

NOTICE OF MEETING
PROPERTY COMMITTEE
September 6, 2022 - 4:30 PM

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

Room 302

To Join the Meeting Remotely
Dial: + 1 402-744-0232
Enter Pin Number: 636 821 056
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, August 16, 2022 at 4:30PM

Review and Approve Vouchers

Museum Update

Correspondence

Building Services

- Consideration of Sheboygan County Resolution No. _____ (2022/23) Re: Supporting Housing Development at UW-Green Bay, Sheboygan Campus
- Consideration of Museum 2023 Grant Request
- Consideration of Health & Human Services Parking Lot Use

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – September 20, 2022 - 4:30 PM
Sheboygan County Administration Building – Room 302
508 New York Avenue
Sheboygan, WI 53081

Adjourn

Prepared by:
Becky Barritt
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 Becky Barritt 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

August 16, 2022

Called to Order: 4:32 pm

Adjourned: 5:20 pm

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

ABSENT: None

OTHERS PRESENT: **In Person:** Jim TeBeest, Becky Barritt, Building Services; Evan Grossen, Finance
Phone: Erik Aleson, UW-Green Bay, Sheboygan Campus

CALL TO ORDER

Chairperson Henry Nelson called the meeting to order at 4:32 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted August 12, 2022 at 10:30AM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting, July 19, 2022 at 4:30pm – Supervisor G. Jorgensen pointed out his last name was misspelled in the minutes, requested them to be updated. Moved by Supervisor B. Smith, seconded by Supervisor J. Kuhlow to approve minutes as revised; motion carried with no nay votes.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor J. Kuhlow, seconded by Supervisor B. Smith to approve vouchers as presented; motion carried with no nay votes.

MUSEUM UPDATE

First floor windows and garage have been painted, east deck has been sanded and steps replaced, all in-house. A. Chappa Construction will start work on the south porch in September.

CORRESPONDENCE

- Variance Reports –
 - University of Wisconsin Green Bay – Sheboygan Campus – Reviewed and accepted as presented.
 - Building Services – Reviewed and accepted as presented.
- Director TeBeest stated the Detention Center discovered a bullet hole this past weekend. The bullet did not penetrate the interior concrete block wall.

BUILDING SERVICES

- Consideration of UW Green Bay-Sheboygan Campus 2023 Budget – Associate Director of Facilities Management Erik Aleson presented the proposed budget for UW Green Bay. Motion by Supervisor J. Kuhlow to approve budget as presented, seconded by Supervisor G. Kulow; motion carried with no nay votes.
- Consideration of Courthouse Branch 3 Office Request – Request to add an additional doorway for a Judicial Assistant office away from the inmate passage. One quote already obtained, but seems high. Motion by Supervisor G. Kulow for approval of the concept, to acquire quotes from other contractors, seconded by Supervisor G. Jorgensen; motion carried with no nay votes.
- Consideration of Law Enforcement Center Roof Bid Award – Received bids for roofing project, but cannot award yet due to timing of approval of 5-year plan funding. However, due to supply

chain issues, the Finance Director will allow award after County Board vote in September. Consensus of committee that Walsdorf Roofing will be selected for project.

- Consideration of Assistant Electrician Wages – No updates to report.
- Consideration of Cell Tower Easement at Detention Center – No updates to report.
- Consideration of Lutheran High School University Drive Use – University Drive is a County owned roadway on public property, from Taylor Drive through the UW-Green Bay Sheboygan Campus. Lutheran High School uses this roadway to access their driveway. While adding a new ball diamond to their grounds, part of the newly paved roadway was dug up by a manhole for sewer and water connection, and neither the County nor UW were notified of this. The pavement has since been patched, but has brought up questions regarding their use of the roadway. Corporate Council will be asked to write up a Memorandum of Understanding for future reference.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, September 6, 2022 4:30 PM
Administration Building – Room 302
508 New York Avenue - Sheboygan, WI 53081

ADJOURN

Moved by Supervisor J. Kuhlow, seconded by Supervisor G. Kulow to adjourn; motion carried with no nay votes, and meeting adjourned at 5:20 pm.

