

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

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

Room 302

To Join the Meeting Remotely
Dial: + 1 307-735-3278
Enter Pin Number: 669 088 364
Press: #

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, December 6, 2022 at 4:30PM

Review and Approve Vouchers

Museum Taylor House Update

Correspondence

- Committee Photo
- 503 Wisconsin Avenue Property Update

Building Services

- Consideration of Courthouse Office Space Request
- Consideration of Blanket Vacant Position Requests – Maintenance Technicians & Cleaners
- Consideration of Vacant Position Request – 2023 Limited Term Employees – Summer Help (3)
- Consideration of Detention Center Alternatives to Incarceration Update Report
- Consideration of Building Services 4th Quarter 2022 Project Update Report
 - Courthouse Tuckpointing
 - Courthouse Elevator Upgrades
 - Fire Alarm Upgrades
 - Keycard Upgrade
 - HVAC Controls Upgrade
 - Roof Replacements – University of Wisconsin Green Bay – Sheboygan Campus Science Building & Rocky Knoll Shingles
 - Museum Taylor House Renovation
 - Detention Center Alternatives to Incarceration Addition
 - Aging & Disability Resource Center Offices

- Detention Center Equipment – Pod Epoxy Flooring
- Health & Human Services Offices
- Inmate Hallway 4th Floor Courthouse
- Assistant Electrician Van
- Health & Human Services Generator Replacement
- Law Enforcement Center Boiler Room
- Taylor Park Zero Turn Mower
- University of Wisconsin Green Bay – Sheboygan Campus Walking Path

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – February 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

December 6, 2022

Called to Order: 4:30 pm

Adjourned: 5:34 pm

MEMBERS PRESENT: Henry Nelson, Chairperson; George Kulow, Vice Chairperson; Gerald Jorgensen, Secretary; Jon Kuhlow & Brian Smith, Members.

OTHERS PRESENT: Bernie Rammer, Sheboygan County Purchasing Agent; Matt Stritmatter, Director of Health & Human Services; Jim TeBeest & 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 December 2, 2022 at 11:00AM.

APPROVAL OF MINUTES

Property Committee – Regular Meeting, October 18, 2022 at 4:30pm – Moved by Supervisor G. Kulow, seconded by Supervisor J. Kuhlow to approve minutes as presented; motion carried with no nay votes.

REVIEW AND APPROVE VOUCHERS

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

MUSEUM TAYLOR HOUSE UPDATE

No updates since last meeting. Some final touches will have to wait until spring due to weather.

CORRESPONDENCE

- Chairperson Nelson read an email from Travis Gross, Sheboygan County Historical Society Executive Director, expressing his gratitude for the additional funds that allowed them to raise museum staff wages.
- The County owns the house at 520 Pennsylvania Avenue, which is located on the south side of the Law Enforcement Center. The house was purchased in 2014, as part of long-term strategy for Law Enforcement Center building and/or parking lot expansion. There are no expansion plans at this time, and the house is currently being used for storage. There was discussion about if this is the best use of the property, if it would be better to sell the property, given the current housing shortage, or implement a plan for more parking.
- Director TeBeest reported that he was able to find a contractor that will replace the heat exchanger for the boiler in the Administration Building, rather than replace the entire unit. The replacement part cost significantly less and will be delivered and installed much faster than a new boiler as well.
- Director TeBeest shared a copy of his letter of support for a grant for the Bookworm Gardens expansion.
- Director TeBeest explained that there was a water leak at Health & Human Services building, and there was asbestos in the insulation around the pipe that leaked. The asbestos has been removed, and air quality tests conducted in the area of the leak.
- On November 29, 2022, the Executive Committee discussed at length Resolution No. 15 – Supporting Housing Development at UW-Green Bay, Sheboygan Campus. They will vote on the resolution in their next meeting, scheduled for January 4, 2023.

- Sheboygan County Purchasing Agent Bernie Rammer provided an update on an American Rescue Plan Act (ARPA) funded project of installing UV-C lights in air handler units at Rocky Knoll and the Detention Center. He said Aldag-Honold was ultimately selected for the project, as they had a lower life cycle considering the cost for replacement bulbs.

