

NOTICE OF MEETING
PROPERTY COMMITTEE
November 3, 2020 - 4:30 PM

Sheboygan County Law Enforcement Center
525 North 6th Street
Sheboygan, WI 53081

West Conference Room

IF YOU WOULD LIKE REMOTE ACCESS TO THE MEETING, PLEASE CALL (920) 459-4342 AT LEAST 2 HOURS PRIOR TO THE MEETING, IF POSSIBLE. PLEASE NOTE THAT MASKS ARE REQUIRED FOR IN-PERSON ATTENDANCE AND SPACE IS LIMITED TO ALLOW FOR ADEQUATE SOCIAL DISTANCING. ANY INDIVIDUAL UNABLE TO WEAR A MASK IS ENCOURAGED TO REMOTELY ACCESS THE MEETING OR WILL BE PROVIDED AN ALTERNATE MEETING LOCATION TO ENSURE THE SAFETY OF OTHER ATTENDEES.

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Property Committee – Regular Meeting, October 6, 2020 @ 4:30 PM

Correspondence –

- Committee Photo
- Variance Reports
 - University of Wisconsin Green Bay – Sheboygan Campus
 - Building Services

Review and Approve Vouchers

Building Services

- Consideration of Vacant Position Requests –
 - Building Services Worker (Cleaner)
 - Building Services Limited Term Employees (Summer Help)
(contingent upon County Administrator approval)

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – November 17, 2020, 4:30 PM
Sheboygan County Administration Building
508 New York Avenue
Sheboygan, WI 53081

Adjourn

Prepared by:
Gail Ulezelski
Recording Secretary

Henry Nelson
Committee Chairperson

NOTE: Members of the public are invited to offer comments on topics that may or may not appear on the Agenda, and Committee members may discuss such matters, but no action may be taken by the Committee on non-Agenda topics. Individual speakers may be limited to no more than five minutes.

Some of the Committee may participate remotely in the meeting.

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 MEETING MINUTES

Administration Building
508 New York Avenue – Room 302
Sheboygan, WI 53081

October 6, 2020

Called to Order: 4:30 pm

Adjourned: 4:56 pm

PRESENT:

Henry Nelson, Chairperson; Brian Hilbelink, Vice Chairperson; Jacob Immel, Secretary; George Kulow, Brian Smith, Members.

OTHERS PRESENT:

Vern Koch, County Board Chairperson; Adam Payne, County Administrator; Alayne Bosman, Deputy County Administrator; 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 October 1, 2020 at 1:30 PM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting, September 1, 2020 @ 4:30 PM – Moved by Supervisor Immel/seconded by Supervisor Kulow to approve the minutes as presented; motion carried.

CORRESPONDENCE

- Budget adjustment for 2021 – Contingency Fund
 - During the consolidation of the annual budget, some budget adjustments were identified and brought to the Finance Committee for approval after the Department meeting, including \$37,500 in contingency funding. Contingency fund request for 2021 now reflects \$87,500 instead of \$50,000 as approved by Property Committee.

REVIEW AND APPROVE VOUCHERS

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

BUILDING SERVICES

- Consideration of Request for Office Renovation – Adam Payne, County Administrator presented a request to create a new office in the County Administrator's Department utilizing existing spaces. The need arose with the creation of the Deputy County Administrator position. The request, unanimously approved by the Executive and Finance Committees utilizes re-appropriated vacant position funds transferred from the Human Resources Department. Moved by Supervisor Immel/seconded by Supervisor Hilbelink to approve the request; motion carried.
- Consideration of Johnson Controls Healthy Building Proposal – Jim TeBeest, Director – Building Services reviewed a proposal from Johnson Controls to install ionization equipment (NPBPI installation) in air handlers. Suggested buildings include the Detention Center (\$55,516), Administration Building (\$23,365), Courthouse (\$51,942), Law Enforcement Center (\$59,032) and Rock Knoll Health Care Facility (\$79,330). The installation would need to be completed and paid in full by the end of the month in order to take advantage of any Route to Recovery funds. Following discussion regarding self-installation and associated costs, it was moved by Supervisor Kulow/seconded by Supervisor Immel to table the Healthy Building Proposal for Sheboygan County for future consideration; motion carried.

