

**NOTICE OF MEETING**  
**PROPERTY COMMITTEE**  
**December 6, 2022 - 4:30 PM**

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

**Room 302**

To Join the Meeting Remotely  
Dial: + 1 929-252-0975  
Enter Pin Number: 289 591 165  
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, October 18, 2022 at 4:30PM

**Review and Approve Vouchers**

**Museum Taylor House Update**

**Correspondence**

- 520 Pennsylvania Avenue House
- Administration Building Boiler Repair
- Bookwork Gardens Grant Support Letters
- Health & Human Services Asbestos Removal & Air Test
- University of Green Bay-Sheboygan Campus Housing Update
- UV-C Light Project Update

**Building Services**

- Consideration of Interest in Property at 503 Wisconsin Avenue
- Consideration of Carryover of Building Services Unexpended Funds

**Approval of Attendance at Other Meetings or Functions**

**Date / Time / Location of Next Meeting**

**Tuesday – December 20, 2022 - 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**

**October 18, 2022**

**Called to Order: 4:31 pm**

**Adjourned: 5:34 pm**

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

**OTHERS PRESENT:**   James Schramm & Mathew Dornbush, UW-Green Bay; Crystal Fieber, Corporation Counsel; Jim TeBeest & Becky Barritt, Building Services

### **CALL TO ORDER**

Chairperson Henry Nelson called the meeting to order at 4:31 PM.

### **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

Posted October 14, 2022 at 11:00AM.

### **APPROVAL OF MINUTES**

Property Committee – Regular Meeting, September 20, 2022 at 4:30pm – Moved by Supervisor Jorgensen, seconded by Supervisor J. Kuhlow to approve minutes as presented; motion carried with no nay votes.

### **REVIEW AND APPROVE VOUCHERS**

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

### **MUSEUM TAYLOR HOUSE UPDATE**

Porch is complete, painting should be finished later this week, pending weather. Small pin hole leaks were discovered in the north gutter, because of the odd design of the gutters, working on historical solution to resolve.

### **CORRESPONDENCE**

- Director TeBeest shared a letter he received from the City of Sheboygan regarding a meeting of the Zoning Board of Appeals, during which they would be discussing a variance application for a neighboring property of the Law Enforcement Center. He stated he saw no issues with the remodeling, so he does not plan to attend the meeting.

### **BUILDING SERVICES**

- Consideration of Detention Center Epoxy Flooring Change Order – Original plans were to add epoxy flooring over the existing tile in six restrooms, but initial work found that a layer of epoxy flooring was already under the tile, and had been installed incorrectly. Change order is asking for \$21,600 to remove all existing flooring and replace with properly installed epoxy flooring. Moved by Supervisor G. Kulow to approve request, seconded by Supervisor Jorgensen; motion carried with no nay votes.
- Consideration of Detention Center Alternatives to Incarceration Addition Status Report – Director TeBeest reviewed milestone activities completed on the addition thus far, and what is coming up soon. He stated the project is progressing well. No action needed.
- Consideration of Contingency Fund Request for Administration Building Boiler Replacement – Director TeBeest stated he has not yet received a price for the boiler replacement. However, because heating season has already started, he is requesting the amount not to exceed \$60,000 to replace the boiler. Moved by Supervisor Smith to move contingency funds up to \$60,000, seconded by Supervisor Jorgensen; motion carried with no nay votes.

- Consideration of 3<sup>rd</sup> Quarter Projects – Director TeBeest reviewed 3<sup>rd</sup> Quarter Status Update of the capital projects that was provided. No action needed.
- Consideration of UW Green Bay-Sheboygan Campus Request for Business Lab – Jamie Schramm, Sheboygan Campus Executive Officer, and Mathew Dornbush, UWGB Dean of Business, explained the growth of enrollment on the Sheboygan Campus, and specifically the business program. Dean Dornbush talked about how updated, modern facilities attract students to the campus, as well as fosters more learning opportunities and connections with peers and faculty. Recently, on the Green Bay campus, the Willie D. Davis Finance and Investment Laboratory was remodeled, which reflects a real-world, business like setting, rather than a traditional classroom. He stated that this has created a more engaging atmosphere, and they would like to do the same on the Sheboygan Campus. Funding for the renovations would be private, and plans would be brought to the Property Committee for approval prior to any construction. Executive Officer Schramm thought a draft could be completed in a few months, with funding shortly thereafter. Moved by Supervisor G. Kulow to allow for development of drawings and such for development of lab, seconded by Supervisor J. Kuhlow; motion carried with no nay votes.
- Consideration of UW Green Bay-Sheboygan Campus Housing Resolution – The County Executive Committee had several questions regarding the Housing Resolution, so their vote was postponed until their December meeting. Attorney Crystal Fieber is gathering questions. Chairperson Nelson encouraged Property Committee members to attend the Executive Committee meeting to show their support of the resolution and to help answer questions.

#### **APPROVAL OF ATTENDANCE AT OTHER MEETINGS OR FUNCTIONS**

None

#### **DATE / TIME / LOCATION OF NEXT MEETING**

**Tuesday, November 1, 2022 4:30 PM**  
Administration Building – Room 302  
508 New York Avenue - 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 5:34 pm.

Respectfully Submitted,

Becky Barritt  
Recording Secretary

Gerald Jorgensen  
Secretary





520 Pennsylvania Avenue House

Appraisal Photo June 16, 2014

to NE



# SHEBOYGAN COUNTY

**James A TeBeest**  
*Building Services Director*

WISCONSIN

July 8, 2014

Sheboygan County Board of Supervisors  
Administration Building  
508 New York Avenue  
Sheboygan, WI 53081

County Board of Supervisors,

RE: Request to Pull for Immediate Action

It is respectfully requested the Resolution, "Authorizing Purchase of Property at 520 Pennsylvania Avenue, Sheboygan", be pulled for immediate action at the July 15, 2014 County Board meeting.

