

NOTICE OF MEETING
PROPERTY COMMITTEE
May 14, 2024 – 5:00 PM

Sheboygan County Historical Museum
Conference Room
3110 Erie Avenue
Sheboygan, WI 53081

To Join the Meeting Remotely via phone:
Dial: + 1-225-713-1005
Enter Pin Number: 342 436 902#

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

Introductions

Museum Update & Tour

Review and Approve Vouchers

University of Wisconsin Green Bay – Sheboygan Campus Update

Correspondence

- Building Services Project Update

Building Services

- Consideration of Vehicle Use Policy & Inventory
- Consideration of Contingency Requests – Museum Heat & Courthouse Heat
- Consideration of Table of Organization Changes

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – May 28, 2024 – 5:00 PM
Sheboygan County Administration Building – Room 302
508 New York Avenue
Sheboygan, WI 53081

Adjourn

Prepared by:
Becky Barritt
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 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

Kevin Dulmes
Building Services Director

VEHICLE USE POLICY

May 14, 2024

Building Services Department has a variety of vehicles assigned to various facilities and the County's Electrician. Shared use of Department vehicles is encouraged, though vehicles are assigned to facilities for snow plowing, salting and getting parts and supplies as needed.

Personal use of all County vehicles is prohibited. The Electricians are required to take the van home nightly for quicker response to power outages, fire alarm system trouble, radio tower outages and door/gate electronic security failures, as well as starting and ending the workday at the job site.

Operator shall have valid driver's licenses and be employed by Sheboygan County. The department manager shall check staff licenses bi-annually. The Sheriff's Department and seasonal employees drive these vehicles as approved by the Manager of Building Services. Use by other departments, University of Green Bay – Sheboygan Campus or the Sheboygan County Historical Society requires Property Committee approval.



SHEBOYGAN COUNTY

Kevin Dulmes
Building Services Director

VEHICLE INVENTORY

May 14, 2024

2016 Ford F-250 – ¾ ton, regular box, 4x4 pickup; 24,268 miles

Transport parts and supplies; plow snow
Assigned to Building Services staff at the Courthouse

2017 Ford F-250 – ¾ ton, regular box, 4x4 pickup; 21,114 miles

Transport parts and supplies; plow snow
Assigned to Building Services staff at the Courthouse

2018 Ford F-450 – 1.5 ton, 3 cubic yard, 4x4 dump truck; 10,124 miles

Transport landscape debris and salt from Highway Shed, pull skid steer trailer, plow snow
Assigned to Building Services staff at Courthouse

2019 Chevrolet Express 3500 – 1 ton, extended full size van; 72,661 miles

Electrician mobile workshop loaded with tools/supplies, pull temporary power trailer
Assigned to Building Services Assistant Electrician

2019 Ford F250 – ¾ ton, regular box, 4x4 pickup; 15,305 miles

Transport home care equipment, parts and supplies, plow snow
Assigned to Building Services staff at Health & Human Services/ADRC Buildings

2023 Ford Transit – 1 ton cargo van, 15,161 miles

Electrician mobile workshop loaded with tools/supplies, pull temporary power trailer
Assigned to Building Services Electrician

2024 Ford F-250 – ¾ ton, regular box, 4x4 pickup; 602 miles

Transport parts and supplies; plow snow
Assigned to Building Services staff at Detention Center

2024 Fund Transfer

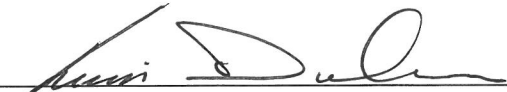
Department: Building Services

Date: May 14, 2024

I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From Building Services Contingency	103.533955	\$152,482
To: Museum Heat	1105.532205	\$3,405
CONTINGENCY ENDING BALANCE		\$149,077

This request is to transfer \$3,405 from Building Services contingency to Museum Heating account, as additional funds to repair leaking valves and seals on pump. (Follow up to contingency request from 4/2/24)


Kevin Dulmes, Director - Building Services

2024 Fund Transfer

Department: Building Services

Date: May 14, 2024

I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From Building Services Contingency	103.533955	\$149,077
To: Courthouse Heat	103.532205	\$5,228
CONTINGENCY ENDING BALANCE		\$143,849

This request is to transfer \$5,228 from Building Services contingency to Courthouse Heating account, as additional funds to repair leaking steam coil in main air handler #4. (Follow up to contingency request from 6/20/23)


Kevin Dulmes, Director - Building Services

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Building Services	
Request Date: 5/14/2024	Effective Date: 1/1/2025

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Director	1	0	1	1	0	1
Office Coordinator	1	0	1	1	0	1
Sr. Manager (Assistant Director–Currently Vacant)	1	0	1	0	0	0
Manager	1	0	1	1	0	1
Assistant Manager (New – 3 months)	0	0	0	1	0	1
Supervisor/Working Technician	1	0	1	0	0	0
Cleaner Supervisor (New)	0	0	0	1	0	1
Sr. Technician (Master Electrician)	1	0	1	1	0	1
Electrician	1	0	1	1	0	1
Maintenance Worker III (New – 2 nd Shift Lead)	0	0	0	1	0	1
HVAC Technician	1	0	1	2	0	2
Plumbing Technician	1	0	1	0	0	0
Maintenance Worker II (Technicians)	13	0	13	12	0	12
Workers (Cleaners)	14	0	14	14	0	14
TOTALS	36	0	36	36	0	36

RATIONALE

Briefly summarize the reasons for the requested changes in the table of organization.

Remove Sr. Manager (Asst. Director) – No longer needed.
 Remove Supervisor/Working Technician – Redefine role upon retirement of current Supervisor, split into separate roles (Cleaner Supervisor & Maintenance III)
 Remove Plumbing Technician – To allow for second HVAC position
 Add Assistant Manager – Temporary position, created for 3 months of overlap with existing Manager prior to retirement.
 Add Cleaner Supervisor – Due to retirement, modified Supervisor role to oversee Cleaners only, with some cleaning responsibilities.
 Add Maintenance III (2nd Shift Lead) – Due to modification of Supervisor role, created a lead role for maintenance technicians on second shift.
 Add 2nd HVAC Technician – Not a new position, just added a second HVAC position upon elimination of Plumbing Technician.

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (a couple sentences) the essential work to be performed by each new position, and give a proposed pay grade for the position. (Consult with HR Director regarding pay grades.)

Assistant Manager – Shadow existing Manager to learn role prior to retirement (C41)
Supervisor – Oversee & supervise Cleaners, order supplies & materials (B31)
Maintenance III (2nd Shift Lead) – Main point of contact for 2nd shift technicians. Works closely with Supervisor for all 2nd shift needs (B23)
HVAC Technician – Not a new position, just added a second HVAC position upon elimination of Plumbing Technician (B23)

BUDGET

Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already been approved as part of your operational budget.

<i>Job Title</i>	<i>Cost- Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Assistant Manager			2025 Wages Budget
Supervisor			2025 Wages Budget
Maintenance III			2025 Wages Budget
HVAC Technician			2025 Wages Budget

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Distribution: After department head completes form, distribute to liaison committee with copy to Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.