

NOTICE OF MEETING
PROPERTY COMMITTEE
November 2, 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, October 19, 2021 @ 4:30 PM

Review and Approve Vouchers

Correspondence

- 2021 3rd Quarter Variance Reports
 - University of Wisconsin Green Bay – Sheboygan Campus
 - Building Services

Building Services

- Consideration of Waste Disposal Contract
- Consideration of Taylor Park Sign Request
- Consideration of Courthouse 4th Floor Hallway Bid Award
- Consideration of Request to Post / Fill / Hire
 - Building Services Technician (Maintenance Worker)
- Consideration of Equity Adjustments

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – November 16, 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

October 19, 2021

Called to Order: 4:30 pm

Adjourned: 4:47 pm

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

OTHERS PRESENT: Jim TeBeest, Gail Ulezelski, Building Services.

CALL TO ORDER

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

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted October 15, 2021 at 11:30 AM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting, October 5, 2021 @ 4:30 pm – Moved by Supervisor G. Kulow/seconded by Supervisor J. Kuhlow to approve the minutes as presented; motion carried.

REVIEW AND APPROVE VOUCHERS

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

CORRESPONDENCE

- Jim TeBeest, Director – Building Services reported electricity hookup complete for the new sign at the University of Wisconsin Green Bay – Sheboygan Campus; a third person was offered the last open cleaning job and accepted; and a consultant will be using a drone to do visual inspection of the Courthouse exterior.

BUILDING SERVICES

- Consideration of Fund Transfer Requests –
 - Courthouse Structural to Health & Human Services Roof Restoration – Request to transfer \$9,500 from Courthouse Structural to Capital Project – Roof Replacements for Health & Human Services south roof restoration. Supply chain issues have inflated material prices above the budget created 16 months ago. Moved by Supervisor G. Kulow/seconded by Supervisor J. Kuhlow to approve the request; motion carried.
 - Courthouse Structural to HVAC Controls Upgrades – Request to transfer \$33,000 from Courthouse Structural to Capital Project – HVAC Controls Upgrades for additional funds to add 52 radiators to computerized control. Vendor's formal quote exceeding 2019 estimate due to inflation and need for angled control valves on most of the radiators. Moved by Supervisor G. Kulow/seconded by Supervisor Smith to approve the request; motion carried.

Supervisor Immel arrived at 4:42 pm.

- Consideration of Health & Human Services Roof Restoration Contract Award – Two quotes received; Kaschak Roofing at \$82,000 and Walsdorf Roofing at \$64,490. Moved by Supervisor Immel/seconded by Supervisor J. Kuhlow to award project to Walsdorf Roofing at \$64,490; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None.

DATE / TIME / LOCATION OF NEXT MEETING

Following discussion, it was decided the next meeting will be,

Tuesday – November 2, 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 4:47 pm.

Respectfully Submitted,

Gail Ulezelski
Recording Secretary

Brian Smith
Secretary

**VARIANCE REPORT FOR DEPARTMENT -- UW GREEN BAY- SHEBOYGAN CAMPUS
FOR THE QUARTER ENDING 09/30/2021**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Operating Expenses		
	Repairs and Maintenance	15,491.11	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		
	Repairs & Maintenance Charges	(1,175.73)	More than budgeted expenses for salt/service from Highway Dept.
	Variances Less Than Justification Threshold	238.52	
	TOTAL	14,553.90	Positive

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 09/30/2021**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Interest and Other Revenue		
	Rent Revenue	1,105.00	More Taylor Park rentals.
	Other Misc. Revenue	1,163.29	Employee payments for cell phone use higher.
	Interdepartmental Revenue		
	Repairs & Maintenance Services	23,926.86	Electrician use by other Departments higher.
	Other Interdept'l Revenue	(41,703.86)	Reimbursement at Health & Human Services lower due to lower expenses and timing.
	Personnel Related Expenditure		
	Wages	(1,378.60)	Wages 0.1% lower.
	Benefits	4,919.96	3% lower due to vacant position and no retirement benefits for Limited Term Employees.
	Operating Expenses		
	Purchased Services	51,518.19	Consulting and software maintenance timing and electricity 10% lower.
	Repairs and Maintenance	149,998.94	Structural work timing and electrical and air conditioning repairs 60% lower.
	General Operating	115,843.95	Maintenance supplies lower and unspent contingency (\$30,800).
	Interdepartmental Charges		
	Employee Related Insurance	12,033.07	Health insurance 3% lower due to more single coverage.
	Repairs & Maintenance Charges	3,542.70	Crack-seal and patching of Courthouse parking lot less than Transportation estimate.
	Capital Outlay	89,240.00	Courthouse hallway construction being bid.
	Variances Less Than Justification Threshold	(3,652.74)	
	TOTAL	406,556.76	Positive



Sheboygan County
Human Resources Department

508 New York Avenue, Room 335
Sheboygan WI 53081-4126

WISCONSIN

Date: October 26, 2021
To: Property Committee
From: Human Resources Director Dennis Miller *D.M.*
RE: Employment Signage

As part of the Human Resources Department ongoing recruitment efforts for those hard to fill positions, we are respectfully requesting approval to place Employment Signage on the County owned property of the northeast corner of Taylor Drive and Erie Avenue.

Signage will be for recruitment efforts for Sheboygan County employment only.

Thank you for your consideration.

SHEBOYGAN COUNTY

October 26, 2021



Courthouse 4th Floor Inmate Cooridor

CONTRACTORS:		A. Chappa Construction	Mike Koenig Construction, Inc.		
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1.03A. BASE BID		\$80,400.00	\$59,450.00		
ADDENDUM RECEIVED		1	1		
BID SECURITY		5% Bond	5% Bond		



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 11/2/2021
To: Property Committee Members
From: Jim TeBeest, Director - Building Services

Position Request:

Position: Building Services Technician
Reason for Vacancy: Resignation (November 4, 2021)

Justification:

Building Services continues to take on additional responsibilities (i.e. additional square footage at several County-owned buildings) without adding staff. Any re-assignments from other Building Services areas creates a manpower shortage in another facility. The workload is consistent year-long; and includes on-call weekend duty responsibilities. This position is necessary to understand the needs of building occupants, work around inmates and know the unique characteristics of that building's equipment.

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: [Click here to enter text.](#)

Costs:

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

Wages	Benefits	Total
\$43,400	\$30,795 (family)	\$74,195

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

County Administrator/Department Head Signature Jim TeBeest Date: 11/2/2021

Human Resources Director Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

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.