BUILDING SERVICES

- Consideration of Interest in Property at 503 Wisconsin Avenue – Director of Health & Human Services Matt Stritmatter explained that one of their vendors, Elevate, provides crisis intervention through short-term housing, to help individuals prevent psychiatric hospitalization. They want to utilize and renovate space at 503 Wisconsin Avenue, currently Catholic Charities, next to the Administration Building. Elevate requested a monetary contribution from the County for remodeling, so County Administrator Adam Payne suggested exploring the purchase of the building, which could benefit the County in multiple ways. Elevate only needs to utilize the ground floor of the building, so the second floor could be leased or used for other HHS needs. Director TeBeest, Director Stritmatter and Bernie Rammer did a walk-through of the building and are awaiting an appraisal. No action to be taken at this time.
- Consideration of Carryover of Building Services Unexpended Funds – Director TeBeest reviewed the funds requested to carryover totaling \$443,495. Moved by Supervisor G. Kulow, seconded by Supervisor Smith to carryover funds to 2023, motion carried with no nay votes.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, December 20, 2022 4:30 PM

Administration Building – Room 302

508 New York Avenue - Sheboygan, WI 53081

ADJOURN

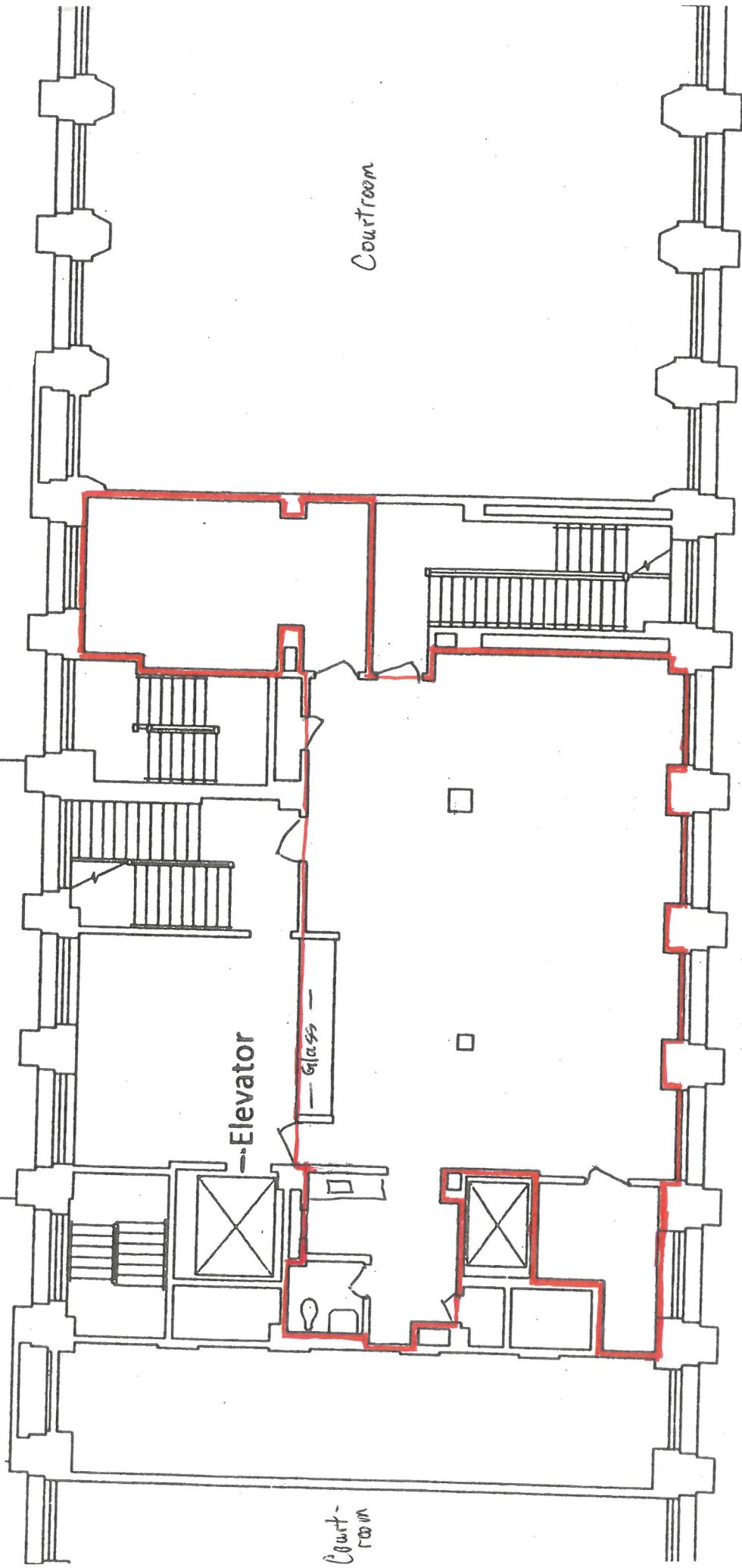
Moved by Supervisor Jorgensen, seconded by Supervisor J. Kuhlow to adjourn; motion carried with no nay votes, and meeting adjourned at 5:34 pm.

