NOTICE OF MEETING

PROPERTY COMMITTEE

November 17, 2026 – 5:00 PM

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

To Join the Meeting Remotely via phone:
Dial: + 1 419-684-0926
Enter Pin Number: 445 154 993#

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 – October 20, 2026 at 5:00 PM

Review and Approve Vouchers

Building Services Director's Report
The Department Head Report is a summary of key activities. No action will be taken by the Property Committee resulting from the report unless it is a specific item on the agenda.

Correspondence
- None

Building Services
- Consideration of 3rd Quarter Variance Report
- Consideration of Request for a Limited Term Employment Employee
- Consideration of Out of Cycle Pay Adjustment

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting
Tuesday – December 1, 2026 – 5:00 PM
Sheboygan County Administration Building - Room 302
508 New York Avenue
Sheboygan, WI 53081

Adjourn

Prepared by:
Jennie Dulmes
Recording Secretary

Jon Kuhlow
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 Jennie Dulmes at (920) 459-4342 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES

Sheboygan County Administration Building
Room 119
508 New York Avenue
Sheboygan, WI 53081

October 20, 2026 **Called to Order: 5:01 pm** **Adjourned: 5:30 pm**

MEMBERS PRESENT: Jon Kuhlow, Chairperson; Brian Smith, Vice Chairperson; Stephanie Arndt, Secretary; Kurt Jensen and Drew Phillips; Members.

MEMBERS ABSENT:

OTHERS PRESENT: IN PERSON: Kevin Dulmes and Jennie Dulmes of Building Services; Crystal Fieber of Corporation Counsel; Emily Stewart Deputy County Administrator

CALL TO ORDER
Chairperson Jon Kuhlow called the meeting to order at 5:01 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW
Posted October 16, 2026 at 3:30 PM

APPROVAL OF MINUTES
Property Committee - Regular Meeting - October 6, 2026 at 5:00 PM - Moved by Supervisor Arndt, seconded by Supervisor Phillips to approve minutes as presented; motion carried 5-0

REVIEW AND APPROVE VOUCHERS
Moved by Supervisor Arndt, seconded by Supervisor Smith to approve vouchers as presented; motion carried 5-0.

DIRECTOR UPDATE
- Director Dulmes provides an update on the erosion control at Bookworm Gardens. Director Dulmes advises Committee Members of a few projects ongoing at the Museum. An update is also given regarding the elevator project at the Courthouse.

CORRESPONDENCE
- None

BUILDING SERVICES
- Consideration of Res. No. ___ approving the University of Wisconsin-Green Bay, Sheboygan Gymnasium Lease between Sheboygan County and Flawless Hoops - Crystal answered questions and provided insight into the proposed lease agreement between Sheboygan County and Flawless Hoops. Moved by Supervisor Jensen to approve of lease as presented, seconded by Supervisor Phillips; motion carried 5-0
- Consideration of Res. No. ___ approving Third Amendment to Lease Agreement for College and Extension Use of UWGB-Sheboygan Campus - Crystal proposes third amendment to lease with UW - Green Bay with the correction to strike the first whereas in recitals. Moved by Supervisor Phillips to approve of lease amendment as corrected, seconded by Supervisor Smith; motion carried 5-0

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

DATE / TIME / LOCATION OF NEXT MEETING
Tuesday - November 17, 2026 - 5:00 PM
Sheboygan County Administration Building
Room 302
508 New York Avenue
Sheboygan WI, 53085

ADJOURN
Moved by Supervisor Smith, seconded by Supervisor Arndt to adjourn; motion carried 5-0 and meeting adjourned at 5:30 pm.

Respectfully Submitted,

Jennie Dulmes

Recording Secretary

Stephanie Arndt
Secretary

VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 9/30/2026

TIMING / G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
Revenues		
Interest and Other Revenues	$56,238.18	Positive due to Museum lease agreement of allocation limits and reimbursement for costs associated with maintenance and sale of items.
Interdepartmental Revenues	$146,322.23	Revenue increased due to second electrician
Expenses		
Wages & Benefits	$176,411.24	Due to vacant positions
Operating Expenses	$216,331.67	Encumbered dollars for boiler replacement at LEC. Moving expenses to County incidental expenses fund. Encumbered dollars for Museum boilers, humidifier, and RTU. Moving expenses to Building Services incidental expenses.
Interdepartmental Charges	$35,771.89	Lower due to vacancies
Capital Outlay	$10,348.50	Reallocating heat wheel replacement to LEC boiler replacement.
Variances Less Than Justification Threshold	**$14,134.73**	
TOTAL	**655,558.44**	**Positive**

SHEBOYGAN COUNTY

Kevin Dulmes
Building Services Director

TO: Property Committee
FROM: Building Services
DATE: November 17, 2026
SUBJECT: Request for Approval of Limited-Term Employee (LTE) Position – Blueprint Scanning and Electronic Filing

Building Services is requesting the Property Committee's consideration and approval to add a Limited-Term Employee (LTE) position to assist with scanning and electronically filing blueprints for Sheboygan County facilities.

The primary responsibility of this position would be to scan, organize, and electronically file existing blueprints for all County-owned and operated facilities, including Building Services buildings, the UW-Green Bay Sheboygan Campus, Transportation, the Airport, and Planning and Conservation buildings.

The goal of this project is to establish a centralized, consistent electronic format and filing location for all County blueprints. This would allow the various County departments to easily access building plans when needed, improve document organization, and provide a more efficient resource for future building maintenance, renovations, and capital improvement projects.

Position Details:

- **Position Type:** Limited-Term Employee (LTE)
- **Hours:** Up to 20 hours per week
- **Benefits:** No benefits
- **Pay Grade:** 115
- **Pay Range:** $21.85 – $24.75 (Control Point) – $29.84

I have discussed this project with Aaron Brault, Director of Planning and Conservation. Aaron has agreed to make the scanner located within his department available for this project and has also offered cubicle space to accommodate the LTE employee for the remainder of 2026 and throughout 2027, if needed. This arrangement would allow the employee to work in a centralized location without requiring additional office space or equipment from Building Services.

Financial Impact:

There would be no additional financial impact to the Building Services budget for 2026 due to existing staff vacancies. Additionally, staffing adjustments incorporated into the 2027 budget have freed up 0.5 FTE, which would provide the necessary funding for this limited-term position.

SHEBOYGAN COUNTY

Kevin Dulmes
Building Services Director

WISCONSIN

This is intended to be a temporary project, and we do not anticipate the position extending beyond 2027. Once the blueprints have been scanned, organized, and electronically filed, the project should be complete.

The creation of this LTE position would provide a valuable resource for multiple County departments by improving access to important building documentation and creating a centralized electronic record of County facilities.

Thank you for your consideration of this much-needed position.

Kevin Dulmes

Director of Building Services

Date: 11-13-2026