

NOTICE OF MEETING
PROPERTY COMMITTEE
March 7, 2023 - 4:30 PM

Sheboygan County Detention Center
2923 S. 31st Street
Sheboygan, WI 53081

Conference Room 105

To Join the Meeting Remotely
Dial: + 1 443-732-5266
Enter Pin Number: 388 051 540
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, February 7, 2023 at 4:30PM

Review and Approve Vouchers

Museum Taylor House Update

Correspondence

- Building Services 4th Quarter Variance Report
- Support Letter for Bookworm Gardens Grant Application

Building Services

- Consideration of University of Wisconsin Green Bay-Sheboygan Campus Business Lab Remodel Plan – Jamie Schramm
- Consideration of Expansion of UV-C Light Project at Law Enforcement Center and Health & Human Services – Bernie Rammer
- Alternatives to Incarceration Addition Furniture Request

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – March 21, 2023 - 4:30 PM
Sheboygan County Administration Building – Room 302
508 New York Avenue
Sheboygan, WI 53081

Tour of Detention Center Alternatives to Incarceration Addition

Committee Photo

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

February 7, 2023

Called to Order: 4:30 pm

Adjourned: 5:26 pm

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

OTHERS PRESENT: Linda Spitzer, Aging & Disability Resource Center; Jim TeBeest, Mark Schorer & Becky Barritt, 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 February 3, 2023 at 11:00AM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting, January 17, 2023 at 4:30pm – Moved by Supervisor G. Kulow, seconded by Supervisor J. Kuhlow to approve minutes as presented; motion carried with no nay votes.

REVIEW AND APPROVE VOUCHERS

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

MUSEUM TAYLOR HOUSE UPDATE

No work since last meeting. Exterior lighting discussed at last meeting was found to actually be a few lights on the building. Replacements will be done in-house from the operating budget.

CORRESPONDENCE

- 503 Wisconsin Avenue Property Update – Catholic Charities notified the County that the property is not for sale. Corporation Counsel is working on a right of first refusal proposal.

BUILDING SERVICES

- Elder Abuse Awareness Displays at Aging & Disability Resource Center and Health & Human Services Buildings – Linda Spitzer, Elder Services Supervisor, requested displays at the Aging & Disability Resource Center and Health & Human Services Buildings for the week of June 12th – 16th for Elder Abuse Awareness Day. The displays would consist of a banner and small pinwheels at each location, similar to the display last year. Moved by Supervisor Smith, seconded by Supervisor Jorgensen to approve World Elder Abuse Awareness Display, contingent on approval from the City of Sheboygan Falls; motion carried with no nay votes.
- Equity Adjustment Requests – Director TeBeest explained current wages and the proposed increases for Maintenance Workers. He further explained the need to increase the wage for the current Master Electrician and posted Journeyman Electrician, as the current wages are well below the wages of contractor electricians in the area, which is resulting in a lack of qualified applicants. He also emphasized the importance of hiring a Journeyman Electrician prior to the Master Electrician's retirement. Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to approve equity adjustments as presented, and to direct TeBeest to further explore comparative market analysis for all maintenance and electrician positions; motion carried with no nay votes.
- Detention Center Refrigeration Replacement – Director TeBeest requested to delay the 5-Year Plan replacement of one AC condenser at the Detention Center from 2023 to 2024, and move up the replacement of 4 refrigeration units from 2024 to 2023, since one of the

refrigeration units has failed. Moved by Supervisor G. Kulow, seconded by Supervisor J. Kuhlow to utilize the funds as indicated; motion carried with no nay votes.

- Detention Center Alternatives to Incarceration Contingency Use – Last month's ATI update report was missing owner purchases for the project. While the contingency funds from the contractor portion of the project is basically unused, the contingency funds for the owner's purchase is over budget. Director TeBeest requested to shift the contractor contingency funds to owner purchases, due to more purchases than originally planned. Moved by Supervisor Smith, seconded by Supervisor G. Kulow to approve the use of ATI contractor contingency funds in order to balance the owner's purchase funds; motion approved with no nay votes.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

Moved by Supervisor G. Kulow, seconded by J. Kuhlow for a blanket approval for Property Committee members to attend any Human Resources Committee meetings in 2023; motion approved with no nay votes.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, February 21, 2023 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 5:26 pm.