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary

Alley Penthouse



Courtroom

Elevator

Glass

Courtroom



THIRD FLOOR PLAN



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 1/17/2023
To: Property Committee Members
From: Jim TeBeest, Director - Building Services

Position Request:

Position: Building Services Technician
Reason for Vacancy: All open positions in 2023 Created by Retirements/Resignations/Terminations

Justification:

This request covers all open Building Services Technicians (DBM - B22) for 2023. This blanket approval expedites the process involved in filling any vacant position as defined below.

Building Services continues to take on additional responsibilities (i.e. additional square footage at several County-owned buildings) without adding staff. Any re-assignments from other Building Services areas creates a manpower shortage in another facility. The workload is consistent year-long; and includes on-call weekend duty responsibilities. This position is necessary to understand the needs of building occupants, work around inmates and know the unique characteristics of that building's equipment. We currently have two vacant positions with very few applicants.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds:

Costs:

2023 Salary range of requested position: DBM- B22 \$17.78/hr. - \$27.12/hr. (Midpoint - \$22.36)

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
48,547	33,991	82,538

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____ Date: _____
 Human Resources Director Signature _____ Date: _____
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*.)
5. HR begins recruitment process.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 1/17/2023
To: Property Committee Members
From: Jim TeBeest, Director - Building Services

Position Request:

Position: Building Services Worker (Cleaner)
Reason for Vacancy: All open positions in 2023 Created by Retirements/Resignations/Terminations

Justification:

This request covers all open Building Services Workers (Cleaners, DBM - A13) for 2023. This blanket approval expedites the process involved in filling any vacant position as defined below.

Building Services continues to take on additional responsibilities (i.e. additional square footage at several County-owned buildings) without adding staff. Any re-assignments from other Building Services areas creates a manpower shortage in another facility. The workload is consistent year-long; and includes on-call weekend duty responsibilities. This position is necessary to understand the needs of building occupants, work around inmates and know the unique characteristics of that building's equipment. We currently have two vacant positions with very few applicants.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds:

Costs:

2023 Salary range of requested position: DBM- A13 \$14.74/hr. - \$22.49/hr. (Midpoint - \$18.54)

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
34,535	31,396	65,931

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____ Date: _____
 Human Resources Director Signature _____ Date: _____
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

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5. HR begins recruitment process.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 1/17/2023
To: Property Committee Members
From: Jim TeBeest, Director - Building Services

Position Request:

Position: Limited Term Employees – Summer Help (3)
Reason for Vacancy: Seasonal

Justification:

Building Services attempted working without summer help in 2003. Higher paid maintenance workers were utilized to mow lawns, trim, water flowers, paint and clean glass doors at all ten properties the Department is responsible for. This caused delays in preventative maintenance work and technical repairs, and higher repair costs by contractors. Delays were experienced for completing work order requests, especially during periods of vacations as we now have.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department’s annual operation budget? Yes No
If not, please state the amount over budget as well as the proposed source of funds:

Costs:

DBM & 2023 Salary Range of Requested Position: A12, \$15.00 - \$15.50 / hour; 80 days budgeted.

The annual costs associated with the position (current year’s wage & benefit rates):

Wages	Benefits	Total
\$9,600 / per LTE	\$857 / per LTE	\$10,457 / per LTE

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____ Date: _____

Human Resources Director Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

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5. HR begins recruitment process.

