

**NOTICE OF MEETING**  
**PROPERTY COMMITTEE**  
**September 17, 2013 - 4:30 PM**

Courthouse  
615 North 6th Street  
Sheboygan, WI 53081  
Building Services Conference Room

**\*Agenda\***

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

Property Committee - Regular Meeting - Aug 20, 2013 4:30 PM

Review and Approve Vouchers  
Correspondence

Executive Committee Members Memo

Museum Board of Directors Thank You

Discussion Items

Consideration of Lutheran High School Facility Committee Land Purchase Update

Consideration of Contingency Fund Requests

University of Wisconsin Sheboygan

Replace inoperative fire hydrant and valve

Replace rusted driveway light pole

Detention Center

Failed compressor, fan and two contactors on AHU-2

Consideration of 2014 Operating & Capital Budget Status

Approval of Attendance at Other Meetings or Functions  
Adjourn

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.

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.

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 are asked to notify Gail Ulezelski at 920-459-4342 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

**August 20, 2013**

**Called to Order: 4:30 PM**

**Adjourned: 5:40 PM**

**PRESENT:**

Ed Procek, Jim Glavan, Tom Epping, Peter Salm.

**ABSENT:**

Kris Wheeler.

**OTHERS PRESENT:**

Brian Stout, Bruce Edwards, University of Wisconsin Sheboygan;  
Travis Gross, Sheboygan County Museum; 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 August 5, 2013 at 3:00 PM.

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting – August 6, 2013 @ 4:30 PM - Moved by Glavan/seconded by Salm to approve; motion carried.

### **REVIEW AND APPROVE VOUCHERS**

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

### **DISCUSSION ITEMS**

- Consideration of 2014 Budget Requests
  - Sheboygan County Museum

Epping arrived at 4:34 PM.

Travis Gross, Director – Sheboygan County Museum reviewed past year's programming and explained 2014 Museum Operating Grant Request. Discussion followed. Moved by Glavan/seconded by Salm to approve \$81,442 request and forward to Finance Committee for approval. Discussion followed. Epping amended the motion to include an addition 4% reduction (\$3,258) for a request of \$78,184; no second to amendment. Original motion carried 3-1 (Epping voted against).

Discussion then focused on the lease negotiations being at a standstill. It was suggested TeBeest and Gross attempt to work out a lease. Committee consensus Corporation Counsel continues with hopes of moving negotiations forward.

Minutes Acceptance: Minutes of Aug 20, 2013 5:30 PM (Approval of Minutes)

- University of Wisconsin Sheboygan  
Brian Stout explained the \$107,522 operating budget and reviewed three capital outlay requests. Moved by Epping/seconded by Glavan to approve request and forward to Finance Committee for approval; motion carried.
- Building Services  
TeBeest explained the \$3,178,426 operating budget and all budget request supporting documentation, including four capital outlay requests. Moved by Glavan/seconded by Epping to approve request and forward to Finance Committee for approval; motion carried.

### **CORRESPONDENCE**

- Health & Human Services Building Addition and Remodel – Committee consensus that if resolution approved by County Board, architect could start design the following day.
- Taylor Park Shelter 5-Year Plan Request – Committee consensus to request Executive Committee to transfer \$25,000 to 2014 for architectural design while \$125,000 remains in 2015 for anticipated construction.
- Other 5-Year Plan Projects – University of Wisconsin Sheboygan Fine Arts Building dropped from plan; Combined Dispatch reduced to \$2.5 million as contract with City of Sheboygan. More funds needed to remodel existing spaces in order to accommodate displaced staff.

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

Moved by Epping/seconded by Glavan to approve Committee attendance at Executive Committee (August 27, 2013) addressing 5-Year Capital Plan projects; motion carried.

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

**Tuesday – September 3, 2013 @ 4:30 PM**

Building Services Conference Room, 615 North Sixth Street - Sheboygan.

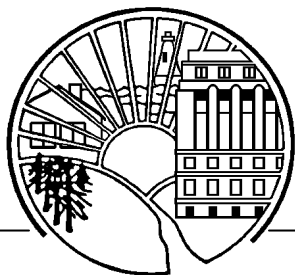
### **ADJOURNMENT**

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

Respectfully Submitted,

Gail Ulezelski  
Recording Secretary

Minutes Acceptance: Minutes of Aug 20, 2013 5:30 PM (Approval of Minutes)



# SHEBOYGAN COUNTY

**James A TeBeest**  
*Building Services Director*

**TO:** Executive Committee Members  
 Adam Payne, County Administrator  
 Terry Hanson, Director, Finance  
**FROM:** Jim TeBeest - Director, Building Services  
**DATE:** August 22, 2013  
**REF:** 5-Year Plan Taylor Park Shelter Proposal

