

**NOTICE OF MEETING**  
**PROPERTY COMMITTEE**  
**December 9, 2025 – 5:00 PM**

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

To Join the Meeting Remotely via phone:  
Dial: + 1 339-788-5442  
Enter Pin Number: 576 517 467#

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 11, 2025 at 5:00PM

**Review and Approve Vouchers**

**Museum Update**

**UW Green Bay – Sheboygan Campus Update**

**Correspondence**

- Third Quarter Variance Report
- St. Clements Update

**Building Services**

- Consideration of Building Services Carryover of 2025 Funds.
- Consideration of VPR for Maintenance Assistant Position.
- Consideration of Building Services TO Changes.

**Approval of Attendance at Other Meetings or Functions**

**Date / Time / Location of Next Meeting**

**Tuesday – December 23, 2025 – 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**

**\*CORRECTED**

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

**November 11, 2025**

**Called to Order: 5:02 pm**

**Adjourned: 5:47 pm**

**MEMBERS PRESENT:** Jon Kuhlow, Chairperson; John Nelson, Secretary; Brian Smith (5:08pm); Vice Chairperson and Gerald Jorgensen, Member.

**MEMBERS ABSENT:** *\*Stephanie Arndt, Member*

**OTHERS PRESENT:** Kevin Dulmes, Becky Barritt and Jennie Dulmes of Building Services. Brett Lobello; Director of Sheboygan County Historical Museum

### **CALL TO ORDER**

Chairperson Jon Kuhlow called the meeting to order at 5:02 PM.

### **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

Posted November 7, 2025 at 2:00PM

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting, October 14, 2025 at 5:00pm – Moved by Supervisor Jorgensen, seconded by Supervisor Nelson to approve minutes as presented; motion carried 3-0.

### **REVIEW AND APPROVE VOUCHERS**

Moved by Supervisor Nelson, seconded by Supervisor Jorgensen to approve vouchers as presented; motion carried 3-0.

### **MUSEUM UPDATE**

- Museum Director, Brett Lobello, updated the committee regarding upcoming exhibits. The Museum's Holiday Memories exhibit will open November 28, 2025 and will include the animated holiday window displays. Director Lobello also advised that there will be a Milestones exhibit next summer to celebrate the 250th anniversary of the United States of America.

### **UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS UPDATE**

- Director Dulmes updated the committee regarding the release of the fine arts and gymnasium buildings from the UW Green Bay lease agreement. Director Dulmes also advised that the building condition study is complete and highlighted some of the options for future use of the buildings. Committee members shared some additional ideas for building use.

### **CORRESPONDENCE**

- Director Dulmes advises Committee members of the asbestos abatement bid and advises the bid is within the scope of the remodel project for the Health and Human Services building. Advanced Asbestos has won the bid and a contract has been signed.

### **BUILDING SERVICES**

- Consideration of Building Services Proposed Fund Transfer / Budget Adjustment - Director Dulmes requests the transfer of funds from Natural Gas, Electric, Building Improvements, and Machinery & Equipment accounts to the Museum Heat account. This request is for the replacement of two boilers at the Museum that have reached their life expectancy. Moved by Supervisor Jorgensen to approve adjustment as requested, seconded by Supervisor Smith; motion carried 4-0

**APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS**

None

**DATE / TIME / LOCATION OF NEXT MEETING**

Tuesday – November 25– 5:00PM  
Sheboygan County Administration Building  
Room 302  
508 New York Avenue  
Sheboygan, WI 53081

**ADJOURN**

Moved by Supervisor Nelson, seconded by Supervisor Smith to adjourn; motion carried 4-0 and meeting adjourned at 5:47 pm.