SHEBOYGAN COUNTY ALTERNATIVES TO INCARCERATION ADDITION

STATUS REPORT December, 2022

Expense Summary	Budget (\$)	Estimate at Time of Bid (\$)	Committed (\$)	Paid YTD (\$)	Complete (%)
Architect & Ads	126,215	196,091	162,402	152,772	94%
Contractor	1,304,674	1,671,150	1,560,334	1,309,398	84%
Owner Costs	143,024	95,905	102,848	71,291	69%
Contingency	68,761	49,938	0	0	
TOTAL	1,642,674	2,013,084	1,825,584	1,533,461	84%



CURRENT EXTERIOR

LOOKING EAST

MILESTONE ACTIVITY

- Foundation Complete
- Relocated Staff & Piped Across
- Underfloor Plumbing Installed
- Structural Steel Erected
- Exterior Walls Sheathed & Waterproof
- Roof Complete
- Interior Walls Erected
- Sprinkler Piping Installed
- Windows Installed
- MEP Rough-ins Done
- Drywall Complete

DECEMBER ACTIVITY

- Installed Siding
- Installed Window Glass
- Painted Walls
- Installed Ceiling Grid
- Installed Light Fixtures & Grills
- Started Rooftop HVAC Unit
- Provided Topsoil

UPCOMING ACTIVITY

- Install Roof Perimeter Flashing
- Install Ceiling Tile
- Complete Restroom Tile
- Install Plumbing Fixtures
- Install Cabinets
- Install Carpet
- Punchlist Jan 19, 2023
- Install Furniture
- Spring Landscaping

SHEBOYGAN COUNTY
 Alternatives To Incarceration (ATI) Addition
 CHANGES

1/11/2023
 J TeBeest

Date	Number	Item	Cost	Approved	Contract	Changes
1/11/22	1.2.A.1	Base Bid			1,671,150.00	
1/25/22		Total pre-award changes	(108,929)		(108,929)	2/17/22
					1,562,221.00	3/23/22