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary

1 **SHEBOYGAN COUNTY RESOLUTION NO. _____ (2022/23)**

2
3 **Re: Supporting Housing Development at UW-Green Bay, Sheboygan**
4 **Campus**

5
6
7 **WHEREAS**, Sheboygan County owns the buildings and real estate comprising the UW-
8 Green Bay Sheboygan Campus ("Campus") as set forth in the Agreement (the "Agreement") for
9 College and Extension Use of Campus entered into between the parties on June 20, 2018; and
10

11 **WHEREAS**, pursuant to the Agreement, the County has the right to approve all
12 subleases of the Campus; and
13

14 **WHEREAS**, Kohler Company conveyed the Campus to Sheboygan County by warranty
15 deed on February 26, 1962 with the requirement that the Campus be used for "an educational
16 institution or some comparable public purpose such as a park, playground or recreational area";
17 and
18

19 **WHEREAS**, Kohler Company and the UW-Green Bay wish to explore residential
20 housing on the Campus, which would serve the students attending the University of Green Bay,
21 Sheboygan Campus and provide an opportunity for local companies with an educational
22 relationship with the UW-Green Bay to use the newly constructed residential units for temporary
23 housing for their employees; and
24

25 **WHEREAS**, with the growing demand for Engineering, Business and Psychology
26 programs at the Sheboygan Campus, onsite housing will further enhance opportunities for
27 students and help fulfill employer needs; and
28

29 **WHEREAS**, request for proposals will be solicited from interested third party developers
30 for construction of the residential housing and the selected developer will acquire rights to the
31 portion of Campus used for housing through a sublease; and
32

33 **WHEREAS**, similar models of private development and operation of educational and
34 select community-focused housing have proven successful at UW campuses such as Platteville
35 and Stevens Point; and
36

37 **WHEREAS**, it is further contemplated that Kohler Company will assist with the housing
38 development through an in-kind donation of plumbing fixtures and will release the deed
39 restriction for the portion of the campus intended for mixed-use housing; and
40

41 **WHEREAS**, Kohler Company and the UW-Green Bay, in collaboration with the
42 Sheboygan County Economic Development Corporation, wish to obtain the support of
43 Sheboygan County in moving forward with exploration of a residential housing development on
44 the Campus.
45

46 **NOW, THEREFORE, BE IT RESOLVED** that the Sheboygan County Board of
47 Supervisors authorizes and supports the issuance of a Request for Proposal, or other
48 competitive procurement process, to establish residential housing at the UW-Green Bay
49 Sheboygan Campus.

BE IT FURTHER RESOLVED that any sublease or other development agreement that UW-Green Bay wishes to enter into for the residential housing development is subject to the approval of the Property Committee and the Executive Committee of the Sheboygan County Board.

Respectfully submitted this 20th day of September, 2022.

PROPERTY COMMITTEE

Henry Nelson, Chairperson

George Kulow, Vice-Chairperson

Jerry Jorgensen, Secretary

Jon Kuhlow

Brian Smith

Opposed to Introduction:



Sheboygan County Historical Society & Museum

3110 Erie Avenue, Sheboygan, Wisconsin 53081

Phone: (920) 458-1103

8-09-22

-OFFICERS-

President
Paul Rudnick

1st Vice-President
William Moir

2nd Vice-President
William Moir

Secretary
Carol Kolzow

Treasurer
Kenneth Ristow

Museum Executive
Director
Travis Gross

BOARD OF DIRECTORS

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Anthony Sigismondi
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Robert Ziegelbauer

Calvin Wheeler, Honorary

To: County Administrator Adam Payne, Finance Director Wendy Charnon, County Property Committee and Honorable Members of the Sheboygan County Board of Supervisors

From: Sheboygan Country Historical Society Budget Committee

Re: 2023 Museum Operating Grant Request

The County Board's Support of the Sheboygan County Historical Museum continues to maintain an important community resource for the citizens of Sheboygan County. The main museum building, Wheeler Restoration Center and Historic Taylor House are property of Sheboygan County. The Society is responsible for maintaining the Wheeler Restoration Center and budgets accordingly. The three other historic structures, artifacts, materials and operation of the museum, are the responsibility of the Sheboygan County Historical Society.

As a facility to support education we continue to work with the county public school districts, parochial and private schools, and home-schooling groups to provide full day student education programs and tours to enhance each student's understanding of our local history. For the 2021/2022 school year, due to COVID-19, we experienced a 55% decrease in attendance to our full day education programs compared to 2019. Our virtual programs have seen a slight decrease as in person programming has returned. With updates to our education programs, specifically our Indigenous Peoples program, we hope the upcoming school year has us return to our pre-pandemic attendance levels of nearly 3,000 students.

