

NOTICE OF MEETING
PROPERTY COMMITTEE
October 17, 2023 - 4:30 PM

Sheboygan Broughton Marsh Park
W7113 County Road S R
Elkhart Lake, WI 53020

Kohler Center for Marsh Education Building

To Join the Meeting Remotely via phone:
Dial: + 1-262-649-8635
Enter Pin Number: 322 491 927#

Members of the Committee may appear remotely.
Persons wanting to observe the meeting are encouraged to listen remotely.

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Property Committee – Regular Meeting, October 3, 2023 at 4:30PM

Review and Approve Vouchers

Museum Taylor House Update

University of Wisconsin Green Bay – Sheboygan Campus Housing Update

Correspondence

Building Services

- Consideration of Contingency Request – Detention Center Plumbing
- Consideration of Building Services 3rd Quarter Project Update
- Consideration of Energy Policy Update & Employee Email Notice
- Consideration of Veterans Office Leased Space

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – November 7, 2023 - 4:30 PM
Sheboygan County Administration Building – Room 302
508 New York Avenue
Sheboygan, WI 53081

Adjourn

Prepared by:
Becky Barritt
Recording Secretary

Henry Nelson
Committee Chairperson

NOTE: A majority of the members of the County Board of Supervisors or 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 or those without access to adequate telephone services are asked to notify Becky Barritt at (920) 459-4342 prior to the meeting so that accommodations may be arranged.

Wearing a mask is strongly encouraged in all County-owned or leased property, unless you are fully vaccinated.

SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING MINUTES

Sheboygan County Administration Building
508 New York Avenue
Sheboygan, WI 53081
Room 302

October 3, 2023

Called to Order: 4:30 pm

Adjourned: 5:03 pm

MEMBERS PRESENT: **In Person:** Henry Nelson, Chairperson; George Kulow, Vice President; Gerald Jorgensen, Secretary; Brian Smith, Member
Remote: Jon Kuhlow, Member

MEMBERS ABSENT:

OTHERS PRESENT: Jim TeBeest, Kevin Dulmes & Becky Barritt, Building Services

CALL TO ORDER

Chairperson Henry Nelson called the meeting to order at 4:30 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted September 29, 2023 at 4:00PM

APPROVAL OF MINUTES

Property Committee – Regular Meeting, August 15, 2023 at 4:30pm – Moved by Supervisor G. Kulow to approve the minutes. Supervisor Smith requested to amend the minutes, adding wording to the discussion of the Sheboygan County Historical Society Museum 2024 Grant Request. Moved by Supervisor G. Kulow to approve the minutes as amended, seconded by Supervisor Smith; motion carried with no nay votes.

INTRODUCTIONS

All attendees introduced themselves to Kevin Dulmes, Building Services Assistant Director.

REVIEW AND APPROVE VOUCHERS

Moved by Supervisor Smith, seconded by Supervisor G. Kulow to approve vouchers as presented; motion carried with no nay votes.

MUSEUM TAYLOR HOUSE UPDATE

Work is almost complete. Chappa finished the soffit and window sill. The carriage barn has been stained. The cupola on the roof will be completed this week. Painting is almost done.

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS HOUSING UPDATE

Nothing to report.

CORRESPONDENCE

- Director TeBeest shared a staffing update. A new maintenance technician started 3 weeks ago. One cleaner retired Monday and her replacement has already started. Another cleaner is resigning Friday, and her replacement will start next week.
- Lutheran High School has some concerns regarding silt runoff from Bookworm Gardens under the fencing of their new baseball diamond. They are requesting the County relocate the ditch around the field. This will be assessed by Building Services & Highway Departments.

- Director TeBeest shared the grease trap in the Detention Center kitchen will need some repairs – the baffles supporting the grease trap have come loose. Assistant Director Dulmes met with a contractor, and they have a solution that will allow for repair without having to break up the concrete floor.

