

Langlade County Public Property Committee Minutes

Date of Meeting: April 4, 2011; 6:00 p.m.

Place: Wolf River Room, Resource Center

Members Present: Chairman Douglas Nonnenmacher, Robert Benishek, David Solin, Vernon Cahak, Jeffrey Zalewski, and Alison Leaver

Members Absent: None

Others Present: Ron Hansche, Robin Stowe, Nate Heuss, Randy Decker, Decker Lumber; Don Schroeder, Rhonda Klement, Nick Sanchez, Ronn Krueger, Roy Dieck, Ted Smith, Ora Monegar, Antigo Stock Car, Inc., board members, and Terry Poltrock

The meeting was called to order by Chairman Nonnenmacher at 6:00 p.m., in the Wolf River Room, Resource Center. Motion by Benishek, seconded by Cahak to approve the minutes of the March 7, 2011 meeting. All ayes. Motion carried.

Review Status of Projects with County Architect, Ron Hansche and Nate Heuss – Multi-purpose Building Insulation Project: Hansche stated that he, Heuss and Randy Decker reviewed the test area. It is sticking, but not as well as it should be. Three different methods will be tested over the next week – 1) an adhesion primer, 2) rough up the paint, or 3) another type of tape. The problem exists because the beams were so rusty and needed to be repainted, and now the paint is very smooth. Tape has also come loose where it is fabric to fabric. Randy Decker stated that the problem will be resolved to the county's satisfaction.

Forestry Garage: Heuss stated that a pre-construction meeting was held on March 31 with JAS Construction. Construction will start the first week of May. Heuss met with Steve Jackson and the garage siding will be an off-white color. A discussion did take place with the contractor regarding the removal of excavated fill and top soil.

Cattle Barn: Heuss informed the committee that the re-roofing project alone will cost approximately \$120,000 with materials and contingency. In researching the work that is needed for the structural improvements in the north and south wing (remove inner stalls, diagonal bracing, remove grade beam and resolve the poor drainage), Heuss figures the cost would be approximately \$30,000/wing, which would bring the total cost of the project to \$170,000-\$180,000. There is only \$160,000 budgeted for the project. In order to save money, Heuss suggested rebidding the project and using shingles on the roof instead of a metal roof. The current roof was installed in 1982. After further discussion, motion by Benishek, seconded by Solin to rebid the project with prices for either a metal or shingled roof and to include the structural repairs. All ayes. Motion carried.

Langlade County Public Property Committee Minutes – April 4, 2011

Safety Building: Hansche stated that the air balancing can be completed next week and then the report can be completed for the Department of Corrections.

Wood Tech: Hansche stated that the open house for dignitaries will be on Wednesday, April 20. The exterior work will not be completed by the open house. An open house for the public could be held in late summer or early fall.

Review Draft of Key Control Policy: Heuss reviewed the draft of the key control policy with the committee. This policy is meant to govern the use of keys by employees only not keys given to user groups for events or meetings, which are governed by other policies already in place. This policy will be implemented after the locks have been changed and card readers have been installed.

Consider Contract Cleaning of Courthouse: Heuss explained to the committee that since Gary Roettger retired and that position is not being filled that he would like to contract out the cleaning of the courthouse so the remaining staffs' time could be better utilized. Heuss spoke with Gary Olsen and they felt two people at two hours/night should be sufficient to clean the courthouse at a cost of approximately \$16,500. After discussion, motion by Solin, seconded by Zalewski to bid out the cleaning of the courthouse. All ayes. Motion carried.

Review Fire Sprinkler Improvements Needed at Resource Center: Heuss explained that after he met with Fire Chief Jon Petroskey that more areas at the Resource Center need to be sprinkled; such as, the file storage area and the crawl space. Integrity Fire Protection provided Heuss a price of \$4,886.00 for the additional sprinkler heads. Heuss will solicit additional quotes and also speak with Gary Olsen regarding a funding source and report back to the committee at the May meeting.

ADRC Request for Railings in Health Care Center Gym: Heuss informed the committee that he was contacted by Barb Resch of the ADRC and some of her elderly clientele requested that railings be added in the gym to assist them when they are doing their exercise classes. Heuss stated that the cost to add railings in the gym would be minimal. Motion by Zalewski, seconded by Cahak to approve railings for the Health Care Center gym. All ayes. Motion carried.

Discuss Camping at Fairgrounds during Events: After last month's meeting, the question was raised if the fairgrounds needed to be licensed as a campground because camping is allowed during events. Poltrock contacted the Department of Health Services and found out that the fair is exempt from this regulation; but if there are more than four campers at an event than the fairgrounds needs to be licensed. Langlade County would have to provide a campground plan, there would be a formal review, campsites would need to be numbered, and if there are more than 20 sites, a dump station is required. An approved sanitary dump station needs to be located within 10 miles, the dump station needs to be open at the same time as the campground, and written permission to use the dump station must be obtained from the owner. The one-time pre-inspection fee would be \$700, and the annual permit fee would be \$305. After discussion, motion by Benishek, seconded by Solin to apply for a camping permit for the fairgrounds. 5 ayes, 1 nay. Motion carried.

Langlade County Public Property Committee Minutes – April 4, 2011

Review Program Ranking: Heuss reviewed with the committee the program ranking for the maintenance department. Motion by Solin, seconded by Zalewski to approve and forward to the Executive Committee. All ayes. Motion carried.