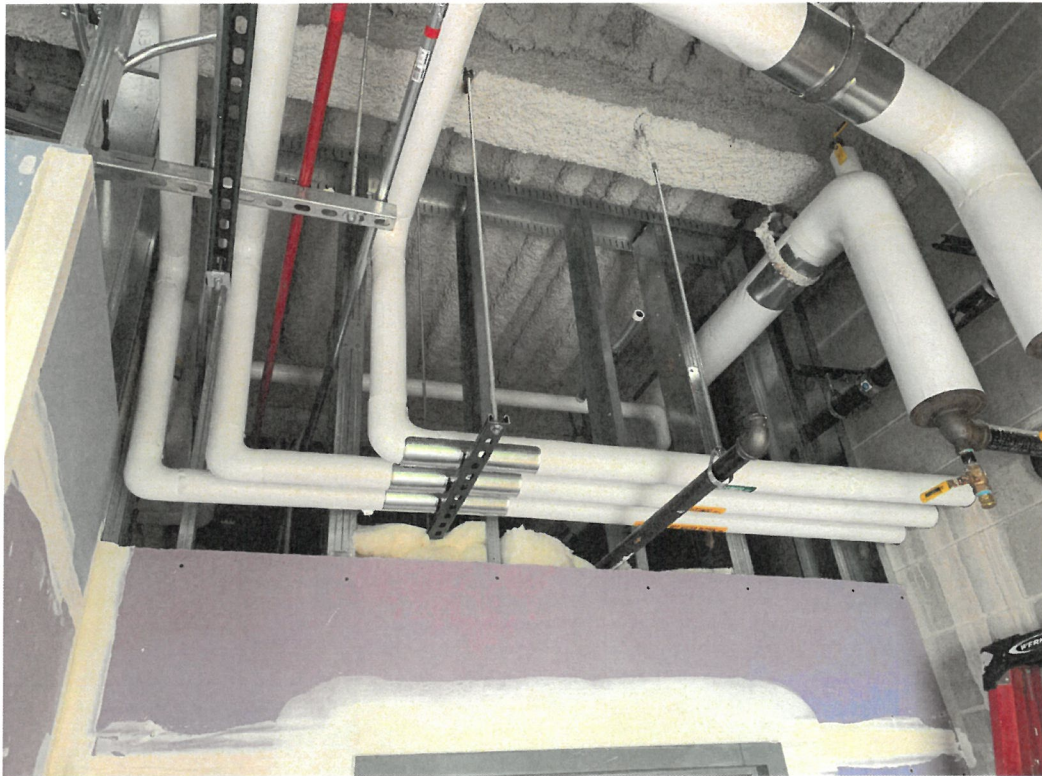
CHANGE ORDERS

6/17/22	PCO #1	Unsuitable soils	NA			
6/27/22	RFP1,PCO#2	North ftg, fdn + excv.	7,047.00			
	RFP -	18ga metal 'siding'		(9,164.00)		
	RFP -	Omit ACM for paint		(2,498.00)		
6/27/22	PCO #3	Above two	(11,662.00)	7/12/22		
7/8/22	PCO #4	Maples over Linden	411.00	7/12/22	(4,204.00)	COR 1 8/2/22
	RFP - 3	Block Bond	0.00			
	RFP - 4	Masonry Lintels	0.00			
	RFP - 5	Floor Boxes				
10/3/22	RFP - 6	Underfloor conduits	2,317.00	10/5/22	2,317.00	COR 2 11/9/23
	RFP - 7	Fire Alarm Cable	0.00			
	RFP - 8	Wood Blocking	0.00			
	RFP - 9	Location of condenser	0.00			
10/11/22	PCO #6	Replace 105 Ceiling	6,835.00	10/13/22	rejected	
		Omit corner guards				
8/17/22	RFP - 5	ADA Counters	0.00		not needed	
11/30/22		Deadbolt Vestibule				
				CO		
				Subtotal	(1,887.00)	
Total to Date:			4,948.00		1,560,334.00	



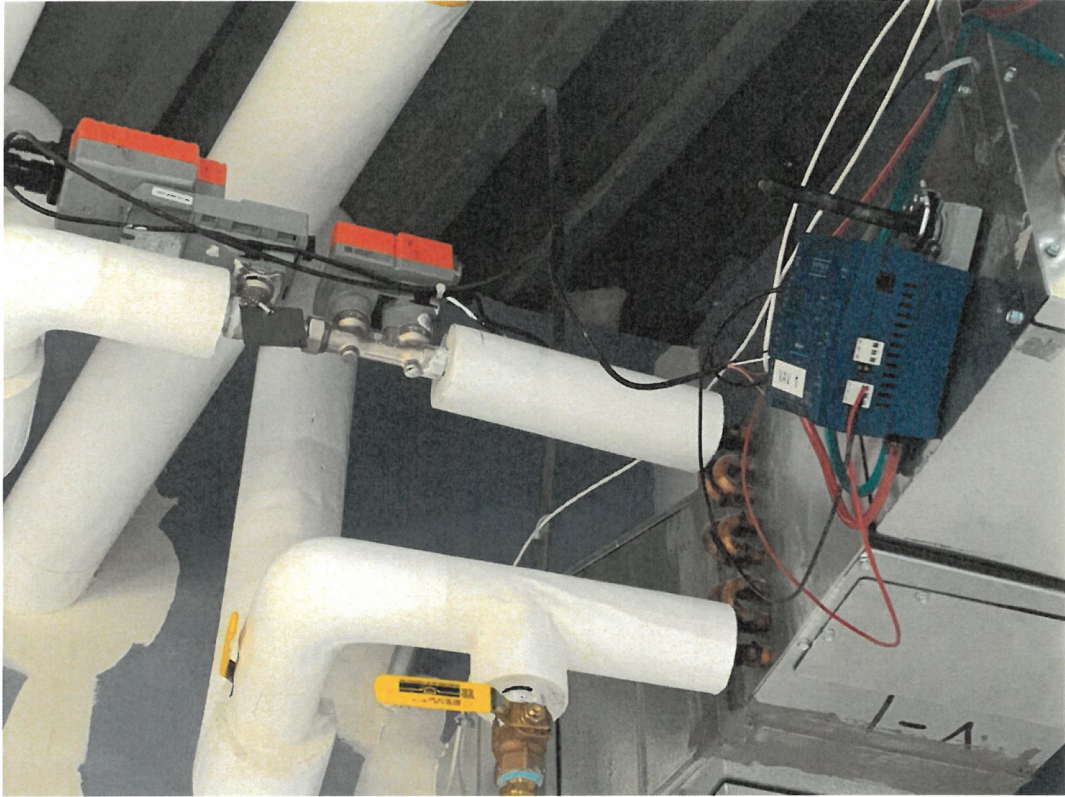
INTERIOR STUDS COMPLETED

LOOKING SW



PIPING INSULATED

LOOKING WEST



HVAC CONTROLS

VAV-1



SIDING

LOOKING NW



DRYWALL, PAINT & CEILING GRID

LOOKING SOUTH



RESTROOM TILE

LOOKING NORTH

SHEBOYGAN COUNTY
Building Services 2022 Capital Projects
Fourth Quarter Status Update