Respectfully Submitted,

Jennie Dulmes  
Recording Secretary

John Nelson  
Secretary

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES  
FOR THE QUARTER ENDING 09/30/2025**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	<b>Interest and Other Revenue</b>		
	Other Misc. Revenue	4,336.31	Miscellaneous auction items.
	<b>Interdepartmental Revenue</b>		
	Repairs & Maintenance Services	49,210.79	Revenue increased due to second electrician
	Other Interdept'l Revenue	(22,050.91)	Revenue allocation lower due to retirement
	<b>Personnel Related Expenditure</b>		
	Wages	82,893.92	Due to vacant positions
	Overtime	(11,969.28)	Due to vacant positions
	Benefits	12,948.59	Due to vacant positions
	<b>Operating Expenses</b>		
	Purchased Services	(158,308.03)	See 2nd quarter
	Repairs and Maintenance	69,139.02	Carpet project not completed at courthouse due to window project
	General Operating	187,873.54	Unspent Contingency
	<b>Interdepartmental Charges</b>		
	Employee Related Insurance	147,955.38	Lower due to vacancies
	Repairs & Maintenance Charges	(1,802.36)	Seal coating Detention Center being postponed to 2026
	<b>Capital Outlay</b>	34,373.54	Cost savings due to HWY Department demoing the old generator vs. an outside contractor.
	<b>Variances Less Than Justification Threshold</b>	<b>129,104.08</b>	
	<b>TOTAL</b>	<b>523,704.59 Positive</b>	



## VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 12/1/2025

**From:** Kevin Dulmes

**Position Request:**

Position Title: Facility Maintenance Assistant

Pay Grade: 115

Reason for Vacancy: New Position

**Justification for Filling Position:**

Reducing LTE position from three to two, to allow for more consistent work throughout the year.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

**Budget:**

Is this position within the Department's annual operating budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Cost:**

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

Wages	Benefits	Total
\$22,000	\$1,768	\$23,768

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

County Administrator/Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

*If position changed:*

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Form process if no change to the position:

1. County Administrator/Department Head completes VPR Form and refers form to Human Resources Director for approval.
2. HR Department begins recruitment process.

Form process if position changed:

1. County Administrator/Department Head discusses proposed changes with Human Resources Director.
2. County Administrator/Department Head completes VPR Form & TO Change Form and refers forms to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR & TO Change Forms to Liaison Committee for approval.
4. County Administrator/Department Head presents VPR & TO Change Forms to Human Resources Committee for approval
5. HR Department begins recruitment process.

07/2023





# SHEBOYGAN COUNTY

**Kevin Dulmes**  
*Building Services Director*

To: Alayne Krause, County Administrator  
From: Kevin Dulmes, Building Services Director  
Date: July 21, 2025  
Ref: Proposed 2026 Budget for Building Services

I am pleased to provide the proposed 2026 Building Services operating Budget.

- **Department Goals:**

Building Services strives to ensure the ability to continue present operations. We anticipate and plan for future needs by developing a responsible, dedicated, efficient and competent workforce.

- **Key Performance Measurements:**

Building Services measures performance by having an 85% completion goal on work orders processed in less than 2 days. In 2024 the Building Services Department received 7,014 work orders with 96% of those processed in less than 2 days. Additionally, a client satisfaction survey is sent out after a work order is closed. Building Services is scored on Overall Satisfaction, Timeliness, Professionalism and Cleanliness. The Building Services Department goal is an 85% satisfaction rate and for 2024 Building Services scored 97.95%.

- **Proposed Budget:**

The Proposed budget meets the 2026 tax levy target of \$3,230,973

- **Highlights:**

Tax levy for Building Services has been increased by \$146,535.  
Increased plumbing budget at LEC for sanitary line replacement by \$19,000

- **Staffing:**

Building Services restructured the Table of Organization for 2026 with the following changes:

- Removed Assistant Facility Manager (3 month overlap if needed)
- Reduced 3 LTE's to 2 and added 1 Casual Status.

- **Capital Outlay:**

- Replacement of 2019 Electrical Van
- Replacement of Heat wheel at LEC
- Replacement of Electrician's utility locator

- **Closing:**

Thank you for the continued tax levy support which allows Building Services to care for Sheboygan County assets while being fiscally responsible.

# Sheboygan County Building Services Table of Organization