Review Maintenance Projects: Heuss informed the committee that the maintenance staff has been cleaning carpets as time allows, installing LED exit lights at the Health Care Center, doing sprinkler work and fire stopping at the Resource Center, and painting office at the Safety Building. A baby changing station was installed in the lower level restroom at the Resource Center. Craig Schwartz will be on medical leave from April 1 – May 1. The blueprints have been organized and duplicates stored at the Safety Building. Department head survey results of the maintenance department are being compiled and will be shared with the committee. Holup is getting quotes to replace the 15 year old snowblower, which is used at the courthouse. Automated Logic is reviewing the HVAC at the Health Care Center and will provide information on digital controls and variable frequency drives.

Heuss had quotes to purchase 30 additional 3M mats for the various county buildings. Quotes were received from CTL, Kleanmark, and Aramark. The low quote was \$6,443.00. The committee questioned if there was funding in the budget for this purchase. Heuss will check with Olsen. Motion by Solin, seconded by Benishek to approve the purchase of 30 mats at a cost of \$6,443.00 contingent on an available funding source. All ayes. Motion carried.

Heuss will be working on a bid packet to purchase locks for all county buildings and card readers. Heuss is working with the Clerk of Courts office on a digital recording system and desk. The Antigo Baseball Association Spring Fling will be held at the fairgrounds April 15-17.

Motion by Benishek, seconded by Cahak to accept the maintenance report. All ayes. Motion carried.

Update Committee on Any Issues Regarding the Community Center: Nick Sanchez informed the committee that there were no concerns at this time.

Discuss EMT Room at Fairgrounds: Rhonda Klement, fair coordinator, addressed the committee and informed them that the EMTs no longer want to use the room built for them in the Exhibition Building. They will be utilizing a camper on the midway as an EMT station. Klement requested to use the EMT room in the Exhibition Building for storage during and after the fair. Motion by Solin, seconded by Benishek to allow 4-H to utilize the EMT room in the Exhibition Building for storage. All ayes. Motion carried.

Discuss Approval for Additional Tent at the Langlade County Youth Fair: Klement requested to have an additional 60' x 100' tent on machinery row near the Exhibition Building during the fair. The fair board is attempting to bring an additional display to the fair. Motion by Cahak, seconded by Zalewski to approve the additional tent at the Langlade County Youth Fair. All ayes. Motion carried.

Langlade County Public Property Committee Minutes – April 4, 2011

Discuss Approval for ATM at the Langlade County Youth Fair: Klement stated that they would like to have an ATM located in the 4-H food stand during the fair. Motion by Benishek, seconded by Cahak to approve an ATM located in the 4-H food stand during the Langlade County Youth Fair. All ayes. Motion carried.

Antigo Stock Car Update: Monegar requested that the cover on the drain in Turns 1 and 2 be removed. Chairman Nonnenmacher and Zalewski will meet on Tuesday with Monegar to assess the situation. Antigo Stock Car might rent the kitchen in the multi-purpose building on Friday nights. Antigo Stock Car will be moving in equipment as the weather allows. They have sent an application to Hotel/Motel for consideration. Antigo Stock Car will make a request to the Highway Committee for the use of a grader. Monegar requested that a Public Property Committee member attend Antigo Stock Car, Inc., board of directors meetings. Chairman Nonnenmacher will attend the meetings.

Discuss Pump for Detention Pond: Zalewski contacted Roberts Irrigation Company, Inc., of Plover regarding an electric pump. The cost is \$8,188.39 but if the 230V – 3phase control panel is not needed \$1,065 can be deducted. Also, \$280 delivery charge can be deducted as someone will pick up the pump. Zalewski stated that 360' pipe would need to be trenched. Zalewski will also speak with Heuss and Holup regarding the cost to wire the pump. The finance committee will also need to be contacted regarding a funding source for the pump.

Update Committee on Removal of VIP Building: Stowe has been in contact with Duke and Kathy Packard and they do plan on removing the VIP building. They will coordinate the removal with Heuss.

Review Revisions to the Purchasing Policy: Stowe reviewed the approved changes to the purchasing policy with the committee:

D. AUTHORITY TO PURCHASE.

1. Oversight Committees shall have the authority to purchase any budgeted item with an estimated value less than \$10,000, **and also to approve contracts for services included in the budget approved by the County Board** *(revised by Public Property Committee 3/7/11)*. The Highway Committee shall have the authority to purchase any budgeted item with an estimated value less than \$20,000. All building materials (such as: doors, locks, cabinets, carpet, etc.) shall be purchased through the Maintenance Department.

Review Budget Summary: The committee reviewed the maintenance department budget summary as of March 31, 2011. Motion by Benishek, seconded by Solin to accept the budget summary. All ayes. Motion carried.

Review Comp Time: The committee reviewed the comp time balances. Motion by Benishek, seconded by Solin to accept the comp time report. All ayes. Motion carried.

Langlade County Public Property Committee Minutes – April 4, 2011

Department Bills: Monthly bills paid in March were reviewed. Motion by Benishek, seconded by Solin to approve the bills. All ayes. Motion carried.

Next Meeting: The next regular meeting will be Monday, May 2 at 6:00 p.m., in the Wolf River Room, Resource Center.

Adjourn: Motion by Benishek, seconded by Solin to adjourn at 8:10 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock
Recording Secretary