

NOTICE OF MEETING
PROPERTY COMMITTEE
January 16, 2024 - 4:30 PM

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

To Join the Meeting Remotely via phone:
Dial: + 1-503-482-9739
Enter Pin Number: 958 507 095#

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 19, 2023 at 4:30PM

Review and Approve Vouchers

Museum Taylor House Update

University of Wisconsin Green Bay – Sheboygan Campus Housing Update

Correspondence

- Veterans Memorial Wall

Building Services

- Confirmation of Department Head Appointment
- Consideration of Blanket Vacant Position Requests – Maintenance Technicians & Cleaners
- Consideration of Vacant Position Request – 2024 Limited Term Employees – Summer Help (3)

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – February 6, 2024 - 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
Room 302
508 New York Avenue
Sheboygan, WI 53081

December 19, 2023

Called to Order: 4:32 pm

Adjourned: 5:24 pm

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

MEMBERS ABSENT: None

OTHERS PRESENT: Jim TeBeest, Kevin Dulmes & Becky Barritt, Building Services; Aaron Brault, Planning & Conservation

CALL TO ORDER

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

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

Posted November 17, 2023 at 12:00PM

APPROVAL OF MINUTES

Property Committee – Regular Meeting, November 21, 2023 at 4:30pm – Moved by Supervisor J. Kuhlow, seconded by Supervisor Jorgensen 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

Exterior renovations at Taylor House are complete, but some paint touch-ups will be needed come spring. Paint is already purchased.

UNIVERSITY OF WISCONSIN GREEN BAY – SHEBOYGAN CAMPUS HOUSING UPDATE

A rough draft of the RFP is still in progress.

CORRESPONDENCE

- Sheboygan County Veterans Memorial – Assistant Director Dulmes shared that Allen Nohl, Board President for the Veterans Memorial, sent a letter requesting financial support for the additional two walls they are trying to add to the memorial site.
- Leasing of Properties by Health & Human Services – It was recently discovered that HHS staff leased two neighborhood homes without prior consultation of Building Services or Property Committee. Discussion followed regarding who should be responsible for upkeep, utilities, moving furniture, etc.
- Courthouse Window Replacement & Tuckpointing Project – Assistant Director Dulmes shared that the specs and drawings for the project are complete. Bids are due February 13, 2024 and the bid award will be February 20, 2024.

BUILDING SERVICES

- Consideration of Planning & Conservation's Multipurpose Storage and Semi-permanent Household Hazardous Waste (HHW) Collection Building located at Aging & Disability Resource Center – Aaron Brault, Planning & Conservation Director, shared that they would

like to construct a building next to the ADRC in Sheboygan Falls, this has been in the Capitol Plans for 2-3 years. The building would have many uses, including Planning & Conservation storage, house the annual tree sale, hazardous waste collection, and overflow storage for the Sheriff's Department. Planning & Conservation would be responsible for all utilities, maintenance and upkeep for the building. The Request for Proposal (RFP) for design has been published, construction would start later in 2024. Moved by Supervisor Jorgensen, seconded by Supervisor J. Kuhlow to approve the proposal for use of the property at the Aging & Disability Resources Center as presented by Director Brault; motion carried with no nay votes.

- Consideration of Bid Award for Health & Human Services Remodel – Assistant Director Dulmes reviewed the bids received for the office remodel at HHS. The lowest bid was from Mike Koenig Construction for \$42,750.00. Moved by Supervisor G. Kulow, seconded by Supervisor Jorgensen to accept the proposal by Mike Koenig Construction for the Health & Human Services Remodel; motion carried with no nay votes.
- Consideration of Funds Carryover Request – Dulmes reviewed the request, explaining the reasons for each line. Moved by Supervisor J. Kuhlow, seconded by Supervisor Smith to approve the funds for carryover; motion carried with no nay votes.

ADDITIONAL CORRESPONDENCE

- Chairperson Nelson asked about the status of the ditch on University Drive by Lutheran High School's baseball field, as was discussed in a previous meeting. Assistant Director Dulmes met with Transportation Director Bryan Olson at the site, and they determined that the area did in fact look flat. Olson said he would write up a work order for his crew to address the issue.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS

None

DATE / TIME / LOCATION OF NEXT MEETING

Tuesday, January 16, 2024 4:30 PM
Sheboygan County Administration Building – Room 302
508 New York Ave
Sheboygan, WI 53081

ADJOURN

Moved by Supervisor G. Kulow, seconded by Supervisor J. Kuhlow to adjourn; motion carried with no nay votes, and meeting adjourned at 5:24pm.

Respectfully Submitted,

Becky Barritt
Recording Secretary

Gerald Jorgensen
Secretary



VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 1/16/2024

From: Kevin Dulmes, Director – Building Services

Position Request:

Position Title: Building Services Technician

DBM: B22

Reason for Vacancy: All open positions in 2024 created by retirements/resignations/terminations

Justification for Filling Position:

This blanket request covers all open Building Services Technicians for 2024, to expedite the process involved in filling any vacant positions. 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.

Staffing Consideration:

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

Budget:

Is this position within the Department's annual operating budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds:

Cost:

2024 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 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: _____

If position changed:

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form process if no change to the position:

1. County Administrator/Department Head completes VPR Form and refers form to Human Resources Director for approval.
2. HR Department begins recruitment process.

Form process if position changed:

1. County Administrator/Department Head discusses proposed changes with Human Resources Director.
2. County Administrator/Department Head completes VPR Form & TO Change Form and refers forms to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR & TO Change Forms to Liaison Committee for approval.
4. County Administrator/Department Head presents VPR & TO Change Forms to Human Resources Committee for approval



VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 1/16/2024

From: Kevin Dulmes, Director – Building Services

Position Request:

Position Title: Building Services Worker (Cleaner)

DBM: A13

Reason for Vacancy: All open positions in 2024 created by retirements/resignations/terminations

Justification for Filling Position:

This blanket request covers all open Building Services Workers for 2024, to expedite the process involved in filling any vacant positions. 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. This position is necessary to understand the needs of building occupants, work around inmates and know the unique characteristics of that building's equipment.

Staffing Consideration:

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

Budget:

Is this position within the Department's annual operating budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds:

Cost:

2024 Salary range of requested position: A13 \$14.74/hr. - \$22.49/hr. (Midpoint - \$18.54)

The annual costs associated with the position (current year 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: _____

If position changed:

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

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WISCONSIN

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 1/16/2024

From: Kevin Dulmes, Director – Building Services

Position Request:

Position Title: Limited Term Employees – Summer Help (3)

DBM: A12

Reason for Vacancy: Seasonal

Justification for Filling Position:

Building Services attempted working without summer help, and utilized higher paid maintenance workers 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:

Is this position within the Department’s annual operating budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds:

Cost:

2024 Salary range of requested position: A12 \$15.00 - \$15.50/hour; 80 days budgeted.

The annual costs associated with the position (current year 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: _____

If position changed:

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form process if no change to the position:

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3. County Administrator/Department Head presents VPR & TO Change Forms to Liaison Committee for approval.
4. County Administrator/Department Head presents VPR & TO Change Forms to Human Resources Committee for approval
5. HR Department begins recruitment process.