

**NOTICE OF MEETING**  
**PROPERTY COMMITTEE**  
**May 2, 2023 - 4:30 PM**

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

**Room 302**

To Join the Meeting Remotely via phone:  
Dial: + 1 920-238-3793  
Enter Pin Number: 134 902 090  
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, March 21, 2023 at 4:30PM

**Review and Approve Vouchers**

**Museum Taylor House Update**

**University of Wisconsin Green Bay – Sheboygan Campus Housing**

**Correspondence**

- Assistant Electrician Status
- Veteran's Memorial Expansion

**Building Services**

- Consideration of Trunk or Treat event at Health & Human Services Building
- Consideration of Assistant Director Job Posting
- Consideration of Capital Project 1<sup>st</sup> Quarter Update

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

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

**Tuesday – May 16, 2023 - 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  
508 New York Avenue  
Sheboygan, WI 53081  
Room 302

**March 21, 2023**

**Called to Order: 4:32 pm**

**Adjourned: 4:49 pm**

**MEMBERS PRESENT:** **In Person:** Henry Nelson, Chairperson; Jon Kuhlow & Brian Smith, Members.  
**Remote:** Gerald Jorgensen, Secretary

**MEMBERS ABSENT:** George Kulow, Vice President

**OTHERS PRESENT:** Jim TeBeest, & Becky Barritt, 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 March 17, 2023 at 11:00AM.

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting, March 7, 2023 at 4:30pm – Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith 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**

Nothing to report.

### **CORRESPONDENCE**

None.

### **BUILDING SERVICES**

- Consideration of Offer Above Midpoint for Assistant Electrician – Director TeBeest shared that in 9 months, there were only 3 qualified applicants for the Assistant Electrician position. He recently interviewed a candidate who was qualified, and holds his Journeyman and Master licenses. Based on the candidate's knowledge, 10 years of experience, and ability to step into the County Electrician position, would like to offer up to the maximum wage on the scale for this position. Moved by Supervisor Smith, seconded by Supervisor J. Kuhlow to approve to offer the maximum wage to the Assistant Electrician applicant; motion carried with no nay votes.

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

None

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

**Tuesday, April 4, 2023 4:30 PM**  
Administration Building – Room 302  
508 New York Avenue - Sheboygan, WI 53081

**ADJOURN**

Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith to adjourn; motion carried with no nay votes, and meeting adjourned at 4:49 pm.

Respectfully Submitted,

Becky Barritt  
Recording Secretary

Gerald Jorgensen  
Secretary



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SHEBOYGAN • MILWAUKEE • STURGEON BAY

Sheboygan County Property Committee,

National Weatherization Day is celebrated annually on October 31. Partners for Community Development, Inc. provides the counties of Door, Kewaunee, Manitowoc, Sheboygan, and Ozaukee, as well as North Milwaukee, with Wisconsin Weatherization Assistance Program services. Wisconsin's Weatherization Assistance Program provides residents, both renters and homeowners, with needed repairs to their home that will make that home more energy efficient, reducing cost burdens and stress on eligible Wisconsin households.

In honor of National Weatherization Day 2022, Partners for Community Development hosted a free community Trunk or Treat event on Saturday, October 29, utilizing the Department of Health and Human Services parking lot. We were able to have 15 local assistance/non-profit organizations, as well as local law enforcement and fire department, and local radio, join us with information about their programs, games and candy. We estimated an attendance from the community of about 400 people, adults and children included. We envisioned a space where families could come in their best Halloween attire and learn a more about our assistance agencies in an interactive way, and that goal was met!

The DHHS lot was an ideal location for this event and we would like to request to utilize it again this year. The date of our event will be Saturday, October 28 from 2-4pm. We will again be inviting assistance-based organizations from the county to join us, and are expecting an even greater turnout.

Thank you for your consideration!  
Kind Regards,

Bailey Firgens  
Marketing & Outreach Specialist  
Partners for Community Development, Inc.

BRIDGING GAPS. BUILDING STABILITY.



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 4/26/2023

To: Property Committee Members

From: Jim TeBeest, Director Building Services

**Position Request:**

Position: Building Services Assistant Director

Reason for Vacancy: Pending Director Retirement

**Justification:**

Building Services Assistant Director has been in the department's Table of Organization (TO) since 2000. The current Director held this position from August 2000 to January 2003. After his promotion, this position was not funded until July 2023.

It is expected the Assistant will learn the duties and be promoted to Director upon his retirement. There is much to learn about the buildings, budgeting, construction and operational processes and management of 30 department staff.

**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: Funded for 6 months

**Costs:**

2023 Salary range of requested position: DBM - C45 \$65,067/yr - \$106,376/yr (Midpoint - \$85,308)

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

Wages	Benefits	Total
\$91,520	\$40,751	\$132,271

(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: 4/26/2023

Human Resources Director Signature Alayne Krause Date: 4/27/23

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.

