

NOTICE OF MEETING
PROPERTY COMMITTEE
November 17, 2015 - 4:30 PM

615 North 6th Street
Sheboygan, WI 53081
Courthouse Annex

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Property Committee - Regular Meeting - Nov 3, 2015 4:30 PM

Review and Approve Vouchers

Communications

Memo/Letter

Department Compensatory and Overtime Policies

Building Services

Consideration of Aging & Disability Resource Center Floor Plan Alterations

Consideration of Interim Manager

UW Campus

Consideration of Contingency Fund Request

- University of Wisconsin Sheboygan Boiler Burner Replacement

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday - December 1, 2015 @ 4:30 PM

Sheboygan County Historical Museum Conference Room

3110 Erie Avenue - Sheboygan, WI

Adjourn

Prepared by:

Gail Ulezelski

Recording Secretary

James Glavan

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

November 3, 2015

Called to Order: 4:30 pm

Adjourned: 4:55 pm

PRESENT: Jim Glavan, Chairman; Tom Epping, Vice Chairman; Bob Ziegelbauer, Secretary; Brian Hilbelink, Henry Nelson, Members.
OTHERS PRESENT: Bruce Edwards, University of Wisconsin Sheboygan; Jim TeBeest, Gail Ulezelski, Building Services.

CALL TO ORDER

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

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted November 2, 2015 at 12:45 PM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting – October 6, 2015 @ 4:30 PM – Moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve minutes; motion carried.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Ziegelbauer/seconded by Supervisor Hilbelink to approve vouchers as presented; motion carried.

COMMUNICATIONS

- Memo/Letter -
 - 2015 University of Wisconsin Sheboygan 3rd Quarter Variance Report
 - 2015 Building Services 3rd Quarter Variance Report
 - Wisconsin 2015 Energy Summit
 - Green Tier Legacy Committees Webinar
 - Aging & Disability Resource Center Interior Door Plan
- University of Wisconsin Sheboygan Water Main Project – Changes may occur due to the Schuchardt property being developed; may ask for additional funding from the City of Sheboygan Water Utility.
- Regional Associate Deans/Campus Administrators Announcement – 13 individuals named for newly created positions of Regional Associate Deans/Campus Administrators for the University of Wisconsin Colleges effective January 1, 2016; current Associate Dean at the Sheboygan Campus was not selected.

BUILDING SERVICES

- Consideration of Boiler Replacement – New 50 hp dual-fuel boiler ordered; demolition, installation and startup cost approximately \$55,000 but will qualify for Focus on Energy rebate of approximately \$17,000. Replacement of the remaining boiler will be requested through the 2017 5-Year Capital Plan approval process.
- Consideration of Request to Post, Fill and Hire Manager Building Services – Moved by Supervisor Epping/seconded by Supervisor Hilbelink to approve request and forward to Human Resources Committee for approval; carried.

Minutes Acceptance: Minutes of Nov 3, 2015 4:30 PM (Approval of Minutes)

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

Moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve Supervisor Ziegelbauer's attendance at October 14, 2015 Finance Committee meeting; motion carried.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – November 17, 2015 at 4:30 PM

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

ADJOURNMENT

Moved by Supervisor Ziegelbauer/seconded by Supervisor Epping to adjourn; motion carried, meeting adjourned.

Respectfully Submitted,

Gail Ulezelski
Recording Secretary

Robert Ziegelbauer
Secretary

Minutes Acceptance: Minutes of Nov 3, 2015 4:30 PM (Approval of Minutes)



SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

5.A.1

SHEBOYGAN COUNTY BUILDING SERVICES POLICY

COMPENSATORY TIME

501
Effective 1/1/2013

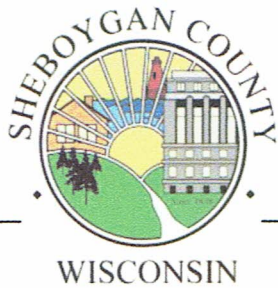
Exception to Sheboygan County Personnel Policy Manual for all Building Services Full-Time Non-Exempt employees.

Employees may elect to quantify overtime hours as compensatory time when earned with the following conditions:

1. Employee must obtain Supervisor approval.
2. There must be a reasonable expectation that it will be used as time off and not paid out. In the event that the supervisor determines that an employee is consistently not utilizing compensatory time as time off, that employee may be restricted from banking compensatory time.
3. At no time may an employee bank more than 40 hours of compensatory time. Once reaching the limit all overtime hours will be paid when earned.
4. Unused compensatory bank hours will be paid out as the County determines.

end

Communication: Department Compensatory and Overtime Policies (Memo/Letter)



SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

5.A.1

SHEBOYGAN COUNTY BUILDING SERVICES POLICY

OVERTIME

503

Effective 11/11/2015

Exception to Sheboygan County Personnel Policy Manual for all Building Services Full-Time Non-Exempt employees.