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary

VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES FOR THE QUARTER ENDING 12/31/2022

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET		EXPLANATION OF VARIANCE
	Interest and Other Revenue			
	Rent Revenue	1,975.00		71% more Taylor Park rentals than anticipated.
	Other Misc. Revenue	(10,289.98)		Decided to trade in zero-turn mower, so no revenue shown here.
	Interdepartmental Revenue			
	Repairs & Maintenance Services	17,645.52		Electrician use by other Departments 83% higher.
	Other Interdept'l Revenue	46,999.24		Reimbursement from Health & Human Services due to 4% more expenses at H&HS and 21% less expenses at Aging & Disability Resource Center, mostly from utilities.
	Personnel Related Expenditure			
	Wages	99,555.52		7% less due to various short term vacancies.
	Overtime	3,037.61		16% under due to less snow.
	Benefits	19,491.79		10% lower due to various vacant positions throughout the year.
	Operating Expenses			
	Purchased Services	(58,581.63)		10% over due to 70% higher natural gas prices, offset by no consultant work.
	Repairs and Maintenance	166,638.86		Carpet replacement delays, fewer heating repairs and electrical associated with inability to hire assistant electrician.
	General Operating	162,667.86		Supplies lower, \$28,828 contingency not invoiced & \$91,888 not needed.
	Interdepartmental Charges			
	Employee Related Insurance	86,705.49		Health insurance 17% lower due to staff vacancies and single vs. family coverage for new staff.
	Repairs & Maintenance Charges	(1,964.34)		Electrical repairs at ADRC & HHS charged directly.
	Capital Outlay	114,503.10		Assistant Electrician van and H&HS generator not yet delivered.
	Variances Less Than Justification Threshold	(6,708.28)		
	TOTAL	641,675.76	Positive	& \$443,495 carry-over to 2023 for incomplete projects



WISCONSIN

SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

February 27, 2023

Vicki Elkin – Executive Director Fund for Lake Michigan
Global Water Center
247 Freshwater Way, Suite 537
Milwaukee, WI 53204

Subject: Bookworm Gardens Grant Application

Dear Ladies & Gentlemen,

On behalf of Sheboygan County, I am pleased to support Bookworm Garden's application to the Fund for Lake Michigan to develop a site assessment and master plan for the property that recently came under a long-term lease agreement with the County. The ultimate goal is a site for community-based education and engagement. These opportunities are connected to watershed health, providing an important avenue for dialogue, planning, and restoration.

Sheboygan County has applauded the growth of Bookworm Gardens for the last 12 years, even expanding their lease in 2021 to include the 23.5 acres (River Site) included in this grant.

We are pleased to support this next phase in their development.

Sheboygan County appreciates your consideration of funding for this grant application.

Best Regards,

Jim TeBeest
Building Services Director

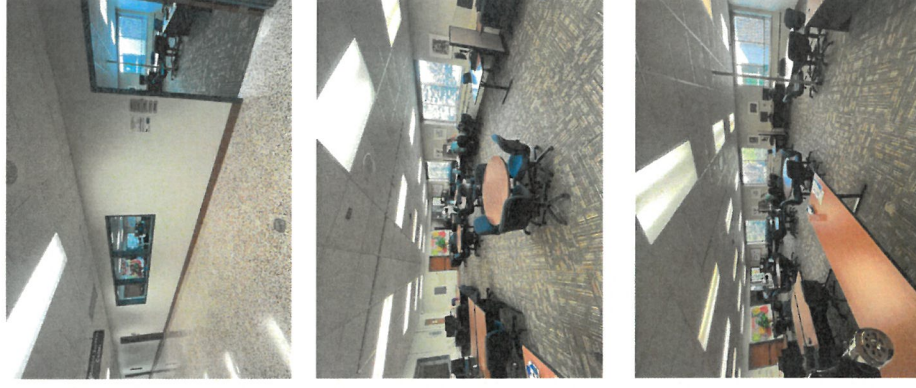
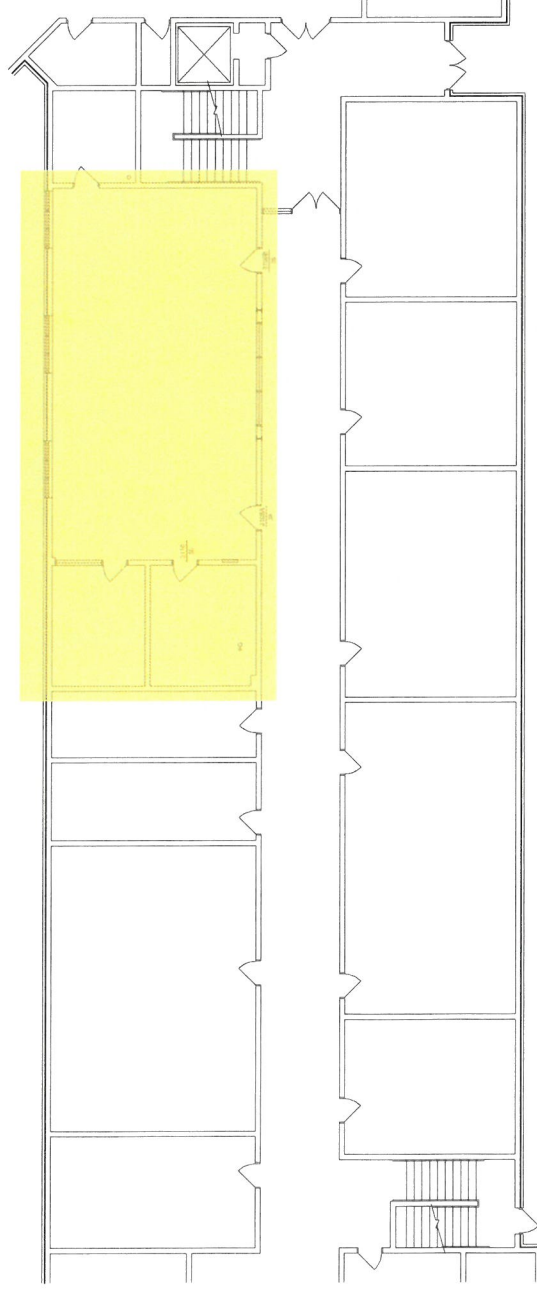
design development