- Consideration of Compensation Study Review Memo – Following discussion, it was moved by Supervisor Hilbelink/seconded by Supervisor Kulow to formally submit the memo on behalf of the Property Committee to Human Resources Committee requesting an updated compensation study of all County technical jobs, or at the very least the four technical positions in the Building Services Department; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – October 20, 2020, 4:30 PM – **Administration Building, 508 New York Avenue - Sheboygan, WI 53081**

ADJOURN

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

Respectfully Submitted,
Gail Ulezelski
Recording Secretary

Jacob Immel
Secretary

**VARIANCE REPORT FOR DEPARTMENT -- UW GREEN BAY- SHEBOYGAN CAMPUS
FOR THE QUARTER ENDING 09/30/2020**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Operating Expenses		
X	Repairs and Maintenance	14,983.65	Less budgeted expenses as some maintenance and facility repair projects are not complete. Parts are ordered and work on the HVAC systems are scheduled to complete before year-end.
	Interdepartmental Charges		
X	Repairs & Maintenance Charges	(1,374.05)	More budgeted expenses for salt/service from Highway Dept.
	Variances Less Than Justification Threshold	509.50	
	TOTAL	14,119.10	

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 09/30/2020**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Interest and Other Revenue		
	Rent Revenue	1,040.00	Taylor Park shelter rented more than past years.
X	Other Misc. Revenue	(19,448.65)	Museum chiller replacement not completed; anticipated \$20,000 revenue from Historical Society not received (per Lease).
	Interdepartmental Revenue		
	Repairs & Maintenance Services	13,065.56	Electrician services to other Departments double budgeted amount.
	Other Interdept'l Revenue	7,401.33	Greater use of electrician services on capital projects.
	Personnel Related Expenditure		
	Wages	36,062.43	Vacant positions reduced wages 4% to date.
	Overtime	6,790.84	Holding overtime per cut request; now at 36% below budget.
	Benefits	10,054.30	Vacant positions reduced benefits 7% to date.
	Operating Expenses		
	Purchased Services	81,213.06	Natural gas usage down 15%; electricity usage down 6%. Architect consulting and software upgrades pending.
X	Repairs and Maintenance	43,576.75	Structural repairs/replacements about 40% complete and partially offset by budget of capital outlay painting re-categorized as repair expense.
	General Operating	32,644.96	Maintenance supplies, equipment and contingency requests lower than budgeted.
	Interdepartmental Charges		
	Employee Related Insurance	15,835.02	Vacant positions resulted in reduced insurance expenses 5% to date.
	Repairs & Maintenance Charges	(6,783.69)	Highway Department snow removal higher than historical.
X	Capital Outlay	119,440.04	Painting project expensed as repair and Museum chiller arrives November 15, 2020.
	Variiances Less Than Justification Threshold	(5,278.13)	
	TOTAL	335,613.82	



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions during Hiring Freeze)

WISCONSIN

Date: October 19, 2020
To: Property Committee Members
From: Jim TeBeest, Director – Building Services

Position Request:

Position: Building Services Worker (Cleaner)
Reason for Vacancy: Personal – October 19, 2020

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 roddents, 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. Position is especially important during the Covid-19 pandemic to sanitize areas nightly.

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:

DBM Salary Range of Requested Position: A13, \$14.10 - \$20.58

The annual costs associated with the position (current year’s wage & benefit rates):

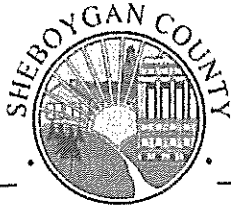
Wages	Benefits	Total
\$30,261	\$26,262	\$56,523

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

Department Head Signature James A. TeBeest Date: 10/19/20
 Human Resources Director Signature [Signature] Date: 10/19/2020
 County Administrator Signature [Signature] Date: 10/19/2020
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head refers to Human Resources Director for approval.
3. Human Resources Director and Department Head discuss with County Administrator for approval.
4. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
5. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
6. HR begins recruitment process.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions during Hiring Freeze)

WISCONSIN

Date: November 3, 2020
To: Property Committee Members
From: Jim TeBeest, Director – Building Services

Position Request:

Position: Limited Term Employees – Summer Help (3)
Reason for Vacancy: Seasonal

Justification:

Building Services attempted working without summer help in 2003. Higher paid maintenance workers were utilized to mow lawns, trim, water flowers, paint and clean glass doors at all ten properties the Department is responsible for. This caused delays in preventative maintenance work and technical repairs, and higher repair costs by contractors. Delays were experienced for completing work order requests, especially during periods of vacations.

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:

DBM Salary Range of Requested Position: A12, \$12.00 - \$15.00 / hour; 80 days
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$9,600 / per LTE	\$852 / LTE	\$10,452 / per LTE

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

Department Head Signature James TeBeest Date: 11/3/2020
 Human Resources Director Signature [Signature] Date: 10/30/2020
 County Administrator Signature _____ Date: _____
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

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