

NOTICE OF MEETING
PROPERTY COMMITTEE
November 21, 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: + 1-316-302-4356
Enter Pin Number: 484 204 859#

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, October 17, 2023 at 4:30PM

Review and Approve Vouchers

Museum Taylor House Update

University of Wisconsin Green Bay – Sheboygan Campus Housing Update

Correspondence

- 3rd Quarter Variance Reports for Building Services & UWGB – Sheboygan Campus
- Email Museum Update from Travis Gross, Sheboygan County Historical Society

Building Services

- Consideration of Bid Award for Detention Center Air Conditioning Equipment Replacements
- Consideration of 3 Fund Transfer Requests
- Consideration of Promotion

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – December 5, 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 Broughton Marsh Park
Kohler Center for Marsh Education Building
W7113 County Road S R
Elkhart Lake, WI 53020

October 17, 2023

Called to Order: 4:30 pm

Adjourned: 5:09 pm

MEMBERS PRESENT: **In Person:** Henry Nelson, Chairperson; George Kulow, Vice President; Gerald Jorgensen, Secretary

MEMBERS ABSENT: Jon Kuhlow & Brian Smith, Members

OTHERS PRESENT: Jim TeBeest, 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 October 13, 2023 at 11:30AM

APPROVAL OF MINUTES

Property Committee – Regular Meeting, October 3, 2023 at 4:30pm – Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to approve minutes as presented; motion carried with no nay votes.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Jorgensen, seconded by Supervisor G. Kulow to approve vouchers as presented; motion carried with no nay votes.

MUSEUM TAYLOR HOUSE UPDATE

The cupola still needs to be painted, but the lift had to temporarily be moved to a different location.

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS HOUSING UPDATE

Nothing to report.

CORRESPONDENCE

- Theater for Young Audiences (TYA) is requesting to use the Fine Arts Center at University of Wisconsin Green Bay – Sheboygan Campus for a theater production in December and January. UWGB requires their staff to be present and onsite when an outside group is utilizing facilities, however they do not have any full employees to staff during all the practices and performance dates. TYA members requested County insight, since the buildings are County-owned. Upon reviewing the lease, it was decided that UWGB and TYA would have to work this out between themselves.

BUILDING SERVICES

- Consideration of Contingency Request for Detention Center Plumbing – Director TeBeest requested to move \$3,424 from the contingency fund to repair the baffles supporting the grease trap in the Detention Center, as previously discussed. Moved by Supervisor Jorgensen, seconded by Supervisor G. Kulow to approve the contingency fund transfer as presented; motion carried with no nay votes.
- Consideration of Building Services 3rd Quarter Project Update –
 - Courthouse Tuckpointing – Plans obtained, spec expected soon.

- Courthouse Elevator Upgrades – Flooring on order for the inmate elevator.
 - Roof Replacements –
 - Law Enforcement Center – Roof is complete, waiting on some repairs to catwalk.
 - Rocky Knoll – Shingles are being replaced now.
 - University of Wisconsin Green Bay – Sheboygan Campus – Railing replacement to be scheduled, based on availability of funds after Rocky Knoll completion.
 - Detention Center Alternatives to Incarceration – Construction complete, waiting for Operations & Maintenance (O&M) manuals and as-built drawings.
 - Aging & Disability Resource Center Offices – Awaiting on changes to the service window.
 - Detention Center Equipment Replacements –
 - Replace 162 Cameras & 17 UPS's – Cameras on order, UPS's have been delivered.
 - Air Conditioning Condenser Replacements – Bid specs created, pre-bid meeting scheduled for October 24, 2023 and Bid Opening scheduled for November 7, 2023.
 - HVAC Controls N4 Update for Rocky Knoll and UWGB – Updates have been started.
 - Health & Human Services Offices – Construction has begun on the 3rd floor offices. Bid specs are being worked on for other areas.
 - Detention Center Expansion Study – Per County Administrator and Sheriff, project is being delayed until the need for expansion funded.
 - Health & Human Services Generator Replacement – Generator has been delivered, installation will likely wait until spring.
 - VOIP Duress System – IT has placed order.
- Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to approve the update as presented; motion carried with no nay votes.
- Consideration of Energy Policy Update & Employee Email Notice – Director TeBeest shared an updated draft of the Energy Management Policy, the primary focus enforcing that personal appliances are not allowed. This, along with a few other reminders regarding building use, will be emailed to all employees November 1st. Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to accept the policy as written; motion carried with no nay votes.
 - Consideration of Veterans Office Leased Space – No updates.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, November 7, 2023 4:30 PM
Sheboygan County Administration Building – Room 302
508 New York Ave
Sheboygan, WI 53081

