

NOTICE OF MEETING
PROPERTY COMMITTEE
August 6, 2013 - 4:30 PM
Sheboygan County Museum
3110 Erie Avenue
Sheboygan, WI 53081
Conference Room

Agenda

Call to Order
Certification of Compliance with Open Meeting Law
Approval of Minutes

Property Committee - Regular Meeting - Jul 16, 2013 4:30 PM

Review and Approve Vouchers
Correspondence

2nd Quarter Variance Reports
University of Wisconsin Sheboygan
Building Services

Discussion Items

Consideration of Museum Proposed 2014 Budget Request
Consideration of Farm Service Agency Lease Renewal Status
Consideration of Contingency Fund Request

Administration Building Door Frames
Administration Building Air Conditioning Repairs
Courthouse Vacuum Pump Controls Replacement
Detention Center Security Repairs

Consideration of Pending Repairs
Annex Building Retaining Wall
Child Support Floor Tile
Courthouse Concrete
Courthouse Window Glazing
Detention Center Kitchen Tile
Taylor Park Mower Replacement

Approval of Attendance at Other Meetings or Functions
Adjourn

Tuesday - August 20, 2013 @ 4:30 PM
Building Services Conference Room, 615 North Sixth Street - Sheboygan

Prepared by:
Gail Ulezelski
Recording Secretary

Ed Procek
Committee Chairperson

NOTE: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

NOTE: A majority of the members of the County Board of Supervisors or of 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.

NOTE: Persons with disabilities needing assistance to attend or participate are asked to notify Gail Ulezelski at 459-4342 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY PROPERTY COMMITTEE MINUTES

Sheboygan County Courthouse
615 North Sixth Street
Sheboygan, WI
Building Services Conference Room

July 16, 2013

Called to Order: 4:30 PM

Adjourned: 5:17 PM

PRESENT: Ed Procek, Jim Glavan, Tom Epping, Kris Wheeler, Peter Salm.
OTHERS PRESENT: Tom Rusch, Roger Strenger, Lutheran High School; Dean Jackie Joseph-Silverstein, Matt Raunio, Bruce Edwards, University of Wisconsin Sheboygan; Jon Dolson, County Clerk; Josh McDermott, Information Systems; Jim TeBeest, Gail Ulezelski, Building Services.

CALL TO ORDER

Called to order by Chairperson Procek at 4:30 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted July 12, 2013 at 3 :45 PM.

APPROVAL OF MINUTES

Moved by Wheeler/seconded by Salm to approve June 18, 2013 minutes; motion carried.

REVIEW AND APPROVE VOUCHERS

Moved by Wheeler/seconded by Glavan to approve as presented; motion carried.

CORRESPONDENCE –

- Pennsylvania Avenue garage damaged in automobile accident. County owns one-third, adjacent property owner owns two-thirds. Checking with Corporation Counsel on how to proceed.
- Sheboygan County Historical Society “The \$1,000 Club – Support for Museum Operations” flier received as information.

DISCUSSION ITEMS

- Consideration of Lutheran High School Facility Committee Land Purchase Request – Two acre area at base of hill would straighten property line and allow additional space for snow removal and parking. According to Corporation Counsel land leased by the University of Wisconsin and Bookworm Gardens; these leases would have to be redrafted if this occurred. Will confer with Corporation Counsel.
- Consideration of University of Wisconsin Sheboygan 5-Year Proposed Capital Projects
 - Engineering Lab – build engineering laboratory, classroom and office space that will support delivery of a 4-year engineering degree program. Project approved previously; on hold until Foundation secures funding. Minor design changes; \$25,000 less than originally anticipated. Moved by Wheeler/seconded by Glavan to approve project as presented; motion carried.