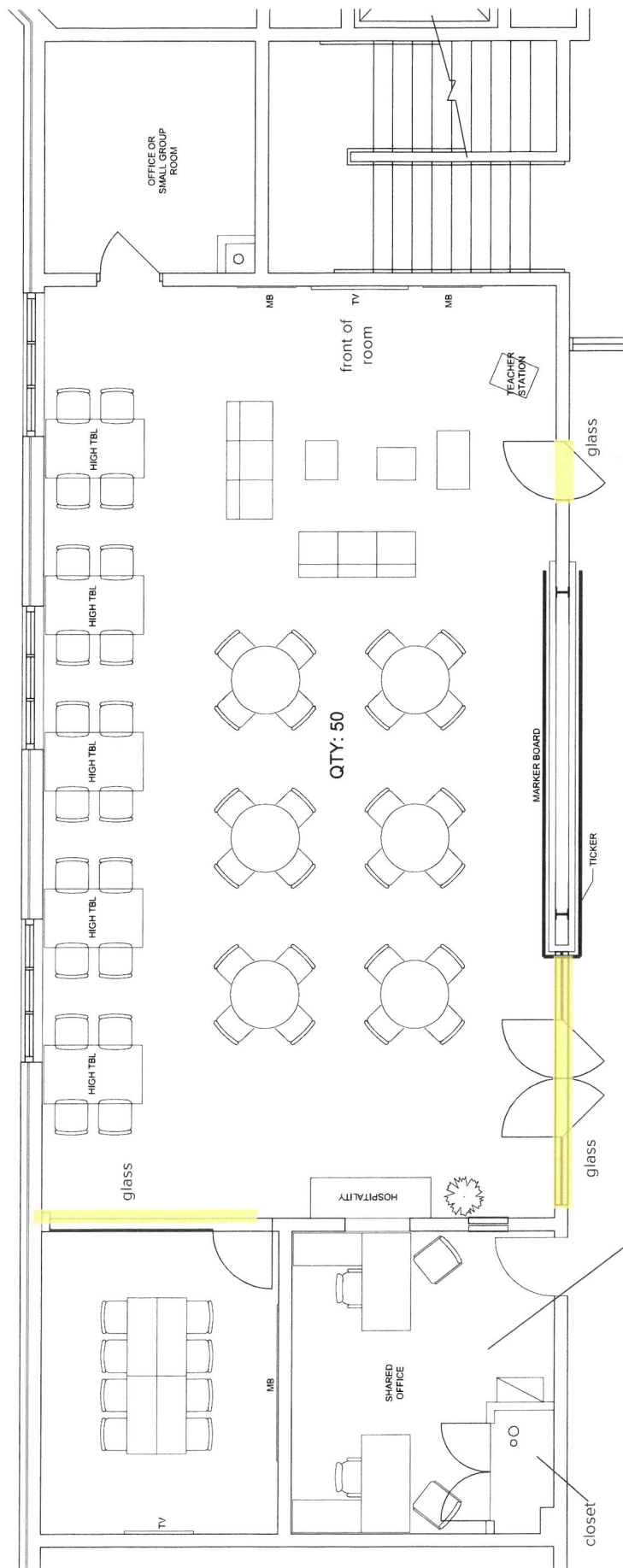
Document prepared for:

