

NOTICE OF MEETING
PROPERTY COMMITTEE
October 3, 2023 - 4:30 PM

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

Room 302

To Join the Meeting Remotely via phone:
Dial: + 1-423-588-1476
Enter Pin Number: 735 997 908#

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, August 15, 2023 at 4:30PM

Review and Approve Vouchers

Museum Taylor House Update

University of Wisconsin Green Bay – Sheboygan Campus Housing Update

Correspondence

- Introductions
- Staffing Updates
- Lutheran High School Ditch

Building Services

- Consideration of Electrician Equity Adjustment
- Consideration of Contingency Request – Detention Center Plumbing
- Consideration of Fund Transfer Request
- Consideration of Veterans Office Leased Space

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – October 17, 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

August 15, 2023

Called to Order: 4:32 pm

Adjourned: 5:32 pm

MEMBERS PRESENT: **In Person:** Henry Nelson, Chairperson; Gerald Jorgensen, Secretary; Brian Smith, Member
Remote: Jon Kuhlow (arrived in person at 4:46pm)

MEMBERS ABSENT: George Kulow, Vice President

OTHERS PRESENT: **In Person:** Jim TeBeest, & Becky Barritt, Building Services; Travis Gross, Sheboygan County Historical Society Museum; Jacob Verheslt, Finance Department
Remote: Jeremy Fetterer, Finance Department

CALL TO ORDER

Chairperson Henry Nelson called the meeting to order at 4:32 PM.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted August 11, 2023 at 10:30AM

APPROVAL OF MINUTES

Property Committee – Regular Meeting, August 1, 2023 at 4:30pm – Moved by Supervisor Smith, seconded by Supervisor Jorgensen to approve minutes as presented; motion carried with no nay votes.

REVIEW AND APPROVE VOUCHERS

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

MUSEUM TAYLOR HOUSE UPDATE

Work is progressing. Window sill & soffit have been replaced, painting being completed by our staff. Roof repair for the cupola was ordered today. Re-staining of the carriage barn will start next week.

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS HOUSING UPDATE

Nothing to report.

CORRESPONDENCE

- Building Services 2nd Quarter Variance report was reviewed.
- UWGB – Sheboygan Campus 2nd Quarter Variance report was reviewed.

BUILDING SERVICES

- Consideration of Sheboygan County Historical Society Museum 2024 Grant Request – Executive Director Travis Gross presented the grant request totaling \$107,700. Discussion followed regarding the subject of exhibits in the museum. Moved by Supervisor Smith to deny the grant request, no second; motion failed. Moved by Supervisor Jorgensen, seconded by Supervisor J. Kuhlow to approve the grant request; motion carried 3-1 with Supervisor Smith voting nay.

- Consideration of Building Services 2024 Operating Budget Request – Director TeBeest shared the highlights of the budget proposal totaling \$3,961,032. Moved by Supervisor Jorgensen, seconded by Supervisor Smith to approve the request as presented; motion carried with no nay votes.
- Consideration of Rocky Knoll Contingency Fund Request for Elevator Cylinder/Jack Replacement – In the last meeting, a contingency transfer not to exceed \$60,000 was approved for elevator repairs at Rocky Knoll. Since then, the packing was replaced and the cylinder is no longer leaking. This repair was covered under the maintenance contract and, therefore, at no cost. Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith to approve as presented; motion carried with no nay votes.
- Consideration of Detention Center Contingency Fund Request for Air Conditioning Compressor – In addition to the failed compressor on the condenser for the Phase II Control Room that was approved last month, the compressor for the data room above the control room has also failed. Request to transfer \$14,000 for the condenser and electrical needed to install. Moved by Supervisor Jorgensen, seconded by Supervisor J. Kuhlow to approve contingency fund transfer; motion carried with no nay votes.

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS

- Consideration of UWGB – Sheboygan Campus 2024 Operating Budget Request – The budget packet totaling \$111,609 was presented by Director TeBeest. Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith to approve the budget as presented; motion carried with no nay votes.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, September 5, 2023 4:30 PM
Administration Building – Room 302
508 New York Avenue - Sheboygan, WI 53081

ADJOURN

Moved by Supervisor Smith, seconded by Supervisor J. Kuhlow to adjourn; motion carried with no nay votes, and meeting adjourned at 5:32pm.

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary

2023 Fund Transfer

Department: Building Services

Date: October 3, 2023

I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From Building Services Contingency	103.533955	\$150,283
To: Detention Center Plumbing	104.532130	\$10,000
	CONTINGENCY ENDING BALANCE	\$140,283

This request is to transfer \$10,000 from Building Services contingency to Detention Center plumbing account to purchase 10 Acorn Air-Trol valve water control assemblies, to maintain a stock supply. This is more cost-effective than buying individual parts, and more importantly, allows for quick swap out replacement near inmates and detailed repair in the shop.



Kevin Dulmes, Assistant Director - Building Services

2023 Building Services Contingency Fund Recap

County Board Adopted/Amended	\$75,000.00
Carryover Contingency (from 2022)	\$139,920.00
TOTAL AVAILABLE	\$214,920.00

2023 REQUESTS

<u>Date</u>	<u>Building</u>	<u>Project</u>	<u>Amt Approved</u>	<u>Actual Invoice Amt</u>	<u>Contingency Balance</u>
9/20/2022	Admin	Boiler Repair	\$50,000.00	\$20,225.00	\$194,695.00
5/17/2022	DC	Pump Drive Replacement	\$8,603.00	\$7,629.29	\$187,065.71
6/20/2023	CH	Heating coil for AHU 4	\$12,075.00	\$10,870.00	\$176,195.71
8/1/2023	DC	AC - AHU #5 Compressor	\$4,128.00	\$4,128.00	\$172,067.71
8/1/2023	UWGB	AC - ACU #6 R-22 Compressor	\$9,210.00		\$162,857.71
8/15/2023	DC	AC - 4-ton Compressor	\$12,575.00		\$150,282.71

2023 Fund Transfer

Department: Building Services

Date: October 3, 2023

I. Fund Transfer Request

From:	Account #	Funds Available
Operating Transfer From Courthouse Natural Gas	103.531820	\$42,888
To: Courthouse Structural	103.532145	\$1,831
Natural Gas Balance		\$41,057

This request is to transfer \$1,831 to supplement a budget shortfall for replacing ceilings in 4 offices adjacent to Branch 1 (4th floor north) courtroom.



Kevin Dulmes, Assistant Director - Building Services