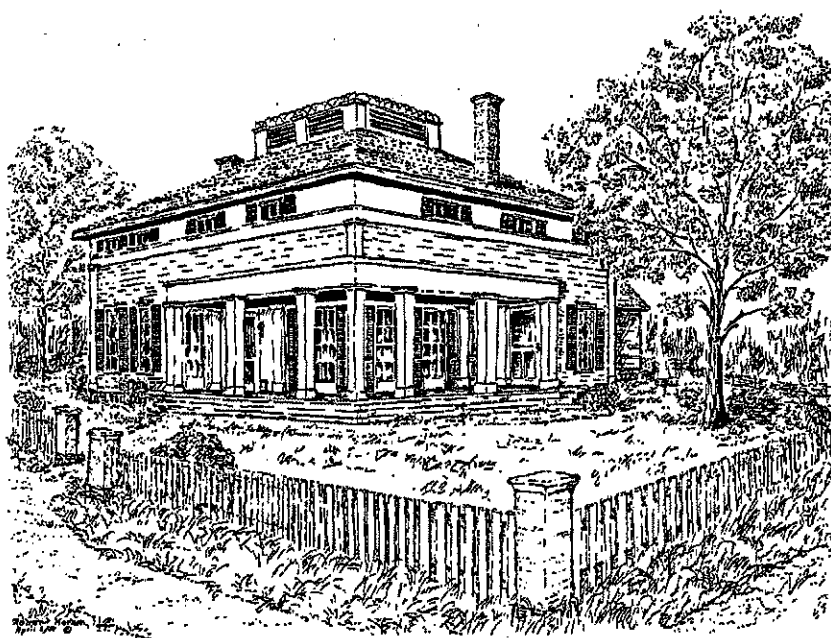
As you are aware, the Property Committee approved a request to replace the shelter at Taylor Park for \$258,000 in 2014. On August 13, 2013, the Finance Committee advanced the 2014-2019 5-Year Capital Plan with this shelter request at \$150,000 in 2015.

The Property Committee understands the extensive and expensive list of capital projects requests. They also are aware there are various options in the type of shelter that could be built.

At the August 20, 2013 Property Committee meeting, it was the consensus of the Committee to request the Executive Committee consider a request to move \$25,000 of the \$150,000 request to 2014 for architectural design. This would allow an architect to design a suitable shelter and accurately estimate construction costs. The \$125,000 balance would remain in 2015 for anticipated construction.

Thank you considering this request.

Communication: Executive Committee Members Memo (Correspondence)



August 2013

Dear Mr. Payne,

On behalf of the Board of Directors at the Shelby County Historical Society and Museum, thank you to all who were involved in the recent repair and paving of the driveway to Taylor Park and the Museum.

We appreciate the efforts of all who were involved.

Sincerely,

Mary Goral  
President - Shelby County  
Historical Society & Museum

## 2013 Fund Transfer

Department: Building Services

Date: September 12, 2013

## I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From Building Services Contingency	103.533955	\$73,333
To:		
University of Wisconsin Sheboygan Plumbing	170.532130	\$6,040
Total Request		\$6,040

This request is to transfer \$6,040 from Building Services contingency to University of Wisconsin Sheboygan plumbing to replace inoperative fire hydrant and valve nearest the Administrative Offices.

  
 Jim TeBeest, Director - Building Services

Attachment: Contingency Fund Requests (1500 : Contingency Fund Requests)

## 2013 Fund Transfer

Department: Building Services

Date: September 12, 2013

## I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From Building Services Contingency	103.533955	\$67,293
To:		
University of Wisconsin Sheboygan Structural	170.532145	\$5,050

Total Request	\$5,050
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This request is to transfer \$5,050 from Building Services contingency to University of Wisconsin Sheboygan structural to replace rusted out driveway light pole at the base of the hill with new LED fixture.

  
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 Jim TeBeest, Director - Building Services

Attachment: Contingency Fund Requests (1500 : Contingency Fund Requests)



## 2013 Fund Transfer

Department: Building Services

Date: September 12, 2013

## I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From Building Services Contingency	103.533955	\$62,243
To:		
Detention Center Air Conditioning	104.532210	\$15,000
Total Request		\$15,000

This request is to transfer \$15,000 from Building Services contingency to Detention Center air conditioning to replace the failed compressor, fan and two contactors on AHU-2 serving Phase I.

  
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 Jim TeBeest, Director - Building Services

Attachment: Contingency Fund Requests (1500 : Contingency Fund Requests)

SHEBOYGAN COUNTY  
Building Services 2013 Budget Adjustment  
2014 Budget Committee Approved

9/10/2013

	8/15/2013 2013 Projected (\$)	9/10/2013 2013 Actual (\$)
2013 Excess Funds	141,236	24,592
2013 Contingency Funds	<u>(116,644)</u>	
	24,592	
YTD 2013 Contingency Funds	67,633	73,333
Heat Contingency Use	(20,000)	(15,000) Current Request
A/C Contingency Use	(20,000)	
Electrical Contingency Use	(10,000)	
UWS Contingency Use	<u>0</u>	<u>(11,090) Current Request</u>
Unspent Contingency:	17,633	47,243
All Other Unspent Accounts:	6,959	

## Contemplated 2014 Capital Outlay

ADC Kitchen Floor Tile	56,000
ADC Day Room Carpet	58,000
Women's Loung Furniture	6,750
LEC Lobby Furniture	<u>5,400</u>
	126,150