University of WI- Green Bay
Cofrin School of Business
Green Bay, Wisconsin

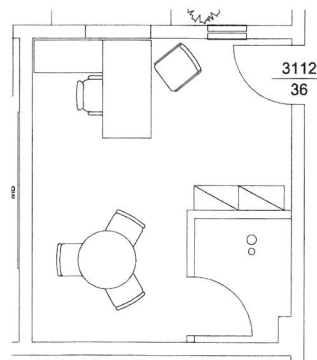
Sheboygan Campus
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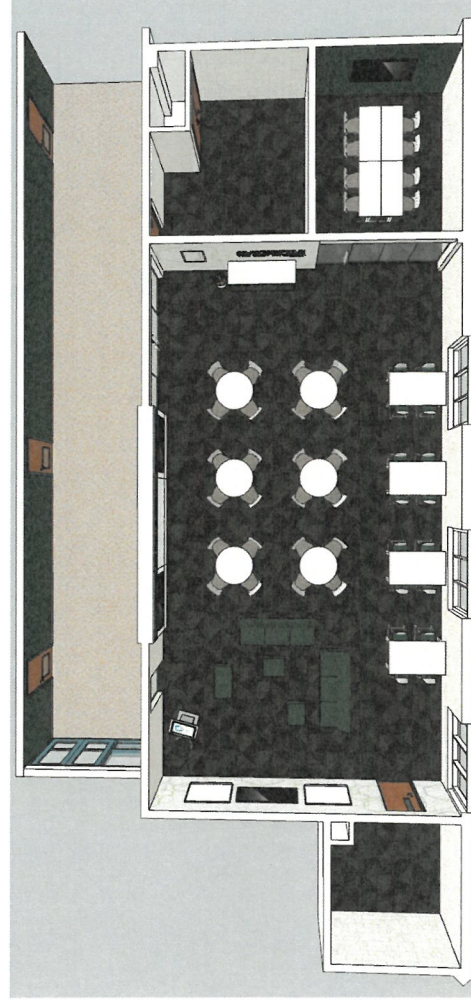
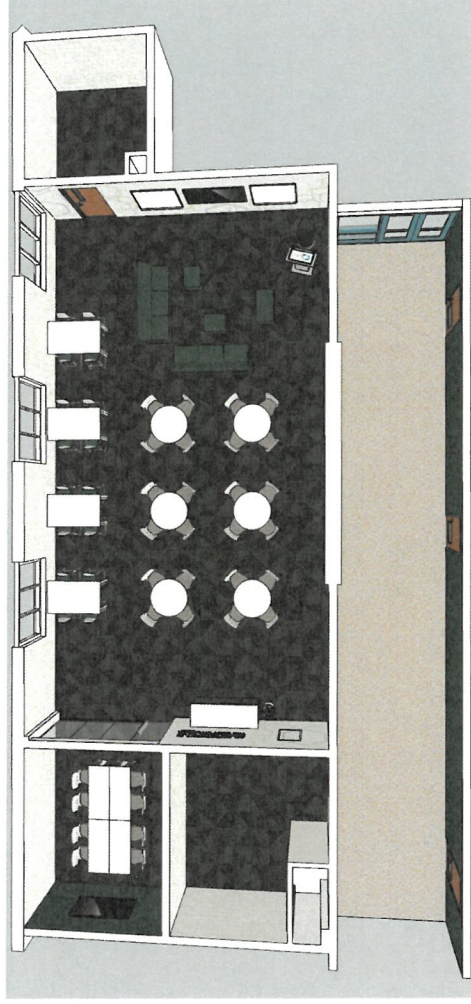
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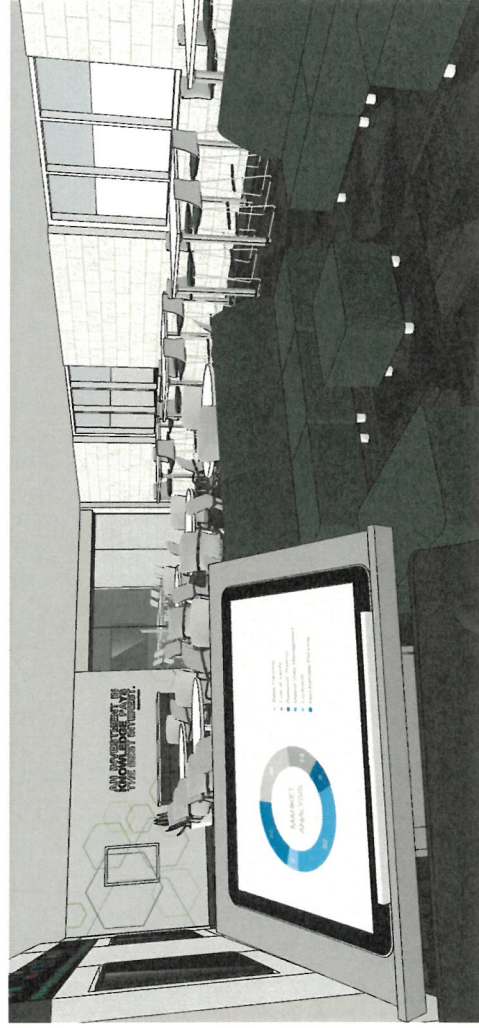
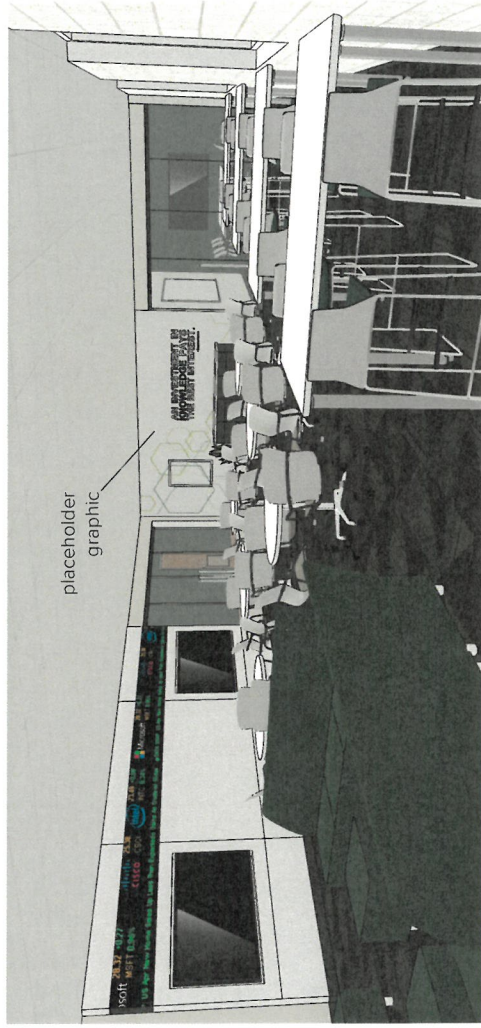