Other activities in the last year, in addition to serving our "walk-in" visitors, full-day education programs, school age and adult tours, include this record of accomplishments;

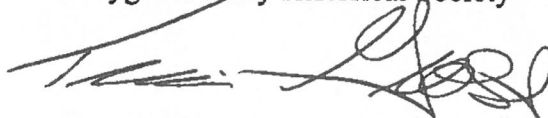
- Continued work on the Museum Assessment Program (MAP) with emphasis on Collection Management. Once accomplished, this will allow the museum to gain accreditation on a national level.
- Received a \$25,000 grant from the Institute of Museum and Library Services to complete proper documentation of our entire collection.
- Work with long term and temporary exhibits, updating and adding

- new exhibits as well as hosting traveling exhibits
- Hosted an in-person Holiday Memories that drew over 5,500 guests, equaling 68% of our pre-pandemic attendance numbers.
 - Hosted traveling exhibits; ExhibitsUSA's *Work! Fight! Give! WWII Relief Posters*, Dunn Museum's *Marvelocity: The Art of Alex Ross* (with sponsorship from local businesses) and Wisconsin Historical Society's *We Will Always Be Here: Wisconsin's LGBTQ+ History Makers*.
 - Produced six quality publications including five *Time Lines* newsletters and an *Annual Report*
 - Continue efforts to build an endowment fund to support projects and needs not covered by the operations budget. To date our combined Endowment value is two million dollars.
 - Utilizing a percentage of both Endowment incomes to support Society and museum needs.
 - Continue to utilize social media programs, having reached over Fifty thousand viewers during the year.
 - Collaborated with Sheboygan neighborhood associations on neighborhood tours and presentations.
 - In collaboration with a local business, we have received a \$25,000 grant from The National Trust for Historic Preservation to collect and share stories from underrepresented populations of Sheboygan County.
 - Acquired several important Sheboygan County artifacts.
 - Made several upgrades to the main museum building using funds received from a private foundation. Cost of upgrades was \$100,000.
 - Began steps to celebrate the Society's 100th Anniversary in 2023.

Attached is the 2023 Museum Operating Grant Request.

We appreciate your consideration of this museum operating grant as we continue to improve the museum and the museum programs to serve all the citizens of Sheboygan County.

Respectfully submitted,
Sheboygan County Historical Society



Travis J. Gross
Museum Executive Director

Sheboygan County Historical Society

Updated 8-9-22

Historical Society fiscal year is from January 1 to December 31.

Budget Request for 2023

Description	2021 Year End	2022 Budget	2022 YTD	2023 Budget
Salaries	188,641	228,440	100,647	248,336
(Includes FICA at 7.65%)				
(Budget is "salaries")				
Unemployment	0	0	0	0
Health Insurance	0	0	0	0
Dental Insurance	0	0	0	0
Accounting	6,200	6,500	1,606	6,500
Annual Meeting	0	125	60	150
Archival Supplies	353	500	728	600
Bank Fees	300	300	175	350
Copy Machine Lease	3,666	4,500	1,990	4,000
Display	55	1,000	350	1,000
Dues & Memberships	3,346	1,500	1,752	3,500
Education Program	761	1,500	166	1,000
Electricity	23,538	21,000	16,392	25,000
Employee mileage	62	0	0	200
Exhibit Rental	11,000	15,000	6,150	2,000
Equipment and Software	1,661	1,000	694	1,000
Heating and Cooling	11,000	5,700	5,314	9,500
Insurance	6,577	7,000	5,247	7,000
Janitorial	874	1,500	655	1,000
Kitchen Supplies	473	500	150	500
Licenses and Permits	786	750	683	750
Marketing (Publicity)	25,647	9,000	10,316	10,000
Membership Expense	0	300	0	300
Misc. Expenses	193	0	0	0
Misc. Parts and Supplies	2,035	500	1,371	2,000
Museum Store Expense	4,006	2,700	3,323	4,500
Newsletter	3,141	2,000	1,865	3,500
Office Supplies	1,452	1,700	722	1,500
Postage and Delivery	1,708	2,000	748	2,000
Programming	3,977	3,500	1,702	3,700
Publication	1,475	2,000	1,354	1,500
Repairs & Maintenance	2,735	3,000	1,285	3,000
Restoration	0	500	0	500
Restricted Expenses	72	0	0	0
SCH Research Center	3,500	3,500	3,500	3,500
Security	1,446	2,000	491	1,500
Staff Development	60	0	300	500
Telephone	2,028	2,000	1,303	2,500
Vending Expense	103	100	0	100
Water Utility	2,213	2,100	1,206	2,400
Website	720	750	480	720
Totals	315,804	334,465	172,725	356,106