ADJOURN

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

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 09/30/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Interest and Other Revenue		
	Rent Revenue	2,853.64	Taylor Park rental reservations higher than expected.
	Interdepartmental Revenue		
	Repairs & Maintenance Services	19,030.31	Electrician repairs for Transportation & Rocky Knoll.
	Other Interdept'l Revenue	(11,192.04)	Electrician time not charged to capital project yet.
	Personnel Related Expenditure		
	Wages	115,970.81	13% under. Assistant Electrician, Assistant Director and 1 maintenance worker vacancies most of YTD, plus others.
	Benefits	20,098.73	Vacant positions 12% less.
	Operating Expenses		
	Purchased Services	45,544.50	Natural gas 26% under budget due to 12% reduced use and 27% lower prices than expected, partially offset by increase in electricity price.
	Repairs and Maintenance	133,210.92	\$134,056 unspent structural related work; mostly carpet to be bid out.
	General Operating	178,157.37	\$164,188 unspent contingency funds. A third has been allocated, but not yet completed or not invoiced.
	Interdepartmental Charges		
	Employee Related Insurance	43,630.22	Vacant positions 11% less.
	Repairs & Maintenance Charges	(12,914.15)	Use of Transportation Department for snow removal higher than budgeted and booked slab at Detention Center to operating rather than capital project.
	Capital Outlay		
		38,662.45	20% under budget YTD. Electrician van \$16,700 over & Kubota tractor \$3,800 over. Other items ordered. \$29,756 remaining of the \$66,905 carryover for the Health & Human Services generator.
	Variances Less Than Justification Threshold	(51,167.00)	
	TOTAL	521,885.76	Positive

**VARIANCE REPORT FOR DEPARTMENT -- UW GREEN BAY- SHEBOYGAN CAMPUS
FOR THE QUARTER ENDING 09/30/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Operating Expenses		
	Repairs and Maintenance	(33,451.41)	More than budgeted expenses for maintenance and facility repairs
	Variance Less Than Justification Threshold	(25.86)	
	TOTAL	(33,477.27)	Negative

Building Services,

Thank you for completing Taylor House painting, it certainly wasn't like painting a fence.

FYI, I have announced my last day at the museum as Friday, Dec. 15. Yep, gonna take advantage of the opportunity to have a far less hectic Christmas this year. I haven't had a Dec. where I didn't work 60 hour weeks in 10 years. Jim, Mark, Ken and all the rest of the County team that I have had the pleasure to work with the past near 11 years, thank you. I have enjoyed my time with all of you and will not forget any of it. I do believe all of our work made for a better museum. I hope the partnership stays strong between the Society and the County. The museum is a great thing for the county and all of your support shows me you all do to.

Everyone have a great holiday season and I'm sure I'll see you down the road.

Travis Gross (he, him)

Executive Director

Sheboygan County Museum

3110 Erie Ave.

Sheboygan, WI. 53081

Phone: 920-458-1103 ext. 7101

sheboyganmuseum.org

REMEMBER HISTORY

2023 Fund Transfer

Department: Building Services

Date: November 21, 2023

I. Fund Transfer Request

From:	Account #	Surplus Funds Available
Operating Transfer From Courthouse Natural Gas	103.531820	\$19,607
To: Capital Outlay Vehicle	198.567004	\$16,969
Natural Gas Surplus Balance		\$2,638

This request is to transfer \$16,969 to supplement a Capital Outlay budget shortfall for adding \$46,969 van for new electrician, budgeted at \$30,000 in June 2021.



Jim TeBeest, Director - Building Services

2023 Fund Transfer

Department: Building Services

Date: November 21, 2023

I. Fund Transfer Request

From:	<u>Account #</u>	<u>Surplus Funds Available</u>
Operating Transfer From Detention Center Natural Gas	104.531820	\$19,758
To: Capital Outlay Machinery & Equipment	198.565010	\$3,195
Natural Gas Surplus Balance		\$16,563

This request is to transfer \$3,195 to supplement a Capital Outlay budget shortfall for replacing a \$9,295 sign making machine budgeted at \$6,100 in June 2022 prior to that model & comparable models being discontinued.



Jim TeBeest, Director - Building Services

2023 Fund Transfer

Department: Building Services

Date: November 21, 2023

I. Fund Transfer Request

From:	<u>Account #</u>	<u>Surplus Funds Available</u>
Operating Transfer From Detention Center Natural Gas	104.531820	\$16,563
To: Detention Center Heating	104.532211	\$5,875
Natural Gas Surplus Balance		\$10,688

This request is to transfer \$5,875 to add a duct hood to the AHU-6 air intake grill to reduce snow intake and the need to shovel out the air handler. This is a unique problem due to the high percentage of outside air required for a jail.



Jim TeBeest, Director - Building Services