BUILDING SERVICES

- Consideration of Electrician Equity Adjustment – Director TeBeest requested an equity adjustment for the current County Master Electrician. This adjustment would match the pay of the newly hired Master Electrician, who will take his place after his upcoming retirement. Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to approve the equity adjustment; motion carried with no nay votes.
- Consideration of Contingency Request for Detention Center Plumbing – The plumbing in the inmate cells at the Detention Center have a complex valve assembly panel. Due to age and use, parts are failing on the assemblies. Maintenance staff are requesting to order a stock of the assemblies to have on hand, so they can easily swap out the full assembly, then work on parts back in their shop. This alternative is faster & safer, displaces inmates for less time, and is more cost-efficient than purchasing individual parts. Each assembly costs approximately \$940, so the request is for \$10,000 from contingency to order 10 assemblies, plus shipping. Moved by Supervisor G. Kulow, seconded by Supervisor Jorgenson to approve the contingency fund transfer as presented; motion carried with no nay votes.
- Consideration of Fund Transfer Request – The cost of ceiling tile replacement for Branch 1 is higher than budgeted. Director TeBeest requested to move \$1,831 from the natural gas account to the structural account, so the ceilings can still be replaced this year. Moved by Supervisor G. Kulow, seconded by Supervisor J. Kuhlrow to approve the fund transfer as requested; motion carried with no nay votes.
- Consideration of Veterans Office Leased Space – The Veterans Office Director is requesting to sublet office space at the Aging & Disability Resource Center. Documents were not yet ready for this meeting. Discussion tabled until proper information is available, no action at this time.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, October 17, 2023 4:30 PM
Kohler Center for Marsh Education Building
W7113 County Road SR – Elkhart Lake, WI 53020

ADJOURN

Moved by Supervisor Smith, seconded by Supervisor G. Kulow to adjourn; motion carried with no nay votes, and meeting adjourned at 5:03pm.

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary

2023 Fund Transfer

Department: Building Services

Date: October 17, 2023

I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From Building Services Contingency	103.533955	\$140,283
To: Detention Center Plumbing	104.532130	\$3,424
	CONTINGENCY ENDING BALANCE	\$136,859

This request is to transfer \$3,424 from Building Services contingency to Detention Center plumbing account to purchase a custom stainless steel rack to hold disconnected grease trap baffles.

Kevin Dulmes, Assistant Director - Building Services

SHEBOYGAN COUNTY
Building Services 2023 Capital Projects
Third Quarter Status Update

10/11/2023
K Dulmes

5 Year Capital Number	Project Number	Year Funded	Project Name	2023 Work Area	Status	Budget Thru 2023 (\$)	Expenses Thru 10/11/23 (\$)	Additional Expected Expenses (\$)	Remark	Expected Funding Excess or (Shortage)
1024	82103	2021	Courthouse Tuckpointing	Consultant Design Spec & Mock Window	Consultant working on mock window and bid specification	220,000	13,860	185,526	No deliverable this quarter	0
1028	82011	2021	Elevator Upgrades	Courthouse Inmate Elevator Machine	CH Public Cab Completed 12/15/2022	744,600	587,688	23,168		133,744
1028	82204	2022	"	Courthouse Inmate Elevator Machine	2022 Only: Completed 3/2/2023. UW Not Needed.	431,000	292,251	23,168	retainage not invoiced	115,581 in above
1040	82102	2022+23	Roof Replacements	RK Shingles	RK Plans & Spec, Bid Awarded to Custom Craft	299,500	172,000	299,500	With Add'l 142,000 Funds 2023	(172,000)
1040	82302	2023	"	LEC Replacement & Some UW Railings	LEC Complete waiting On UW Railings	617,000	33,000	615,357	More Railings	(31,357)
1044	82205	2022	Taylor House Renovation	Replace Rotten Sill & Paint 2nd Floor Windows	Work Completed and waiting on Invoices: Paint,Tremco,Nyhof	102,127	30,239	41,000	Gutters, Paint 2nd Flr, Stain Carriage Barn	30,888
1953	82106	2021+22	Det. Ctr. ATI Addition	Furniture Install 1/30/23 & Spring Landscaping	Minor Warranty Issues and Waiting on As Bults	1,851,674	1,761,658	66,281		23,735
1064	82201	2022	ADRC Offices	Create Service Window	Complete	84,000	75,932	1500	Minor Items In Progress	6,568
1065	82203	2022	Det. Ctr. Equipment	Pod Epoxy Flooring	Pods Complete 2/27/23	470,000	304,387	41,790	Use Excess Funds for 2022 Carpet Projects?	123,823
1065	82203	2023	"	Replace 162 Cameras & 17 UPS	Start Up Camera Order has been placed with ADI/Konz	455,500	155,000	455,500		(155,000)
1065	82203	2023	"	2023 A/C 7 Condensor Replacements	Bid Specs are created, Pre Bid October 24. Bid Opening Nov. 7	688,000	106,500	688,000	Units Likely Not Delivered Until 2024	(106,500)
1065	82203	2024	"	Refrigeration 4 Equip. Replacements	Replacement Completed 3/8/23 After Failure	84,000	1,736	52,264	Shifted \$84k from A/C Units Above	30,000
1068	82303	2023	HVAC Controls N4 Update	Rocky Knoll & UWGB - Sheboygan	Getting Quotes	82,000	0	82,000	Consider Alternate Vendor?	-
1066	82304	2022	H&HS Office	Construct 4 Offices & 1 Conference Room	Partial, 3rd Floor In Progress	82,000	0	82,000	Started on 3rd Floor	-
1066	82304	2023	"	Update 3 Restrooms & 2nd Floor Main Hall	Need to Create Plans & Specification	127,000	0	127,000	Director Not Finding Time	-
1951	82310	2023	Det. Ctr. Expansion Study	Consultant Study Need	None	120,000	0	120,000	Unknown Vendor	-
under:										(116,099)
Capital Outlay		2022	Assist. Electrician Van	Order April 2023 Delivery Expected	No V8's available. Twin turbo Ford ordered 7/3/22	30,000	0	38,406	Over-budget	(8,406)
Capital Outlay		2022	Replace H&HS Generator	Install Exterior & Remove Old	Delivered to Complex and is in storage.	66,905	0	60,500		6,405
Capital Outlay		2023	Split System A/C	LEC Camera Server Rm	None	10,500	0	10,500		-
Capital Outlay		2023	VOIP Duress System Chris Lewinski mgmt	Purchase & Install	IT Ordered and Partial Payment	51,310	16,750	51,310		(16,750)
Capital Outlay		2023	Tractor Lawnmower with Snowblower	Purchase	Delivered 1/6/23 Mower Deck Backordered	30,550	31,842	2,158	RK to Purchase Old at \$22,000 as Budgeted	866
Capital Outlay		2023	Replace Sign Maker	Purchase	Complete	6,100	0	6,100		-
over:										(17,885)
ARPA Funds		2022+23	UV-C Lights in Air Handlers Bernie Rammer mgmt	Purchase & Install	Det. Ctr. & RK Completed 3/2/23. LEC & HHS Completed	227,500	126,945	100,685	Over-budget Slightly	(130)

