

**NOTICE OF MEETING**  
PROPERTY COMMITTEE  
**May 17, 2016 - 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 - May 3, 2016 4:30 PM

Review and Approve Vouchers

Correspondence

- Department Commendations
- Vacant Maintenance Worker Position Update

Building Services

Consideration of Proposed Taylor Park Development Update

Consideration of Sheboygan County Historical Museum Report - Travis Gross

Consideration of Property Acquisition for Redevelopment - Aaron Brault

Consideration of Bid/Contract Award - Health & Human Services Administrative Suite

Consideration of Aging & Disability Resource Center Signage

Consideration of Contingency Fund Request

- Building Services Computer Equipment
- Rocky Knoll Underground Pipe Replacements - Tim Chisholm

Consideration of 5-Year Plan Requests

Consideration of Committee Photo

Consideration of Project Updates

- Combined Dispatch
- Fire Alarm Upgrade
- HVAC Controls Upgrade
- Key Card Upgrade
- Rocky Knoll Roof Replacements
- Taylor Park
- Transportation Complex
- University of Wisconsin VAV Upgrade

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

**Tuesday - June 7, 2016 @ 4:30 PM**

Courthouse Annex - Building Services Conference Room

615 North 6th Street - Sheboygan

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

**May 3, 2016**

**Called to Order: 4:30 pm**

**Adjourned: 4:57 pm**

**PRESENT:** Jim Glavan, Chairman; Henry Nelson, Vice Chairman; Bob Ziegelbauer, Secretary, Brian Hilbelink, Steve Bauer, Members.  
**OTHERS PRESENT:** Dan Anhalt, Jon Etta, University of Wisconsin Sheboygan; John Sabinash, Venture Architect; 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 April 27, 2016 at 3:30 PM.

### **ANNOUNCEMENTS**

Introduction of Committee members and attendees.

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting – April 5, 2016 @ 4:30 PM – Approved by Chairman Glavan.

### **REVIEW AND APPROVE VOUCHERS**

Moved by Supervisor Nelson/seconded by Supervisor Bauer to approve vouchers as presented; motion carried.

### **REPORTS**

2016 1<sup>st</sup> Quarter Variance Reports -

- Building Services – Accepted as presented.
- University of Wisconsin – Accepted as presented.

### **BUILDING SERVICES**

- Consideration of Award Contract for Combined Dispatch Phase III – One bidder. Project to start following completion of the Radio Project (July); anticipate September completion. Moved by Supervisor Ziegelbauer/seconded by Supervisor Bauer to award contract to Mike Koenig Construction Co., Inc. for \$187,000; motion carried.
- Consideration of Vehicle Use Policy –
  - Building Services – Moved by Supervisor Hilbelink/seconded by Supervisor Ziegelbauer to approve policy as presented; motion carried.
  - University of Wisconsin Sheboygan – Moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve policy as presented; motion carried.

Minutes Acceptance: Minutes of May 3, 2016 4:30 PM (Approval of Minutes)

- Consideration of Request Permission to Post, Fill and Hire Vacant Cleaner Position – Vacancy due to June retirement. Moved by Supervisor Nelson/seconded by Supervisor Bauer to approve request; motion carried.
- Consideration of Dedicated Room Request – Fair Labor Standard Act requires employers to provide accommodations for nursing mothers. Received rough estimate of approximately \$7,500 to construct separate space within Break Room of the Administration Building. Following discussion, Committee consensus to obtain firm quote and report back.

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

None.

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

May 17, 2016 @ 4:30 PM – Building Services Conference Room, 615 North 6<sup>th</sup> Street – Sheboygan.

#### **ADJOURNMENT**

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

Respectfully Submitted,

Gail Ulezelski  
Recording Secretary

Robert Ziegelbauer  
Secretary

2016 Fund Transfer

Department: Building Services

Date: May 17, 2016

I. Fund Transfer Request

From:	<u>Account #</u>	<u>Funds Available</u>
Operating Transfer From Building Services Contingency	103.533955	\$111,893
To:		
Courthouse Computers	103.533928	\$5,000
Total Request		\$5,000

This request is to transfer \$5,000 from Building Services contingency to replace three Ipads with three Microsoft tablets due to Information Technology Department software change effective May 31, 2016.

  
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 Jim TeBeest, Director - Building Services

Attachment: 2016 May 17 Contingency Fund Requests (3625 : Contingency Fund Request)

2016 Fund Transfer


Department: Building Services

Date: May 17, 2016

I. Fund Transfer Request

From:	<u>Account #</u>	<u>Funds Available</u>
Operating Transfer From Building Services Contingency	103.533955	\$106,893
To:		
Rocky Knoll		
Heating	330.532205	\$
Plumbing	330.532130	\$
Total Request		\$

This request is to transfer \$\_\_\_\_\_ from Building Services contingency to Rocky Knoll for underground pipe replacements between Boiler House and Health Care Center.

  
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Jim TeBeest, Director - Building Services

Attachment: 2016 May 17 Contingency Fund Requests (3625 : Contingency Fund Request)