1/11/2023
J TeBeest *J TeBeest*

Expected All 2022
Expenses = \$0

5 Year Capital Number	Project Number	Project Name	2022 Work Area	Status	Budget Thru 2022 (\$)	Expenses Thru 12/31/22 (\$)	2023 Additional Expected Expenses (\$)	Remark	Expected Funding Excess or Shortage
1024	82103	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 81703	Elevator Upgrades	Courthouse Inmate Elevator Machine	2021 CH Public Cab Completed 12/15/2022	744,600	448,733	168,422	Close 2021 FA	127,445
	82204		-41798	2022 Only: 3 mos. Started Install 12/19/22. Cancelled UW Complete 7/12/22 Except Training	431,000	153,296	168,422	Add 6th Flr Ceiling to Redux Fire Detectors	109,282 in above
1030	81602	Fire Alarm Upgrades	Health & Human Svc	Completed 7/12/22	536,000	488,036	0	Close	47,964
1031	81512	Keycard Upgrade	Airport	Completed 4/26/22	296,000	295,374	0	Close	626
1032	81513	HVAC Controls Upgrade	H&HS Radiators	Completed 12/7/22	1,941,200	1,935,811	0	Close	5,389
1040	82102	Roof Replacements	UW Science Bldg & RK Shingles	Science Bldg Done 4/8/22 RK Plans & Spec Pending 2023	341,500	175,967	0	RK Add'l 142,000 Funds For Vent Layer 2023	0
1044	82205	Taylor House Renovation	Replace Rotten Exterior Wood & Paint All	South Porch by Contractor. East Porch & Painted 1st Flr by Co. Staff	102,127	30,239	41,000	Gutters, Paint 2nd Flr, Stain & Ext.r Lights '23	30,888
1953	82106	Det. Ctr. ATI Addition	New Construction	Done Except Plumbing, Cabinets, Carpet & Furniture	1,851,674	1,366,035	485,639	Furniture Install 1/30/23 & Spring Landscaping	0
1064	82201	ADRC Offices	Construct 3 Offices & Move Economic Support	Economic Support Moved 6/17/22	84,000	73,118	5873	Minor Items In Progress	5,009
1065	82203	Det. Ctr. Equipment	Pod Epoxy Flooring	Phase I Pods Complete, Phase II Started	470,000	164,174	185,826	Use Excess Funds for 2022 Carpet Projects?	120,000
1066	pending	H&HS Office	Construct 4 Offices & 1 Conference Room	Plans Need Consolidation then Bid Out Specification	82,000	0	82,000	Director Not Finding Time	0
Capital Outlay		Inmate Hallway 4th Floor Courthouse	Construction	Complete;				under:	337,321
Capital Outlay		Assist. Electrician Van	Order	Probate Moved Back 4/22/22	80,149	63,184	0	Use Excess Funds for 2022 Carpet Projects?	16,965
Capital Outlay		Replace H&HS Generator	2023 Delivery Expected	No V8's available. Twin turbo Ford ordered 7/3/22	30,000	48,000	0	Over-budget	(18,000)
Capital Outlay		LEC Boiler Room	Install Exterior & Remove Old	Delivery 9/1/22 Delayed	60,500	0	60,500	Frost Delayed Install to Spring 2023	0
Capital Outlay		Zero Turn Mower, Park	Construct Fire Rated Walls	Completed 5/5/22	25,975	25,959	0	Close	16
UWGB Capital Outlay		Walk Path From South Lot Line	Purchase	Delivered 4/15/22	9,300 Net	9,135	0	Traded Old Instead of Auction Off	165
			Grade and Pave	Completed With Sign & Seed 11/08/22	44,000	31,446	0	Close	12,554
								under:	11,700