NOTICE OF MEETING

PROPERTY COMMITTEE

February 21, 2017 - 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 - Feb 7, 2017 4:30 PM

Review and Approve Vouchers
Correspondence

2016 4th Quarter Variance Reports
- University of Wisconsin Sheboygan
- Building Services

Transportation Complex Update
Building Services

Consideration of 520 Pennsylvania Avenue Property

Consideration of Contingency Fund Request

Consideration of Project Updates

- Administration Building Carpet Replacement
- Aging & Disability Resource Center Painting
- Combined Dispatch Center Phase III
- Courthouse Front Entrance / Security Enhancement
- District Attorney Office Remodel
- Fire Alarm System Upgrades
- Health & Human Services Restroom Retiling
- HVAC Control Upgrades
- Key Card System Upgrades
- Information Technology Department Remodel
- University of Wisconsin Sheboygan VAV Upgrades
- University of Wisconsin Sheboygan Water Main Replacement

Approval of Attendance at Other Meetings or Functions
Date / Time / Location of Next Meeting

Tuesday - March 7, 2017 @ 4:30 PM
Courthouse Annex Building
Building Services Conference Room
615 North 6th Street - 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

February 7, 2017 **Called to Order: 4:30 pm** **Adjourned: 5:10 pm**

PRESENT: Jim Glavan, Chairman, Henry Nelson, Vice Chairman, Bob Ziegelbauer, Secretary, Brian Hilbelink, Steve Bauer, Members.

OTHERS PRESENT: Jon Etta, University of Wisconsin Sheboygan; Bruce Edwards, 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 February 2, 2017 at 12:25 PM.

APPROVAL OF MINUTES
Property Committee – Regular Meeting – December 20, 2016 @ 4:30 PM – Moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve as presented; motion carried.

REVIEW AND APPROVE VOUCHERS
Moved by Supervisor Bauer/seconded by Supervisor Hilbelink to approve vouchers as presented; motion carried.

CORRESPONDENCE
- Department Commendations – Committee consensus to Human Resources Department to place in personnel files.

TRANSPORTATION COMPLEX UPDATE
Pre-cast bid February 2, 2017; Build-out February 9, 2017; and, Water/Sewer in mid-February.

BUILDING SERVICES
- Consideration of Parking Lot (7th & Pennsylvania Avenue) Use Request – US Bank for continuing education classes for Realtors Association once, perhaps twice in 2017. Following discussion, moved by Supervisor Bauer/seconded by Supervisor Ziegelbauer to approve request. On roll call vote, motion carried (Supervisors Bauer, Hilbelink, Nelson, Ziegelbauer – yes; Supervisor Glavan – No).
- Consideration of Courthouse Hallway Revisions – Request to create secure area for transporting inmates from public elevator to Branch 4 Courtroom. Following discussion, moved by Supervisor Hilbelink/seconded by Supervisor Ziegelbauer to deny request due to complexity of the proposal (need to remove bathroom) and utilize more cost-effective measure and install doors at two different points; motion carried.
- Consideration of 520 Pennsylvania Avenue Property – The house will not be used for drug rehabilitation as initially intended; request to raise buildings. Following discussion, moved by Supervisor Hilbelink/seconded by Supervisor Nelson to obtain two quotes, one for removal of house, the other to remove house and garage; motion carried.

Minutes Acceptance: Minutes of Feb 7, 2017 4:30 PM (Approval of Minutes)

- Consideration of Building Services Garage Replacement Locations – Following discussion, moved by Supervisor Bauer/seconded by Supervisor Hilbelink to deny request for placement of a new structure either in the Law Enforcement east parking lot or Courthouse parking lot due to significant loss of parking spaces; motion carried.
- Consideration of Request to Post, Fill and Hire LTE Summer Help – Moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve request to post/fill/hire 3 LTE summer staff; motion carried.
- Consideration of Contingency Fund Request – Following discussion, moved by Supervisor Nelson/seconded by Supervisor Ziegelbauer to approve request to transfer $3,563 from Building Services contingency to maintenance of equipment; motion carried.
- Consideration of 2016 Building Services Annual Report – Upon review, moved by Supervisor Ziegelbauer/seconded by Supervisor Nelson to approve report as presented; motion carried.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

- Finance Committee Meeting – January 11, 2017 (Supervisors Nelson & Ziegelbauer) – Moved by Supervisor Hilbelink/seconded by Supervisor Bauer to approve request; motion carried.
- Finance Committee Meeting – (tentatively) February 22, 2017 – Moved by Supervisor Nelson/seconded by Supervisor Hilbelink to approve Committee attendance; motion carried.

UNIVERSITY OF WISCONSIN SHEBOYGAN

Current projects include replacing VAVs in the Learning Resource Center, Key Card upgrade of entire campus and replacing/upgrading front parking lot lights to LED as identified in the night safety walk through.

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday – February 21, 2017 @ 4:30 PM, Courthouse Annex – Building Services Conference Room, 615 North 6th Street - Sheboygan.

ADJOURN

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

Respectfully Submitted,

Gail Ulezelski
Recording Secretary

Robert Ziegelbauer
Secretary

Minutes Acceptance: Minutes of Feb 7, 2017 4:30 PM (Approval of Minutes)

2017 Fund Transfer

Department: Building Services

Date: February 21, 2017

I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From		
Building Services Contingency	103.533955	$144,941
To:		
Courthouse		
Structural	103.532145	$3,160
Total Request		$3,160
CONTINGENCY ENDING BALANCE		$141,781

This request is to transfer $3,160 to cover unbudgeted expenses to move air conditioning for office construction for Assistant District Attorney.

Jim TeBeest, Director - Building Services

Attachment: 2017 DA Contingency Request 02-21 (4190 : Contingency Fund Request)