SHEBOYGAN COUNTY  
Building Services 2023 Capital Projects  
First Quarter Status Update

4/5/2023  
J TeBeest

5 Year Capital Number	Project Number	Year Funded	Project Name	2023 Work Area	Status	Budget Thru 2023 (\$)	Expenses Thru 3/31/23 (\$)	Additional Expected Expenses (\$)	Remark	Expected Funding Excess or (Shortage)
1024	82103	2021	Courthouse Tuckpointing	Consultant Design Spec & Mock Window	Consultant working on mock window and bid specification	220,000	13,860	185,526	No deliverable this quarter	0
1028	82011	2021	Elevator Upgrades	Courthouse Inmate Elevator Machine	CH Public Cab Completed 12/15/2022	744,600	587,688	23,168		133,744
1028	82204	2022	"	Courthouse Inmate Elevator Machine	<b>2022 Only</b> , Completed 3/2/2023, UW Not Needed.	431,000	292,251	23,168	retainage not invoiced	115,581 in above
1040	82102	2022+23	Roof Replacements	RK Shingles	RK Plans & Spec Pending 2023	299,500	0	299,500	With Add'l 142,000 Funds 2023	-
1040	82302	2023	"	LEC Replacement & Some UW Railings	Started 3/13/23 50% Complete	617,000	0	615,357	More Railings	1,643
1044	82205	2022	Taylor House Renovation	Replace Rotten Sill & Paint 2nd Floor Windows	Pending Weather	102,127	30,239	41,000	Gutters, Paint 2nd Flr, Stain Carriage Barn	30,888
1953	82106	2021+22	Det. Ctr. ATI Addition	Furniture install 1/30/23 & Spring Landscaping	Moved in 2/3/23. Minor items pending	1,851,674	1,761,658	66,281		23,735
1064	82201	2022	ADRC Offices	Create Service Window	Cabeling	84,000	75,932	1500	Minor Items in Progress	6,568
1065	82203	2022	Det. Ctr. Equipment	Pod Epoxy Flooring	Pods Complete 2/27/23	470,000	304,387	41,790	Use Excess Funds for 2022 Carpet Projects?	123,823
1065	82203	2023	"	Replace 162 Cameras & 17 UPS	None	455,500	0	455,500		0
1065	82203	2023	"	2023 A/C 7 Condensor Replacements	Consultant Hired to Create Bid Specification	688,000	84,000	688,000	Units Likely Not Delivered Until 2024	(84,000)
1065	82203	2024	"	Refrigeration 4 Equip. Replacements	Replacement Completed 3/8/23 After Failure	84,000	1,736	52,264	Shifted \$84k from A/C Units Above	30,000
1068	82303	2023	HVAC Controls N4 Update	Rocky Knoll & UWGB - Sheboygan	Getting Quotes	82,000	0	82,000	Consider Alternate Vendor?	0
1066	82304	2022	H&HS Office	Construct 4 Offices & 1 Conference Room	Plans Need Consolidation then Bid Out with Specification	82,000	0	82,000	Director Not Finding Time	0
1066	82304	2023	"	Update 3 Restrooms & 2nd Floor Main Hall	Need to Create Plans & Specification	127,000	0	127,000	Director Not Finding Time	0
1951	82310	2023	Det. Ctr. Expansion Study	Consultant Study Need	None	120,000	0	120,000	Unknown Vendor	0
Capital Outlay		2022	Assist. Electrician Van	Order April 2023 Delivery Expected	No V8's available. Twin turbo Ford ordered 7/3/22	30,000	0	38,406	Over-budget	(8,406)
Capital Outlay		2022	Replace H&HS Generator	Install Exterior & Remove Old	Delivery 9/1/22 Delayed; Unknown Date	66,905	0	60,500		6,405
Capital Outlay		2023	Split System A/C	LEC Camera Server Rm	None	10,500	0	10,500		0
Capital Outlay		2023	VOIP Dures System Chris Lewinski mgmt	Purchase & Install	None	51,310	0	51,310		0
Capital Outlay		2023	Tractor Lawnmower with snowblower	Purchase	Delivered 1/6/23 Mower Deck Backordered	30,550	31,842	2,158	RK to Purchase Old at \$22,000 as Budgeted	866
Capital Outlay		2023	Replace Sign Maker	Purchase	New Model Delay	6,100	0	6,100		0
ARPA Funds		2022+23	UV-C Lights in Air Handlers Bernie Rammer mgmt	Purchase & Install	Det. Ctr. & RK Completed 3/2/23. LEC & HHS Order 4/5/23	225,000	126,945	100,685	Over-budget Slightly	(2,630)
									under:	266,401