Minutes Acceptance: Minutes of Jul 16, 2013 5:30 PM (Approval of Minutes)

- Fine Arts Addition & Remodel – new 500-seat theatre and original construction needs to be updated to accommodate performances, studio art needs and other visual arts needs. Moved by Epping/seconded by Salm to approve project as presented; motion carried.
- HVAC Upgrade – improve heating, ventilating and air conditioning control to reduce wear and maintenance and extend the life of air handling equipment in the Learning Resources/Extension Building and Main Building Classroom wing. Moved by Epping/seconded by Glavan to approve project as presented; motion carried.
- Consideration of Building Services 5-Year Proposed Capital Projects
 - Health & Human Services Lobby Addition – correct security, confidentiality and accessibility limitations of the current building. Moved by Glavan/seconded by Wheeler to approve project as presented; motion carried on 4-1 vote (Epping voted no).
 - Roof Replacements – annually replace roofs that have reached their life prior to failure and restore roofs to extend their life where possible through 2017. Moved by Epping/seconded by Salm to approve project as presented; motion carried.
 - Taylor Park Shelter Replacement – replace restroom/kitchen shelter at Taylor Park with up-to-date facility that is secure and low maintenance as originally proposed in 2012. Moved by Epping/seconded by Glavan to approve project as presented; motion carried.

Moved by Epping/seconded by Glavan to rank projects in order of importance as follows – (1) Engineering Lab; (2) Taylor Park Shelter Replacement; (3) Roof Replacements; (4) Health & Human Services Lobby Addition; (5) UW HVAC Upgrade; and, (6) UW Fine Arts Addition & Remodel; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

Moved by Wheeler/seconded by Epping to approve Committee attendance at Finance Committee (when scheduled) addressing 5-Year Capital Plan projects; motion carried.

DATE / TIME/ LOCATION NEXT MEETING

Tuesday – August 6, 2013 @ 4:30 PM

Sheboygan County Museum Conference Room, 3110 Erie Avenue, Sheboygan.

ADJOURNMENT

Moved by Epping/seconded by Glavan to adjourn. Motion carried; meeting adjourned.

Respectfully Submitted,

Gail Ulezelski
 Recording Secretary

**VARIANCE REPORT FOR DEPARTMENT -- UW SHEBOYGAN
FOR THE QUARTER ENDING 6/30/13**

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
Operating Expenses Repair & Maintenance	13,463.81	Increased spending will occur during the summer. Work is concentrated then for safety reasons. There are far fewer students and staff on Campus during the summer.
TOTAL	13,463.81	

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 6/30/13**

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
Interest and Other Revenue		
Other Miscellaneous	1,820.68	Auction sale (pickup truck) 7% higher than anticipated.
Interdepartmental Revenue		
Repairs & Maintenance	3,297.44	29% higher due to revenue from Electrician's work on capital projects.
Other Interdepartmental Revenue	4,188.58	2% higher revenue due to snow removal and lawn mowing at foreclosed properties.
Personnel Related Expenditures		
Wages/Other	20,231.67	3% under budget due to vacant position.
Overtime/Compensatory Time	8,141.86	53% under budget from relatively few snow storms and new 40-hour overtime threshold.
Benefits	7,433.33	8% under budget pension and social security corresponding to lower wages.
Operating Expenses		
Purchased Services	28,086.79	9% under budget due to no consulting work and less electricity useage. Natural gas use high due to abnormally cold Spring, but lower prices completely offset.
Repair & Maintenance	15,422.27	9% under budget; appears ok but \$22,000 higher than budget heat (Courthouse), air conditioning (Administration Building), equipment (Detention Center), vehicle repairs and water treatment expenses (Courthouse). Have not started any of the \$48,000 budgeted masonry or structural work.
General Operating	82,063.27	Unspent contingency fund and 23% fewer supplies.
Interdepartmental Charges		
Employee Related Insurance	12,120.41	6% under budget health insurance due to staff selection and timing.
Repairs & Maintenance	33,861.98	Under budget due to timing of Highway Department repaving of Taylor Park driveway and lot.
Capital Outlay	41,082.12	Under budget projects in progress.
TOTAL	257,750.40	Under budget

2013 Fund Transfer

Department: Building Services

Date: August 6, 2013

I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From		
Building Services Contingency	103.533955	\$90,443
To:		
Administration Building		
Structural	101.532145	\$5,732
Air Conditioning	101.532210	\$5,500
Courthouse		
Heating	103.532205	\$5,878
Detention Center		
Equipment	104.532220	\$5,700
Total Request		\$22,810

This request is to transfer \$22,810 from Building Services contingency to various accounts: Administration Building structural (repairs to exterior rusted out door frames) and air conditioning (compressor shuts down); Courthouse heating (vacuum pump control failure); and, Detention Center equipment (security system power supply failure and shorted out boards).

Jim TeBeest, Director - Building Services

Attachment: Fund Transfer Request (1398 : Contingency Fund Request)