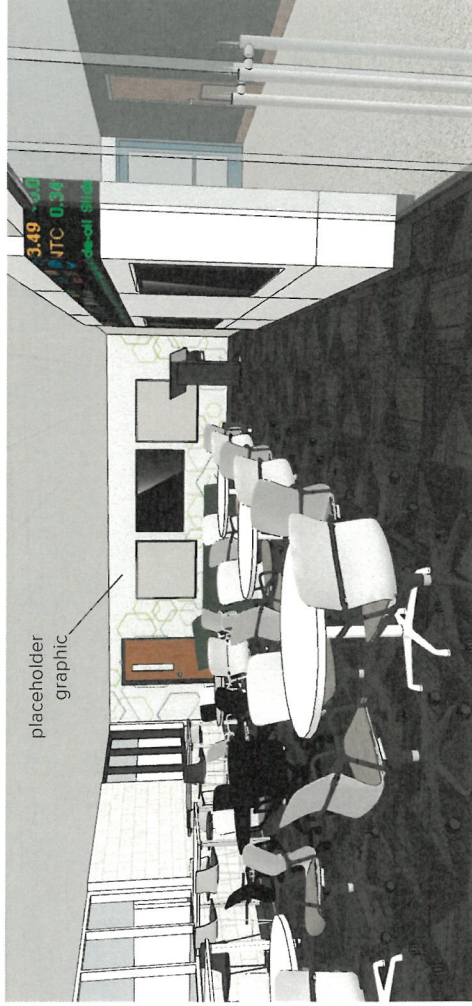


- This option fills in the existing window, and replaces it with a ticker wall, with markerboard and TVs, similar to the wall on Green Bay Campus.
- There is seating for up to 50 people in the large classroom.
- Two options are provided for the office area, lower left corner of plan.
 - Option 1: Shared office for 2 staff.
 - Option 2: Large office for 1 staff
- Room at upper right corner of plan could be another office, or small group room