The reason for the requested action is due to two circumstances that regularly occur in residential real estate transactions. The first circumstance gives the County the ability to thwart a competing offer to purchase the property. The second is to accommodate the seller in the successful completion of the purchase of a new residence.

The acquisition of the property allows the County to acquire land immediately adjacent to the Law Enforcement Center and maintain a proactive approach to our campus development, whether the need for additional parking, or future building expansion, it is more cost effective to purchase these houses today with motivated and willing sellers. The property may also provide benefit to other departments to provide needed housing at a reduced cost. An appraisal was completed and the purchase price is below the appraised value of the property.

At the June 17, 2014 meeting, the Property Committee unanimously endorsed the resolution. In addition, the Finance Committee unanimously supported this initiative during their meeting on June 25, 2014.

Thank you for your consideration.

Sincerely,

Jim TeBeest  
Director of Building Services

cc: Adam Payne, County Administrator  
James Glavan, Property Committee Chairperson



# SHEBOYGAN COUNTY

**James A TeBeest**  
*Building Services Director*

November 3, 2022  
Wisconsin Coastal Management Program (WCMP)  
Grant Program

Re: Bookworm Gardens grant application

Dear WCMP Review Team:

On behalf of Sheboygan County, I am pleased to support Bookworm Garden's application to WCMP to develop a site assessment and master plan for property that recently came under a long-term lease agreement with Sheboygan County. The ultimate goal is a site for community-based education and engagement. These opportunities are connected to watershed health, providing an important avenue for dialogue, planning, and restoration.

Sheboygan County has applauded the growth of Bookworm Gardens for the last 12 years, even expanding their lease in 2021 to include the 23.5 acres (River Site) included in this grant. We are pleased to support this next phase in their development.

Sheboygan County appreciates your consideration of funding for this grant application.

Sincerely,

Jim TeBeest  
Director, Building Services  
Sheboygan County  
615 N 6th St  
Sheboygan, WI 53081  
920-459-4349





503 Wisconsin Avenue





## Carryover of Unexpended 2022 Appropriations to 2023

Department Name:		Building Services		
Account Number	Requested \$ Amount	Item Description	Justification	Reason Unexpended in 2022
101.532145	\$48,801	Structural	Administration Building - roof maintenance (PO #251910) & carpet for Planning, County Clerk & Room 302.	Vendor to do second roof inspection in 2023. Director did not have time to bid out carpet.
101.532205	\$24,000	Heating	Administration Building - boiler repairs (PO # 252868)	Heat exchanger on order
102.532145	\$8,300	Structural	Aging & Disability Resource Center - roof maintenance (PO #251910) & doors (PO #247884)	Vendor to do second roof inspection in 2023. Vendor sent wrong doors, correct doors expected in 2023.
102.532125	\$8,500	Electrical	Aging & Disability Resource Center - light pole replacement	Unable to get concrete for new pole base.
103.532145	\$56,050	Structural	Courthouse - roof maintenance (PO #251910) & carpet for District Attorney.	Vendor to do second roof inspection in 2023. Director did not have time to bid out carpet.
103.532125	\$930	Electrical	Courthouse - generator load test	Work not done due to electrician's workload
103.533245	\$5,070	Training	Courthouse - training opportunities for staff	New staff orientation priority, but offsite training needed.
103.531105	\$16,906	Consulting	Courthouse - traditional carryover of unused amounts	No project requests needing architect schematic/budget plans in 2022.
103.533900	\$139,724	Contingency	Courthouse - Emergency repair funds, typically carryover unused amounts	Remaining funds to provide additional funding for unknown failures.

Account Number	Requested \$ Amount	Item Description	Justification	Reason Unexpended in 2022
104.532145	\$1,675	Structural	Detention Center - roof maintenance (PO #251910)	Vendor to do second roof inspection in 2023.
104.532125	\$1,310	Electrical	Detention Center - generator load test	Work not done due to electrician's workload
105.532145	\$1,678	Structural	Health & Human Services - roof maintenance (PO #251910)	Vendor to do second roof inspection in 2023.
105.532205	\$8,603	Heating	Health & Human Services - HVAC repair (PO # 248883)	Vendor still waiting for parts.
105.532130	\$1,940	Plumbing	Health & Human Services - Asbestos Removal (PO # 252768)	Vendor invoice pending.
105.531105	\$1,340	Consulting	Health & Human Services - Asbestos Removal Air Test (PO #252852)	Vendor report & invoice pending.
106.532145	\$1,607	Structural	Law Enforcement Center - roof maintenance (PO #251910)	Vendor to do second roof inspection in 2023.
106.532125	\$1,060	Electrical	Law Enforcement Center - generator load test	Work not done due to electrician's workload
198.564000	\$17,598	Building Improvement	Excess funds remaining from 4th floor hall in Courthouse - potentially to use for carpet.	Director did not have time to bid out carpet, but expects bids to be higher than budget.
198.565000	\$66,905	Machinery & Equipment	Health & Human Services Generator replacement (PO #246068), plus installation.	Generator delivery delayed due to supply chain issues.
198.567000	\$30,000	Vehicles	Assistant Electrician van (PO #250225) exceeds budget due to supply chain.	Van delivery delayed due to supply chain issues.
1105.532145	\$1,500	Structural	Museum - Underground roof flashing	Vacant positions, so unable to complete the work.
	<b>\$443,495</b>		<b>TOTAL REQUEST</b>	