Overtime will be earned at time and one-half when required by federal and state Fair Labor Standards Act (FSLA) except as follows:

1. Time and one-half for all hours worked on Saturdays and Sundays.
2. Double time for time worked on the following holidays:
 - a. NEW YEAR'S DAY
 - b. THANKSGIVING DAY
 - c. DAY AFTER THANKSGIVING DAY
 - d. CHRISTMAS EVE DAY
 - e. CHRISTMAS DAY
 - f. NEW YEAR'S EVE DAY
3. When the employee does not work the holidays below, they shall be counted as 8 "hours worked" toward the 40 hours required for FSLA overtime:
 - a. NEW YEAR'S DAY
 - b. THANKSGIVING DAY
 - c. DAY AFTER THANKSGIVING DAY
 - d. CHRISTMAS EVE DAY
 - e. CHRITMAS DAY
 - f. NEW YEAR'S EVE DAY

End

Communication: Department Compensatory and Overtime Policies (Memo/Letter)



November 11, 2015

Sheboygan County Buildings and Grounds

ATT: James TeBeest

RE: Sheboygan County Aging and Disability Resource Center

We propose to supply materials, labor and equipment to complete the project per your sketch.

We have included the new wood door and HM assembly complete with hardware, demolition as required, new steel stud work, drywall and finishes including painting, acoustical ceiling work carpet and vinyl base. We have a \$400.00 dollar electrical allowance included in our figure below.

Complete for the net sum of: \$9,960.00

Thank you,

Mike Koenig

Please note that the Panic assembly is running around \$1,300.00

SHEBOYGAN COUNTY
AGING & DISABILITY RESOURCE CENTER
650 FOREST AVE.
SHEBOYGAN FALLS, WI 53085



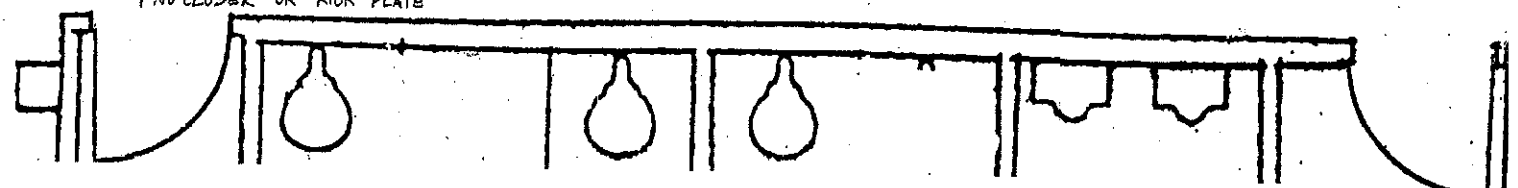
MEETING ROOM 103

EXTEND ALL ELECTRICAL BOXES
REMOVE BLACKBOARD; ADD SPACER
COVER WITH GYPSUM, CORNER TO CORNER
PAINT ACCENT COLOR & COVE BASE TO MATCH

RE HANG DATA JACK PLATES

CORRIDOR 118

NEW
2" X 4" HMF - PAINT BLACK
3" X 6" DOOR TO MATCH WITH 5" X 3 3/8" LITE
PANIC HARDWARE
BEST LOCK KEY CORRIDOR - BUTTON ROOM 118
DOOR HOLD STOP & DOOR STOP
NO CLOSER OR KICK PLATE



J CHANNEL
BOTH SIDES

REMOVE EXISTING
PANELS TO EX.
JOINT. POWER
CONNECTIONS AT
TRIM IF NEEDED

SUPPORT EX.
LIGHT FIXTURES
AS NEEDED IN
EX. LOCATION

PATCH CARPET
& CEILING GRID
& TILE WITHIN
TRIANGLE

3 1/2" METAL STUD WALL TO 6" ABOVE CEILING
INSULATE, 5/8" GYP, PAINT & NEW COVE BASE
POSITION WALL TO NEAREST JOINT
THAT KEEPS DOOR SWING OUT
OF EXISTING CORRIDOR

CARPET LINE

VOID

COVER END WITH
GYP & J CHANNEL

REMOVE & REHANG
DIRECTORY AS
NEEDED

EXISTING METAL PANEL WALL 2'0" TO REMAIN

2015 Fund Transfer

Department: Building Services

Date: November 17, 2015

I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From		
Building Services Contingency	103.533955	\$66,923
 To:		
University of Wisconsin Sheboygan		
Heating	170.532205	\$6,489
 Total Request		\$6,489

This request is to transfer \$6,489 from Building Services Contingency to University of Wisconsin Sheboygan Heating to replace boiler burner found to be in unsafe condition.


 Jim TeBeest, Director - Building Services

Attachment: Fund Transfer Request (3283 : Contingency Fund Request)