The total budget of expenses that will be submitted to the membership at the Annual Meeting for 2023 is \$356,106

County resolution guideline is that the Historical Society budget request “not exceed” the change of CPI plus 1% over the previous year’s grant. The U.S. Department of Labor, Bureau of Labor Statistics, reports the CPI, base years 1982/1984, for “all urban consumers” in June 2021 to be 271.696 and June 2022 to be 296.311. The CPI change is + 24.6 which is +9.1%. The 2022 CPI change of +9.1% plus 1 % is + 10.1 %. The 2022 grant received was \$94,058. By County resolution guidelines the 2023 grant request would be $\$94,058 \times 110.10\% = \$103,558$.

Budget request by resolution for museum operations for 2023 would be \$103,558.

Within the guidelines established by the Property Committee and County Board, the Museum operations grant request should not exceed \$103,558.00 for 2023.

Given the need for the County and the Society to contain costs at all levels, plus an increase in operating costs, salaries and wages to achieve a \$15 average wage, loss of revenue due to the pandemic, and on-going efforts with the Institutional Plan, the Historical Society is suggesting the County support the museum operations for 2023 at \$103,558, a 10.1% increase over the 2022 level of \$94,058.

This amount equates to 29% of the museum’s estimated operating budget for fiscal year 2023. This amount constitutes .06% of the total County budget for 2022.

NOTES

- Repairs and Maintenance increase due to the Society receiving a grant (\$100,000) for upgrades to the lobby, multi-purpose room and galleries. The project has been approved by the Property Committee in 2021 and has concluded. 2022 expenses are not shown above as the grant has been fulfilled.
- 2023 budgeted Salaries/Wages is increased \$19,900 (8.7%) over 2022 budget amount to achieve a \$15 average hourly wage. Half the staff received a \$2+ pay rate increase to achieve the average.
- Mileage and staff development have been reinstated.
- 2023 budgeted Salaries/Wages will have \$27,000 paid from Kenneth W. Conger Education Endowment Fund. This will drop budgeted Salaries/Wages to \$221,336.
- All 2023 budgeted utilities will see an 8% increase due to increased usage and rate increases.
- The Society continues to assist the County with building and grounds improvements.



Rebecca Barritt <rebecca.barritt@sheboygancounty.com>

Fwd: Trunk or Treat event

Jim TeBeest <jim.tebeest@sheboygancounty.com>
To: Becky Barritt <rebecca.barritt@sheboygancounty.com>

Fri, Aug 26, 2022 at 11:54 AM

From: **Bailey Firgens** <bailey.firgens@partners4cd.com>
Date: Fri, Aug 26, 2022 at 11:42 AM
Subject: RE: Trunk or Treat event
To: Jim TeBeest <jim.tebeest@sheboygancounty.com>
Cc: Mark Schorer <mark.schorer@sheboygancounty.com>, Abby Ries <abby.ries@partners4cd.com>

Hello Jim, here is information on our event for committee review. Thank you!

National Weatherization Day is held annually on October 31. Partners for Community Development, Inc. provides the counties of Door, Kewaunee, Manitowoc, Sheboygan, and Ozaukee, as well as North Milwaukee, with Wisconsin Weatherization Assistance Program services. Wisconsin's Weatherization Assistance Program provides residents, both renters and homeowners, with needed repairs to their home that will make that home more energy efficient, reducing cost burdens and stress on eligible Wisconsin households.

In honor of National Weatherization Day, Partners for Community Development is hosting a Trunk or Treat event on Saturday, October 29, 2022, from 2 p.m. until 4 p.m.
Last year, we hosted a drive-through trick or treat event at Kiwanis Park that was very well attended; about 250 vehicles visited us and we handed out bags with candy, weatherization items for homes, and our program information. The hope this year is to grow this event, and create an assistance resource fair for community members in Sheboygan County.

We envision a space where families can come in their best Halloween attire and learn a little bit more about our assistance agencies in an interactive way. We ask that each participating agency bring a vehicle and fill the trunk with candy to hand out, information regarding the services they provide, and an activity for attendees to engage in. We currently have a list of 25 other organizations (including DHHS) from Sheboygan to invite as "vendors." The benefit of a trunk or treat event is that there is no need for tables or tents, and it allows for easy setup and take down.

On Tue, Aug 23, 2022 at 11:15 AM Bailey Firgens <bailey.firgens@partners4cd.com> wrote:

Matt,

[Quoted text hidden]



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