

NOTICE OF MEETING
PROPERTY COMMITTEE
December 19, 2023 - 4:30 PM

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

To Join the Meeting Remotely via phone:
Dial: + 1-317-978-1438
Enter Pin Number: 921 710 065#

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, November 21, 2023 at 4:30PM

Review and Approve Vouchers

Museum Taylor House Update

University of Wisconsin Green Bay – Sheboygan Campus Housing Update

Correspondence

Building Services

- Consideration of Planning & Conservation's Multipurpose Storage and Semi-permanent Household Hazardous Waste (HHW) Collection Building located at Aging & Disability Resource Center
- Consideration of Bid Award for Health & Human Services Remodel
- Consideration of Funds Carryover Request

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – January 16, 2024 - 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

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

November 21, 2023

Called to Order: 4:30 pm

Adjourned: 5:09 pm

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

MEMBERS ABSENT: George Kulow, Vice President

OTHERS PRESENT: Kevin Dulmes & 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 November 17, 2023 at 12:00PM

APPROVAL OF MINUTES

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

REVIEW AND APPROVE VOUCHERS

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

MUSEUM TAYLOR HOUSE UPDATE

The cupola has been painted, and now exterior renovations of the Taylor House are complete.

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS HOUSING UPDATE

A rough draft of the RFP has been sent for review by County Staff.

CORRESPONDENCE

- 3rd Quarter Variance Reports for Building Services & UWGB – Sheboygan Campus were reviewed. It was requested that more information be provided for explanation of variance for the UWGB report in the future.
- An email from Travis Gross, Sheboygan County Museum Executive Director, was shared. Travis expressed his gratitude for the completion of Taylor House painting, as well as announced his last day at the Museum will be December 15, 2023.

BUILDING SERVICES

- Consideration of Bid Award for Detention Center Air Conditioning Equipment – Assistant Director Dulmes reviewed the bids received for the air conditioning equipment replacements. The lowest bid was from J&H Heating Inc., from Port Washington for \$532,950.00. Moved by Supervisor Smith, seconded by Supervisor J. Kuhlow to accept the proposal by J&H Heating for the Detention Center Air Conditioning Equipment Replacements; motion carried with no nay votes.
- Consideration of 3 Fund Transfer Requests – Assistant Director Dulmes presented 3 fund transfers for Building Services:

- Request to move \$16,969 from the Courthouse Natural Gas account to Capital Outlay for Vehicle, to supplement the budget shortfall for the new electrician's van. The van was ordered in June 2021, but due to supply chain delays and inflation, total cost of the van ended up over budget.
- Request to move \$3,195 from Detention Center Natural Gas account to Capital Outlay for Machinery & Equipment, to supplement the budget shortfall for a new sign making machine. The model machine budgeted for in June 2022 was discontinued, so an upgraded machine had to be ordered to meet department needs.
- Request to move \$5,875 from Detention Center Natural Gas account to Detention Center Heating account, to add a duct hood on a Detention Center roof AHU-6 air intake grill. The hood will reduce snow intake and the need to shovel out the air handling unit.

Moved by Supervisor Jorgensen, seconded by Supervisor Smith to approve the 3 fund transfers as presented; motion carried with no nay votes.

- Consideration of Promotion – Assistant Director presented a proposal to promote a current Maintenance Technician to HVAC Technician, a position that already exists in the Table of Organization. Moved by Supervisor J. Kuhlow, seconded by Supervisor Jorgensen to approve the promotion as presented; motion carried with no nay votes.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, December 5, 2023 4:30 PM
Sheboygan County Administration Building – Room 302
508 New York Ave
Sheboygan, WI 53081

ADJOURN

Moved by Supervisor Jorgensen, seconded by Supervisor J. Kuhlow to adjourn; motion carried with no nay votes, and meeting adjourned at 5:09pm.

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary



Sheboygan County

Parcel Line

Potential Stormwater Pond Location

Potential Stormwater Pond Location

Grade to Drain

25' Concrete Building Approach

70' x 140' Pole Building

30'

