Building Services and Cory Roeseler from the Sheriff's Department about determining the location of the ATM for the Sheriff's Department and what installation was needed. There is electricity in their lobby area; however, a data jack will need to be installed. If the Finance and Property Committees allow this project to move forward, then the data jack at the Sheriff's Department will be installed. Additionally, I contacted Chris Lewinski, IT Director, about the Internet. The Internet is set up and ready. If this project moves forward, then the ATM at the Administration Building would be installed first, as it is ready to go, followed by the Sheriff's Department (Law Enforcement Center). The estimated time for the Administration Building ATM installation would be mid-October.



Sheboygan County
VACANT POSITION REQUEST
 (To be completed for all vacant positions)

WISCONSIN

Date: 9/14/2021
To: Property Committee Members
From: Jim TeBeest, Director - Building Services

Position Request:

Position: Building Services Worker (Cleaner)
Reason for Vacancy: Retirement - October 1, 2021

Justification:

Cleaners sanitize restrooms and clinical areas, remove trash, vacuum and dust. Reduction in workforce jeopardizes the integrity and cleanliness of County facilities and leads to long range problems with such things like insects and rodents and reduces carpet life. Experience shows leaving cleaning positions vacant results in higher absenteeism and leads to higher paid maintenance personnel performing cleaning duties, preventing them from doing necessary maintenance work.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

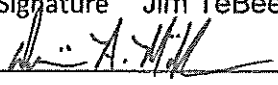
Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds:

Costs:

The annual costs associated with the position (current year's wage & benefit rates): A13, \$14.31 - \$20.89

Wages	Benefits	Total
\$30,323	\$26,987 (family)	\$57,310 (family)

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Jim TeBeest/gu Date: September 14, 2021
 Human Resources Director Signature  Date: 09/14/2021
 Liaison Committee Signature Henry J. Nelson (verbal) Date: September 14, 2021
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*).
5. HR begins recruitment process.