BUILDING SERVICES POLICY AND PROCEDURES

BUILDING SERVICES: Energy Management Policy	SECTION: 601	TOTAL PAGES: 3
POLICY SOURCE: County Administrator: August 8, 2008 Building Services Director: October 21, 2008 Energy Team: November 7, 2019	AUDIENCE: Sheboygan County Departments	COUNTY ADMINISTRATOR APPROVED DATE: October 17, 2023 January 29, 2020
EFFECTIVE DATE: December 1, 2008	REVISION DATE: October 17, 2023 February 4, 2020	PROPERTY COMMITTEE APPROVED DATE: October 17, 2023 February 4, 2020 November 5, 2008

A. BACKGROUND

1. The six office buildings that Building Services is responsible for is a diverse group of facilities and users. Building Services pays all utilities for the buildings without back-charging individual departments. An energy management policy is needed for two reasons:
 - a. Minimize the use of natural resources for water, heating, power, lighting and air conditioning.
 - b. Minimize utility costs to Sheboygan County taxpayers.
2. Over the years, Building Services implemented various conservation measures including control automation, lighting upgrade and equipment replacements. However, since 1999 annual utility costs had almost tripled rising from \$308,000 to \$874,000 in 2008. Since enacting this policy in 2008, it has reduced energy use worth \$1,385,836 (\$98,988/year) or 14% annually on average, and saved \$579,689 (\$41,407/year) or 9.9% at Rocky Knoll.
3. Building Services continues to incorporate energy efficient technology, but all employees need to be involved to minimize energy usage. This policy gets us all working together to conserve energy to a reasonable extent considering costs and building characteristics.

B. ENERGY CONSERVATION GUIDELINES

1. Lighting
 - a. Users should turn off half (50%) their lights by switches, where wired that way.
 - i. Do not rewire fixtures or remove bulbs.

ii. Do not add desk lamps or task lighting.

- b. In areas where “dual switching” is not available, consider opening blinds to utilize natural day lighting or if already using task lighting consider turning off the overhead light.
- c. Users should turn off lights when an area is unoccupied for more than 15 minutes, even if occupancy/motion sensor will turn off later.
- d. Some Health & Human Services counseling areas utilize lamps for ambiance. Building Services will replace those incandescent bulbs with LED bulbs. Given sufficient time to warm up, the light level is very similar and saves 86% in electricity (for equivalent 60-watt bulb).

2. Power

- a. Information Technology has adjusted computers so monitors go into “sleep” mode after 10 minutes of inactivity. Simply move the mouse or touch the keyboard to “wake” it up, this saves 70% of electricity.
- b. Turn off state **computer monitors screens** when leaving for the day.
- c. Switch copiers and printers to “sleep” mode when leaving for the day.