25' Concrete Building Approach

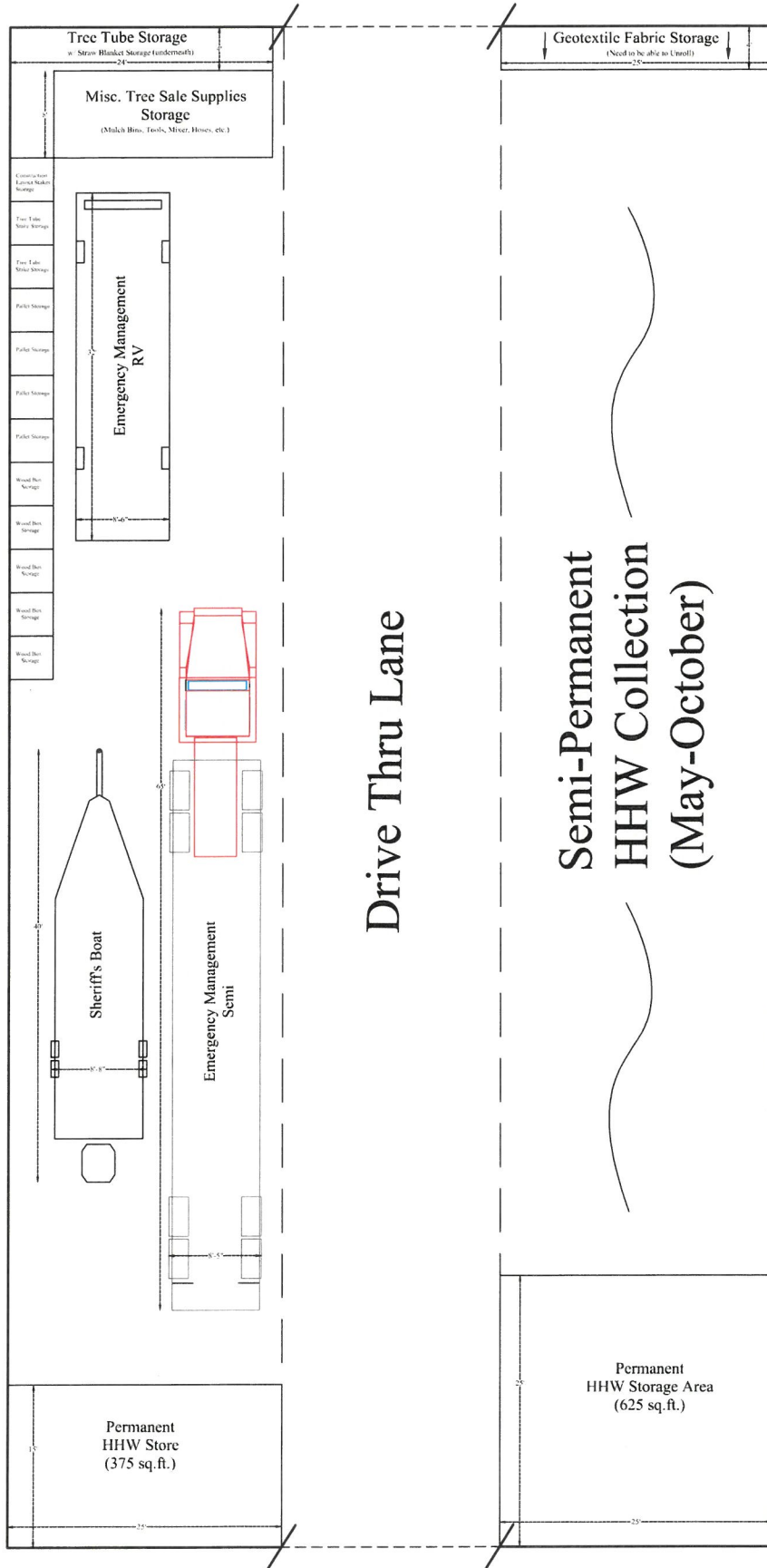
Parcel Line

Parcel Line

Grade to Drain

Parcel Line

City of Sheboygan



Before/After Tree Sale

1" = 10'

Carryover of Unexpended 2023 Appropriations to 2024

Department Name: Building Services

Account Number	Requested \$ Amount	Item Description	Justification	Reason Unexpended in 2023
101.532145	\$49,834	Structural	Administration Building - roof maintenance (PO #258599) & carpet for Planning, County Clerk & Room 302.	Vendor to do second roof inspection in 2024. Carpet project to be bid out soon.
102.532145	\$2,650	Structural	Aging & Disability Resource Center - roof maintenance (PO #258599)	Vendor to do second roof inspection in 2024.
103.532145	\$62,082	Structural	Courthouse - roof maintenance (PO #258599), carpet for District Attorney & Branch 2 ceiling replacement (PO #261001)	Vendor to do second roof inspection in 2024. Carpet project to be bid out soon. Ceiling vendor has schedule delays.
103.533245	\$2,683	Training	Courthouse - training opportunities for staff	New staff orientation priority, but offsite training needed.
103.531105	\$6,821	Consulting	Courthouse - traditional carryover of unused amounts (PO # 255475)	Partial project requests needing architect/engineering schematic/budget plans in 2023.
103.531235	\$2,250	Software	Courthouse - VOIP Duress System contract	Installation of new system incomplete, so contract not started yet.
103.533900	\$169,514	Contingency	Courthouse - Emergency repair funds, typically carryover unused amounts	Remaining funds to provide additional funding for unknown failures.
103.533928	\$781	Computers	Courthouse PC failure and funds remain	New PC on order
103.533930	\$1,000	Equipement < \$500	Courthouse failed camera replacements	Work not done due to electrician's work load and training replacement.
104.532145	\$3,511	Structural	Detention Center - roof maintenance (PO #258599)	Vendor to do second roof inspection in 2024.

Account Number	Requested \$ Amount	Item Description	Justification	Reason Unexpended in 2023
104.532205	\$5,875	Heating	Detention Center - AHU snow shield (PO # 260603)	Vendor not scheduled work yet. Fund transfer request approved by Finance 12/13/23.
105.532145	\$3,553	Structural	Health & Human Services - roof maintenance (PO # 258599)	Vendor to do second roof inspection in 2024.
105.532130	\$5,733	Plumbing	Health & Human Services - Galvanized plumbing replacements (PO # 255582)	Vendor invoice pending.
106.532145	\$3,481	Structural	Law Enforcement Center - roof maintenance (PO #258599)	Vendor to do second roof inspection in 2024.
198.564000	\$17,598	Building Improvement	Excess funds remaining from 4th floor hall in Courthouse - potentially to use for carpet.	Project to be bid soon, expecting bids to be higher than budgeted.
198.565000	\$66,905	Machinery & Equipment	Health & Human Services Generator replacement, plus installation.	Generator delivery late due to supply chain issues, unable to install until Spring 2024.
198.565020	\$11,100	Machinery & Equipment	Implementation services for Mitel Revolution panic button system upgrade (PO # 257558)	Project has taken longer than anticipated to complete due to unforeseen complications in the configuration and set up.
1105.532145	\$2,446	Structural	Museum - Underground roof flashing	Vacant positions, so unable to complete the work.
	\$417,817		TOTAL REQUEST	