

**NOTICE OF MEETING
PROPERTY COMMITTEE
May 17, 2022 - 4:30 PM**

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

Room 302

To Join the Meeting Remotely
Dial: + 1 347-318-0488
Enter Pin Number: 798 791 571
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

Review and Approve Vouchers

Correspondence

- Introductions
- 2022 1st Quarter Variance Reports
 - University of Wisconsin Green Bay – Sheboygan Campus
 - Building Services
- Museum Update

Building Services

- Consideration of Johnson Controls, Inc. Project
- Consideration of Vehicle Use Policy & Inventory
- Consideration of Fund Transfer Request
 - Detention Center Pump Drive (VFD) Replacement
 - Health & Human Services Air Handler Shaft Replacement

Approval of Attendance at Other Meetings or Functions

Date / Time / Location of Next Meeting

Tuesday – June 7, 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.

**VARIANCE REPORT FOR DEPARTMENT -- UW GREEN BAY- SHEBOYGAN CAMPUS
FOR THE QUARTER ENDING 03/31/2022**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Operating Expenses Repairs and Maintenance	7,220.28	Less budgeted expenses for maintenance and facility repairs
	Interdepartmental Charges Repairs & Maintenance Charges	(1,096.45)	More than budgeted expenses for salt/service from Highway Dept
	Variances Less Than Justification Threshold	22.50	
	TOTAL	6,146.33	Positive

**VARIANCE REPORT FOR DEPARTMENT -- BUILDING SERVICES
FOR THE QUARTER ENDING 03/31/2022**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Interest and Other Revenue		
	Rent Revenue	1,390.00	More Taylor Park rentals than anticipated.
	Other Misc. Revenue	(5,989.13)	Zero-turn mower not yet traded in.
	Interdepartmental Revenue		
	Repairs & Maintenance Services	5,762.53	Electrician use by other Departments 110% higher.
	Other Interdept'l Revenue	2,421.10	Reimbursement at Health & Human Services 2% higher due to 3.2% more expenses at HHS and 59% less expenses at Aging & Disability Resource Center.
	Personnel Related Expenditure		
	Wages	25,114.37	7% less due to 3 short term vacancies.
	Overtime	(1,304.80)	Over Budget due to short term staffing vacancies, but 29% less than typical year mostly due to less snow.
	Benefits	4,780.99	10% lower due to 3 vacant positions year-to-date.
	Operating Expenses		
	Purchased Services	23,817.86	No consulting yet and electricity 9% lower partially offset by 47% higher gas prices and 12% colder weather.
	Repairs and Maintenance	83,775.00	Structural work ongoing but not yet invoiced and little air conditioning repairs so far.
	General Operating	100,950.01	Maintenance supplies lower, and unspent contingency.
	Interdepartmental Charges		
	Employee Related Insurance	31,292.65	Health insurance 22% lower due to short term vacancies and pending coverage for new staff.
	Repairs & Maintenance Charges	5,066.21	Transportation Department not needed to remove snow piles this year.
	Capital Outlay		
		50,239.60	Courthouse hallway construction invoice pending. New zero-turn mower delayed due to supply chain issues.
	Variances Less Than Justification Threshold	(4,469.95)	
	TOTAL	322,846.44	Positive



SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

VEHICLE USE POLICY

April 22, 2022

Building Services Department has a variety of vehicles assigned to various facilities and the County's Electrician. Shared use of Department vehicles is encouraged, though vehicles are assigned to facilities for snow plowing, salting and getting parts and supplies as needed.

Personal use of all County vehicles is prohibited. The Electrician is required to take the van home nightly for quicker response to power outages, fire alarm system trouble, radio tower outages and door/gate electronic security failures as well as starting and ending the workday at the job site.

Operator shall have valid driver's licenses and be employed by Sheboygan County. The Sheriff's Department and seasonal employees drive these vehicles as approved by the Manager of Building Services. Use by other departments, University of Green Bay – Sheboygan Campus or the Sheboygan County Historical Society requires Property Committee approval.



SHEBOYGAN COUNTY

James A TeBeest
Building Services Director

VEHICLE INVENTORY

April 22, 2022

2013 Ford F-250 – ¾ ton, regular box, 4x4 pickup; 16,600 miles

Transport parts and supplies; plow snow
Assigned to Building Services staff at Detention Center

2016 Ford F-250 – ¾ ton, regular box, 4x4 pickup; 20,581 miles

Transport parts and supplies; plow snow
Assigned to Building Services staff at the Courthouse

2017 Ford F-250 – ¾ ton, regular box, 4x4 pickup; 17,924 miles

Transport parts and supplies; plow snow
Assigned to Building Services staff at the Courthouse

2018 Ford F-450 – 1.5 ton, 3 cubic yard, 4x4 dump truck; 6,002 miles

Transport landscape debris and salt from Highway Shed, pull skid steer trailer, plow snow
Assigned to Building Services staff at Courthouse

2019 Chevrolet Express 3500 – 1 ton, extended full size van; 46,261 miles

Electrician mobile workshop loaded with tools/supplies, pull temporary power trailer
Assigned to Building Services Electrician

2019 Ford F250 – ¾ ton, regular box, 4x4 pickup; 9,351 miles

Transport home care equipment, parts and supplies, plow snow
Assigned to Building Services staff at Health & Human Services/ADRC Buildings

2022 Fund Transfer

Department: Building Services

Date: May 17, 2022

I. Fund Transfer Request

From:	<u>Account #</u>	<u>Funds Available</u>
Operating Transfer From Building Services Contingency	103.533955	\$123,306
To: Detention Center Heating	104.532205	\$8,603
	CONTINGENCY ENDING BALANCE	\$114,703

This request is to transfer \$8,603 from Building Services contingency to Detention Center heating to replace failed variable frequency drive which controls heating water circulation pumps.



Jim TeBeest, Director - Building Services