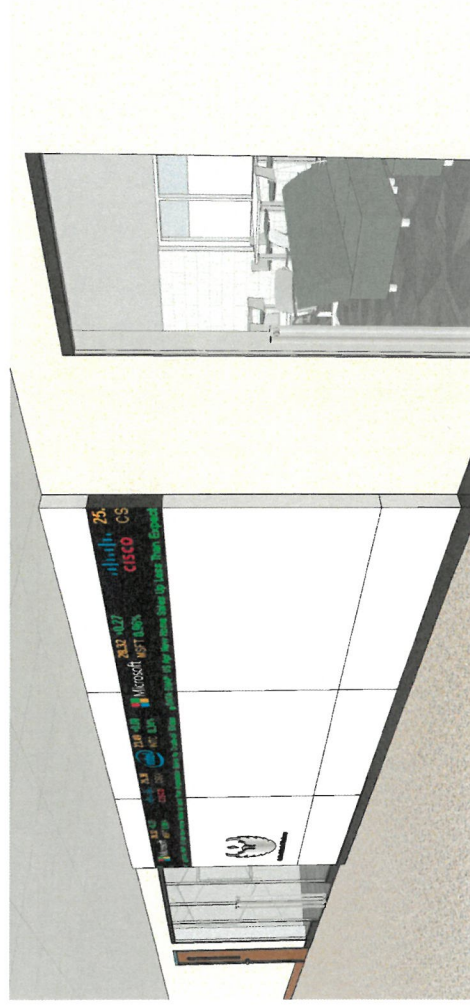






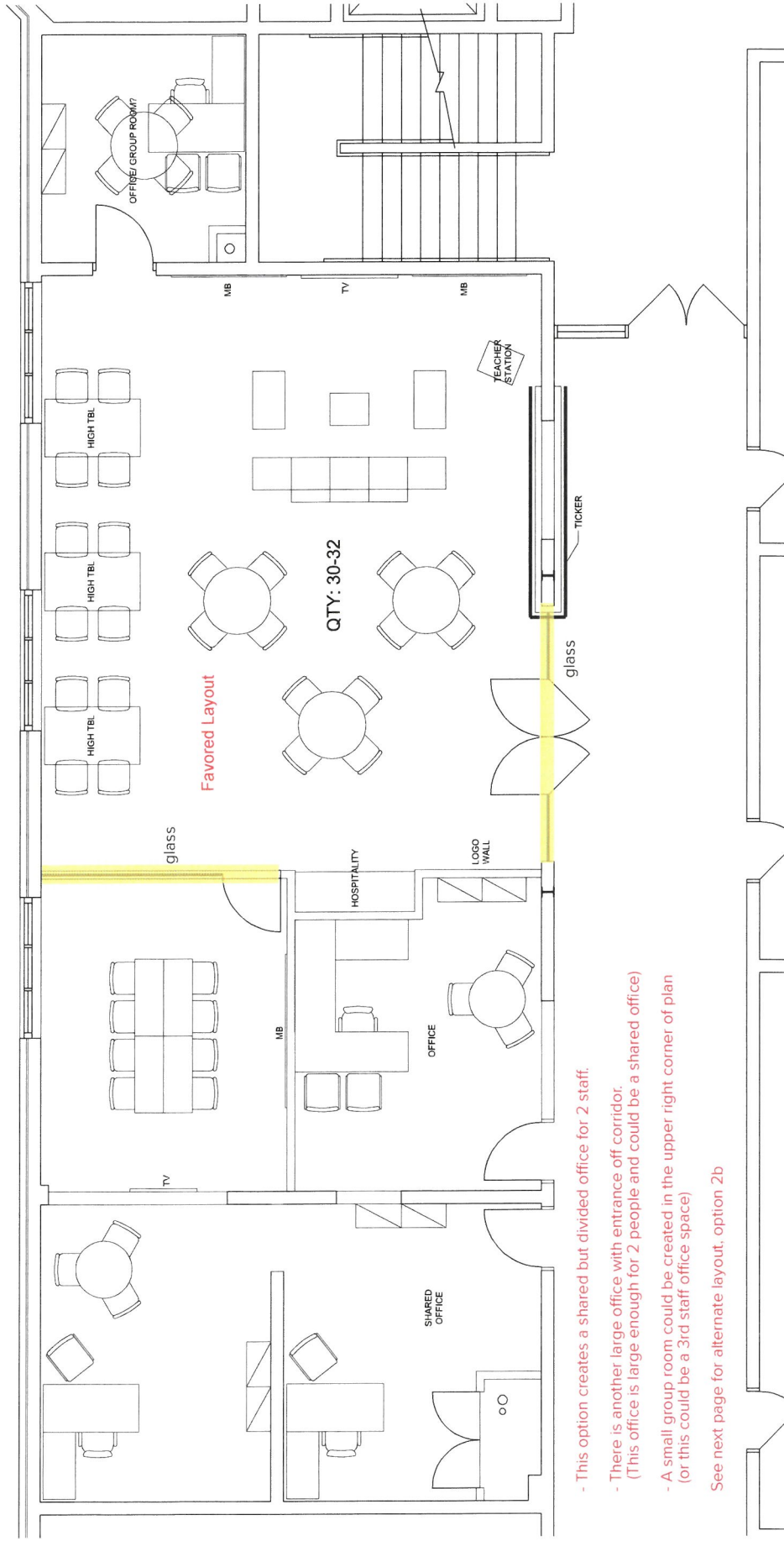
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graphic