3. Temperatures

- a. Temperatures will be standardized throughout all buildings. The maximum setting in winter will be 72° F while the minimum summer setting will be 74° F. Built-in wall heater and air conditioning fans should be turned off nightly or cleaning staff will turn off and leave a reminder.
- b. Some areas of our old buildings may warrant adding permanent electric heat. Supervisors should contact Building Services if heat is inadequate. Temporary exceptions will be allowed on a case by case basis upon approval of the Director of Building Services.
- c. Staff should wear appropriate clothing for these temperatures.
- d. During the winter, open window blinds to allow sunlight to absorb in the room during the day, but close them at night for insulation. In summer, close them in the heat of the day and at night to avoid the next morning sun.
- e. Keep windows closed at all times. The air conditioning system utilizes maximum outside air when temperatures allow. Open windows cause heating and cooling systems to not operate as intended. This wastes significant energy too and affects the comfort of others.
- f. The heating and cooling systems operate from 7:00 AM to 5:15 PM Monday through Friday. Exceptions will be made for County Board Room, night meetings and inmate spaces (as required by law). If you have a specific night meeting and want the heat or air conditioning on, generate a work order to notify Building Services staff of date, start time, anticipated end time, as well as expected number of people attending.

4. Department or Personal Appliances

Departments are allowed break room appliances, but individuals are not.

- a. ~~New in 2020, following a one-week notice and email to Department Head, an individual's prohibited appliances will be confiscated by Building Services and will be placed in Department Head's office.~~

New in 2023, the Department Head will be notified of any individual appliances found, and they will be responsible for the employee removal of the appliance. Exceptions may be granted on an individual basis, determined between the Department Head and Building Services Director.

- b. Individual space heaters are not allowed. The Property Committee prohibited the use of space heaters on March 10, 1998; this will ~~now~~ be ~~strictly~~ enforced Countywide ~~for safety reasons~~.
- c. Individual coffee makers and warmer plates are prohibited. Departments should have a shared coffee maker, which should be turned off after morning use, and definitely before leaving for the day.
- d. Individual refrigerators, microwaves, popcorn poppers and toasters are not allowed. Departments designated break areas are allowed full-sized refrigerator, microwave and toaster. ~~Break areas are considered such areas as Phase 1 and 2 and ATI at the Detention Center and areas of Health & Human Services where shared appliances now exist on each floor.~~
- e. Rocky Knoll allows each resident a 2 cubic foot refrigerator.
- f. Hot plates and/or pizza ovens are prohibited for fire safety and energy use.
- g. Reasonably sized individual fans are allowed.

C. CONTINUOUS IMPROVEMENT

- 1. Building Services will manage the Energy Team to investigate on-going energy conservation options with the help of Focus on Energy and other resources.
 - a. The Energy Team will meet for one hour on a quarterly basis to discuss new ideas, engage staff and evaluate conservation project payback.
 - b. Ideally the Team will consist of one person from each building, Rocky Knoll and Transportation; and, include representatives from our utilities and Focus on Energy.
 - c. Employees willing to be part of the Team should have their Department Head contact the Building Services Director.
 - d. All employees are encouraged to provide energy saving ideas to the Building Services Director and Team members.
- 2. This policy will be revised when appropriate and approved by the County Administrator and Property Committee.

D. ENFORCEMENT

- 1. Any employee who violates this policy is subject to disciplinary action by Department Heads.
- 2. New employees should receive this policy or be shown where it is on the Shared Directory.

November 2023 Email to All County Employees

Building Services has many new staff, as do most of your departments. We would like to bring some policies to your attention and/or remind long term staff to keep our facilities attractive and streamline maintenance and cleaning.

1. Do not put cellophane/scotch tape on any wood doors or trim. See the attached photo of a sample door. Tape to metal surfaces and/or use masking or painters' tape.
2. Do not exchange keys if staff move offices. Contact Building Services so proper documentation can occur.
3. Keep your key fobs & fob ID badges separate from wireless chargers, vehicle fobs & cell phones. Fobs & badges have a small chip that unlock the doors, which can be corrupted by the magnets of the other devices.
4. Be aware the County Energy Policy was updated and will now be enforced. Individual appliances are not allowed, and if found, will be reported to your Department Head. The full policy is available on the Shared Drive: <S:\SheboyganCounty\Policies\2020 Energy Policy.pdf>.
5. Put trash and recyclables in the proper receptacles – trash in the small bin, recyclables in the larger blue bin. Do not put liquids in the trash, dump it down the sink then toss the can. Do not put food down sinks; use a paper towel to wipe it into the trash. See full policy on the Shared Drive: <S:\SheboyganCounty\Policies\2017 Recycling Information.pdf>.
6. Indoor plants are allowed, but planters must have a solid bottom or a tray underneath to catch water. Please do not over-water so that water pools on flat surfaces (window sills, desks, etc.).

Thank you for your cooperation and understanding.

Jim TeBeest
Building Services Director