

NOTICE OF MEETING
PROPERTY COMMITTEE
September 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 – August 12, 2025 at 5:00PM

Review and Approve Vouchers

Museum Update

UW Green Bay – Sheboygan Campus Update

Correspondence

- Second Quarter Variance Report
- Staffing Update

Building Services

- Consideration of Contingency Request - LEC Plumbing
- Consideration of Contingency Request - ADRC Asphalt
- Consideration of Bid Approval

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – September 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

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

August 12, 2025

Called to Order: 5:00 pm

Adjourned: 6:03 pm

MEMBERS PRESENT: In Person: Jon Kuhlow, Chairperson; Brian Smith (5:02PM), Vice Chairperson; John Nelson (5:39PM), Secretary; Stephanie Arndt, and Gerald Jorgensen, Members.

OTHERS PRESENT: Kevin Dulmes, Jennie Dulmes, and Becky Barritt of Building Services. Brett Lobello, Sheboygan County Historical Museum; Remote: Erik Aleson, University of Wisconsin Green Bay

CALL TO ORDER

Chairperson Jon Kuhlow called the meeting to order at 5:00 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted August 8, 2025 at 2:00PM

APPROVAL OF MINUTES

Property Committee – Regular Meeting, July 22, 2025 at 5:00pm – Moved by Supervisor Jorgensen, seconded by Supervisor Arndt to approve minutes as presented; motion carried 3-0.

REVIEW AND APPROVE VOUCHERS

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

MUSEUM UPDATE

None

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS UPDATE

- Director Dulmes updated the Committee on the status of the Building Condition study for the campus.

CORRESPONDENCE

- None

BUILDING SERVICES

- Consideration of 2026 Sheboygan County Museum Operating Grant - Museum Director Brett Lobello presented the grant request of \$116,152, which amounts to 27% of the Museum's operating budget. Following discussion, it was moved by Supervisor Smith to approve the grant request of \$116,152 as presented. Seconded by Supervisor Jorgensen, motion carried 4-0.
- Consideration of 2026 UW Green Bay Sheboygan Operating Budget - UWGB Facilities Director Erik Aleson reviewed the proposed budget of \$125,189. Director Aleson advised the elevator contract was reduced, but the plumbing account was increased. After discussion it was moved by Supervisor Smith to approve the budget request of \$125,189 as presented. Seconded by Supervisor Arndt, motion carried 4-0.

- Consideration of Contingency Request - UW Roof - Request to transfer \$4,000 from contingency to UW Structural account for roof repairs. Supervisor Jorgensen makes a motion to approve the transfer of \$4,000 to UW Structural as requested. Seconded by Supervisor Smith, motion carried 4-0.
- Consideration of 2026 Building Services Operating Budget - Director Dulmes presented the Building Services proposed budget of \$4,107,011. After discussion, it was moved by Supervisor Jorgensen to approve the budget request as presented. Seconded by Supervisor Smith, motion carried 5-0.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – August 26, 2025 – 5:00PM
Sheboygan County Administration Building
Room 302
508 New York Avenue
Sheboygan, WI 53081

ADJOURN

Moved by Supervisor Smith, seconded by Supervisor Arndt to adjourn; motion carried 5-0 and meeting adjourned at 6:03pm.

Respectfully Submitted,

Jennie Dulmes
Recording Secretary

John Nelson
Secretary

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 06/30/2025**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Interest and Other Revenue		
	Rent Revenue	(1,255.00)	ADRC conference room reservations not invoiced yet.
	Other Misc. Revenue	4,821.86	Miscellaneous auction items.
	Interdepartmental Revenue		
	Repairs & Maintenance Services	32,918.91	Revenue increased due to second Electrician.
	Other Interdept'l Revenue	(18,730.73)	Revenue allocation lower due to retirement.
	Personnel Related Expenditure		
	Wages	71,824.76	Due to vacant positions.
	Overtime	(8,488.34)	Due to vacant positions.
	Benefits	10,597.37	Due to vacant positions.
	Operating Expenses		
	Purchased Services	(31,959.33)	Projected high due to unbudgeted ARPA Building Condition study invoice. Finance to incorporate budget adjustments in future variance reports.
	Repairs and Maintenance	122,454.06	Structural project and carpet not completed.
	General Operating	204,498.47	Unspent contingency.
	Interdepartmental Charges		
	Employee Related Insurance	97,668.04	Lower due to vacancies.

Repairs & Maintenance Charges	3,535.36	HWY Dept. Expenses less than anticipated.
Capital Outlay	34,373.54	Generator expenses less than anticipated and scrubbers came in below budget.
Variances Less Than Justification Threshold	10,893.44	
TOTAL	533,152.41	Positive



Building Services Fund Transfer Request

Operating Transfer

	<u>Account Number</u>	<u>Funds Available</u>
From:		
Building Services Contingency	103.533955	\$152,475.00
To:		
LEC Plumbing	106.532130	\$2,335.00

Contingency Ending Balance: \$150,140.00

This request is to transfer \$2,335.00 to the LEC Plumbing account for pipe repairs

A handwritten signature in black ink, appearing to read "Kevin Dulmes", is written over a horizontal line.

Kevin Dulmes
Building Services Director

9-5-2025
Date



Building Services Fund Transfer Request

Operating Transfer

	<u>Account Number</u>	<u>Funds Available</u>
From:		
Building Services Contingency	103.533955	\$150,140.00
To:		
ADRC Interdepartmental (Highway Department)	102.552125	\$40,000.00

Contingency Ending Balance: \$110,140.00

This request is not to exceed \$40,000.00 for parking lot repairs at the ADRC.

A handwritten signature in black ink, appearing to read "Kevin Dulmes", is written over a horizontal line.

Kevin Dulmes
Building Services Director

9-5-2025
Date



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**Sheboygan County
Request for Bids
Health & Human Service Building Improvements
Bid Tabulations**

Item	Bidder	ELITE BUILDS SHEBOYGAN	FINDORFF MILWAUKEE	JOS. SCHMITT & SONS SHEBOYGAN	QUASIUS CONSTRUCTION SHEBOYGAN
Attended Pre-Bid		YES	YES	YES	YES
Bid Bond Present		YES	YES	YES	YES
Addendum # 1 Dated 8-28/2025		YES	YES	YES	YES
Forms submitted References, Subs etc.		YES	YES	YES	YES
Base Bid		\$ 266,050.00	\$269,940.00	\$ 270,812.00	\$ 254,733
Projected Start Date		--	--	--	October 1, 2025