option 1



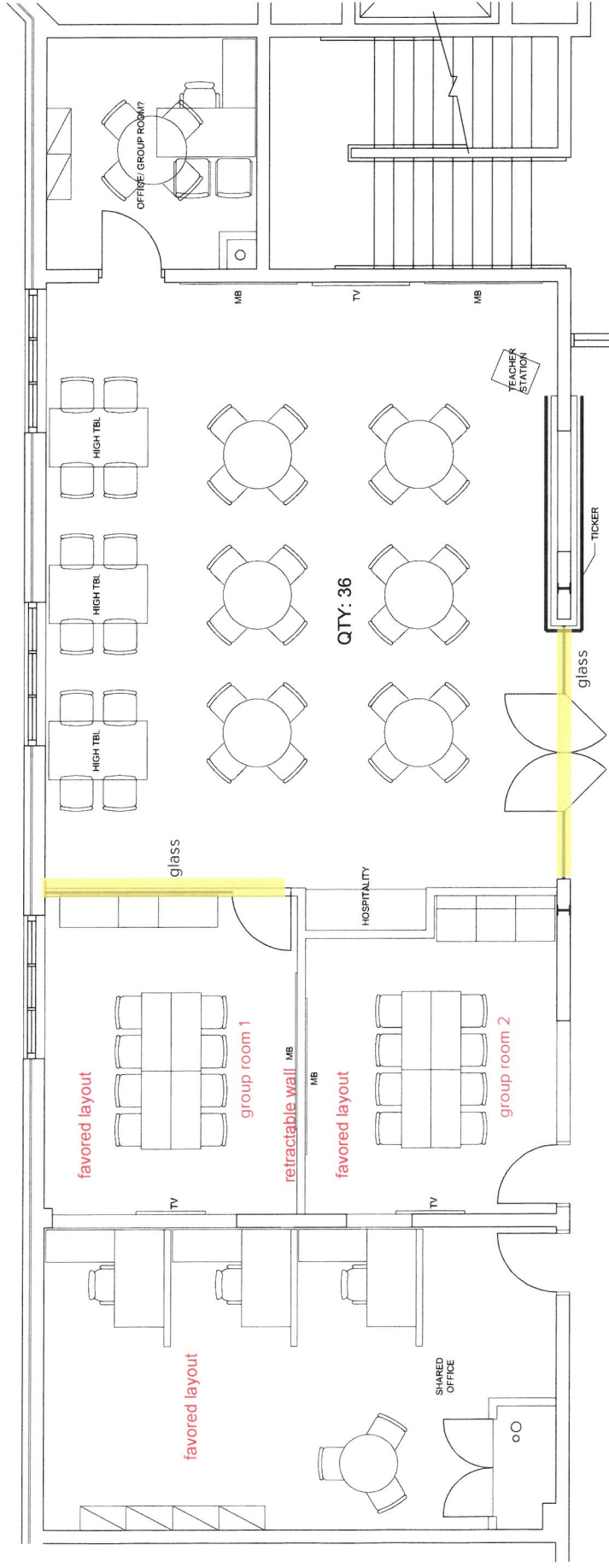
2nd option preferred

Sheboygan Campus | Cofrin School of Business

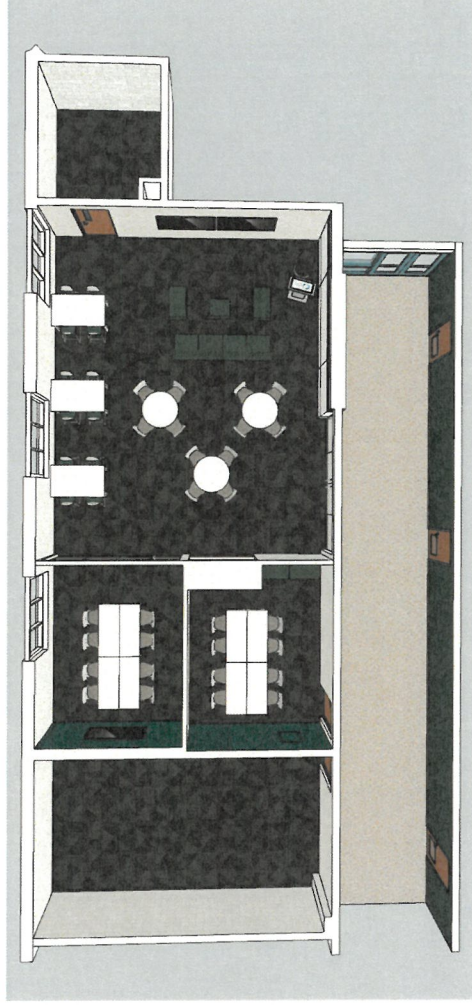


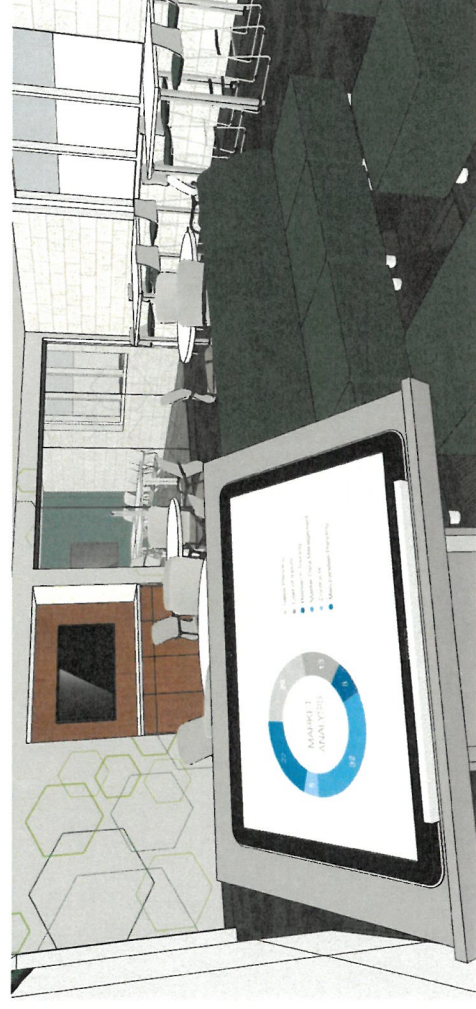
- This option creates a shared but divided office for 2 staff.
- There is another large office with entrance off corridor. (This office is large enough for 2 people and could be a shared office)
- A small group room could be created in the upper right corner of plan (or this could be a 3rd staff office space)

See next page for alternate layout, option 2b

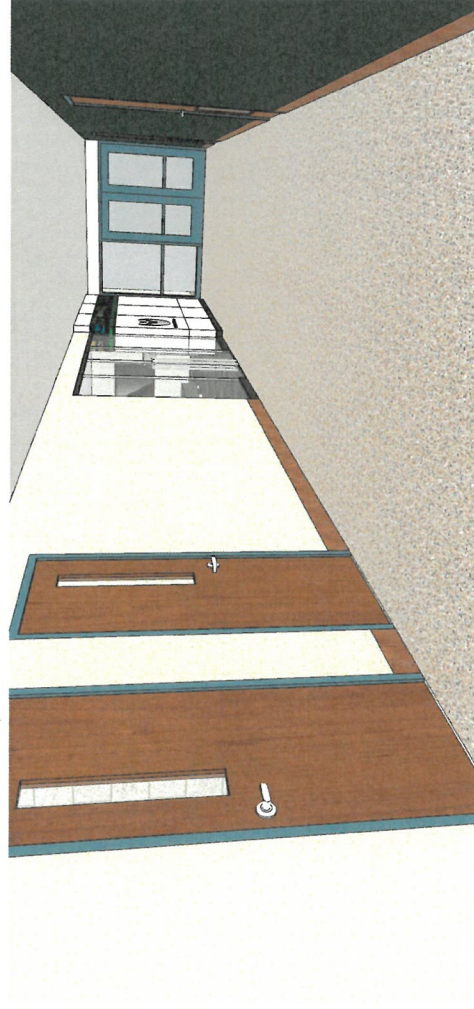


- This option creates a shared open office for 3 or more staff.
- Furniture layout shows that soft seating could be relocated to other rooms, and replaced with tables to increase seating in classroom- if needed.
- Showing a 2nd large group room. Entrance could be off corridor or into classroom with additional glass.











SHEBOYGAN COUNTY

Jeremy Fetterer
Interim Finance Director

Stefanie Albrecht
Interim Deputy Finance Director

MEMO

To: Property Committee

From: Bernie Rammer, Purchasing Agent

Date: March 7, 2023

Re: Expansion of UV-C Disinfection Project

If you will recall, as part of the approval of Sheboygan County Resolution No. 1 (2022/23) Approving Use of American Rescue Plan Act (ARPA) Funds (No. 4) was the approval of the Ultra Violet (UV) Air Filtration Systems at Rocky Knoll and Detention Center in the amount of \$225,000.

The request for proposals for that project were very successful and came back with the lowest proposal from Aldag-Honold at \$126,945 for both of those buildings. Since that proposal was quite a bit under the approved amount, in collaboration with Building Services, Finance, and the County Administrator, I have been investigating expansion of the UV-C Disinfection project to include two additional buildings over and above Rocky Knoll Health Care Center and the Sheboygan County Detention Center utilizing the American Rescue Plan Funding.

As of today, installation is well underway at Rocky Knoll and the Sheboygan County Detention Center at the following costs:

Rocky Knoll.....\$ 68,510.00

Detention Center.....\$ 58,435.00

We had asked Aldag-Honold to provide a quote as a change order to add the Law Enforcement Center and they responded with an additional cost:

Law Enforcement Center.....\$ 48,710.00

Most recently, we asked Aldag -Honold to provide a cost to also protect the Health & Human Services Building with the addition of UV-C Lighting and we received the following estimate:

Health & Human Services Building.....\$ 51,975.00

There is a total of **\$225,000** of American Rescue Plan dollars allocated towards this project. Thus far, only the Detention Center and Rocky Knoll have been approved by the Committee/County Board. The grand total to completely protect all four of the above buildings amounts to \$227,630.00.

We are respectfully requesting the approval of the two change orders above to completely protect four of our County buildings with this UV-C Disinfection Project.

Telephone (920) 459-3765
Facsimile (920) 459-0334

Administration Building
508 New York Avenue - Room 208
Sheboygan, WI 53081-4126

Jeremy.Fetterer
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Stefanie.Albrecht
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www.sheboygancounty.com

Detention Center

Alternatives to Incarceration Office Addition

Status Report
March 3, 2023

Expense Summary	Budget (\$)	Estimate at Time of Bid (\$)	Estimate at Award (\$)	Committed (\$)	Paid YTD (\$)	Complete (%)	Expected to Remain (\$)
Architect & Ads	126,215	196,091	162,225	155,602	153,297	99%	0
Contractor	1,304,674	1,671,150	1,562,221	1,562,221	1,511,100	97%	0
Contingency - Construct	61,785	67,716	41,000	(1,887)	in above		42,887
Owner Costs	143,024	143,112	75,905	75,905	97,262	98%	0
Contingency - F&E	6,976	6,888	8,938	23,229	in above		(14,291)
TOTAL	1,642,674	2,084,957	1,850,289	1,815,070	1,761,658	97%	28,596.1

March 7, 2023 Request

12 - Tables for Conference Room 105

Upper Cabinets Previously Cut Out of Project

8,230	(8,230)
5,000	(5,000)
	<u>15,366</u>