Langlade County
Public Property Committee Minutes

Date of Meeting:	**April 4, 2016 at 3:30 pm**
Place:	**Langlade County Airport**
Members Present:	Chairman Robert Benishek, Dave Solin, Sam Hardin, Doug Nonnenmacher and Larry Poltrock
Members Absent:	None
Others Present:	Nate Heuss, Robin Stowe, Carol Feller Gottard, Vern Cahak, Crystal Wells, Jim Fleischman, Tim Moe, Lois Jones, Doug Curler, Terry Brand, Dumaine Turney, Pat Novak, Josh Walker and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 3:20 p.m. at the Langlade County Airport, Antigo. The Pledge of Allegiance was recited.

2. **Approve/amend the minutes of the previous meeting held on March 7, 2016:** Motion by Nonnenmacher, to approve the previous meeting minutes, Seconded by Sam Hardin, all ayes, Motion carried.

3. **Recognition of others present and public comments on agenda items or to request an item be added to a future agenda:** Members of the Senior Center organization introduced themselves.

4. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Bob Benishek reviews highlights of the previous meeting.

    a. **Policy Revision – Inclement Weather Event Scheduling and Fee Schedule:** Bob Benishek reads the revision to the Fairgrounds Policy regarding Inclement Weather (Rain out) deposits.

*"The Fairgrounds may be reserved as an alternate site for hosting events in case of inclement weather (i.e., rain out dates) on **Monday – Thursday only.** In order to reserve a facility at the Fairgrounds for a "rain-out", a non-refundable deposit is required as set forth in the Fairgrounds Schedule of License Fees and Charges. In the event of a "rainout" and the event is hosted at the Fairgrounds, then the applicable license fees and charges shall apply."*

    b. **Spraying Racetrack Weeds:** Spraying the racetrack weeds has been a topic of discussion with differences of opinion. Jim Fleischman explained that spraying and killing the weeds would permit erosion faster than letting the weeds grow. The track is not useful without the clay. Having a root structure

actually holds the track together and lessens erosion. A promoter would have to work the track a few weeks for a race thus eliminating the weeds at that time. Since 2010 the cost for removing clay from the pond due to erosion has been approximately $10,000. Heuss will research the possibility of planting something with a small root system on the track to curb erosion and mow the track for appearance purposes.

5. **Request for Seniors to use space at the Health Service Center:** A Senior Center has been discussed and different locations considered. The Health Service Center has a small conference room and gymnasium that is available. These rooms would be scheduled thru the Aging & Disability Resource Center (ADRC). The Seniors are interested in this area. Any renovations would need to be approved by this Committee. According to the Facility Use Policy, a security deposit, certificate of insurance and fees may be required. Motion to waive the fees and facility use requirements for 6 months and put this item on the Agenda for review after that time by Dave Solin, Seconded by Sam Hardin, all ayes, Motion Carried.

   Tim Moe, on behalf of the Seniors commended the County for providing this space.

   a. **Renovations to be made for Senior use of Health Service Center:** A transformer that provides power for the kitchen may need covering for safety reasons.

6. **Facility Use Request – County Board Room:** A request has been received to use the County Board room or another meeting room of accommodating size on Wednesday evenings and Sunday mornings each week. The County's Facility Use Ordinance and Policy, which was last adopted in 2003, is currently under review by the Public Property Committee. Until the Committee concludes its review the group is allowed to use the facility. Stowe suggested delegating authority to the Maintenance Department to administer the fee schedule. Motion to clarify the policy to read $10 per meeting instead of $10 per week by Nonnenmacher, Seconded by Hardin, all ayes, Motion Carried.

7. **Inspection of Buildings at Camp Susan:** Forestry Department has requested that Camp Susan be inspected by Maintenance for repairs. 4-H has a 100 year lease and are in charge of the day-to-day maintenance. Heuss will inspect the buildings and report back to the Public Property Committee.

8. **Update on Highway Department building study:** Heuss presented information on the building study. The Committee decided that renovating the existing buildings will be financially more efficient than purchasing property off site. The Committee will review the study and revisit this at the May meeting. Committee is in favor of adding a ventilation system to all vehicle areas and sprinkler system to entire building. Heuss directed to verify required size of Truck Garage addition.

9. **Update on filling Maintenance Employee position:** Five applications have been received. Interviews will take place on April 5th. June 1st is the start date for the new employee.

10. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of March. (See attached)

    a. **Jack Lake Shelter – Shelter Doors:** These are being constructed.

    b. **Jack Lake Shelter Fireplace:** Proposals are due April 8th. Pre-Proposal meeting was held. Construction commencing in May.

    c. **Safety Building Roof Replacement:** Pre-Construction meeting was held. Ballast removal will be done May 2. This work will be loud. Heuss is requesting to add east garage roof to the project using funds already approved. Motion by Poltrock to replace the east garage roof with the funding provided, Seconded by Solin, all ayes, Motion Carried.

    d. **HVAC Study at Safety Building:** Not discussed.

    e. **Antigo Public Library carpet replacement:** Signed Contract on file.

    f. **County parking lots:** Heuss will be soliciting proposals to get parking lots re-striped.

    Courthouse Elevator Hydraulic Cylinder Replacement Proposals received from Schindler Elevator Corporation, Kone Inc, and Otis Elevator Company. Motion to accept the quote from Kone Inc. in the amount of $55,915 by Solin, Seconded by Poltrock, all ayes, Motion Carried. Elevator will be down for 3 weeks in August.

    Benishek commended Heuss for all his work on the County projects.

11. **Approve Disposal of County Equipment:** None at this time.

12. **Review Budget Summary:** Committee Members received the Budget Summary for review.

13. **Verify Date of Next Meeting:** The next regular meeting will be Monday, May 2, 2016 at 3:15 p.m. at the Resource Center – Wolf River Room.

14. **Adjourn:** Motion to adjourn at 5:19 p.m. by Poltrock, Seconded by Solin, all ayes, Motion Carried.

15. **Tour of the Airport:** The Committee was given a tour of the facility by Josh Walker.

Respectfully submitted,

Pamela Jankowski,
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409

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Director of Facilities Management

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April 4, 2016 – Public Property Committee Report

1. COMPLETED WORK
   - SB/Jail: Change all 12" & 2" filters in AHU-3 and HRU in mechanical mezzanine, paint jail cell doors R1 & R2, Replace jail cell cameras, replace jail cell day room bulbs, assist with annual fire alarm inspection in SG & jail, replace sprinkler head in cell R2, unplug jail sinks & toilets, unplug kitchen cooler drain, hang bracket in SB weight room, unplug shower drains in female blocks, replace light fixture ballast.
   - RC: Rearrange furniture in Child Support office, hang picture in Zoning office, paint 2 offices in Child Support, repair slow drain, replace lights in Extension office.
   - CH: Replace 2 locksets in HR office, move furniture from HR office into County Clerk back offices, move furniture from VWC office into former HR office, change panic buttons, install panic button in small courtroom, work on elevator, install 60 amp power for floor grinding.
   - HCC: Install 10 wall mounted brochure holders in Veterans Office, Rearrange furniture in office #11 Social Services, check filters / grease fans on all Air Handlers, paint corridor walls on County side of building, install 5 trap wraps on ADA sinks, patch paint room 4A in Social Services, Mountain curtain rod in NCH office 75.
   - Fairgrounds: Check Clover Room heat / found broken fire damper linkage, check phone lines for Forestry fax and MP Kitchen, locate loose connection on network equipment, repair 3 urinals in MP restrooms.
   - General: Attend Hazardous Materials training in Green Bay, haul 6 bags of paper to recycle, plow & shovel after major snowstorm, 4 Digger's Hotline locates, serviced maintenance shop air compressor.
2. ADMINISTRATION
   - Antigo Public Library – Contact successful bidders / wrote Construction Contract / letters of intent for carpet contractor / electrical / painter.
   - Highway Department: Completing Facility Evaluation
   - Electrical worker hiring. Advertising / screen applicants / Interview scheduling.
3. FACILITY STATUS
   - Courthouse
     - Elevator Hydraulic Cylinder replacement quotes.
       - Elevator will be down for 3 weeks. Will schedule for August.
     - Small courtroom alterations – Develop scope and include cost in CIP.
     - Parking lot replacement 2017. Terrazzo surfacing 1st floor.
   - Safety Building / Impound Building
     - Roof replacement project – start anticipated May 2. 6 weeks construction period.
     - Large filters in AHU have been changed out.
     - Jail cleaning schedule has been created.
   - Jack Lake
     - Construction of shelter doors – spring 2016
     - Shelter Fireplace installation 2016 – proposals due April 8.
   - Fairgrounds
     - Horse Arena fence - replace in 2016.
     - Clover room furnace is old and will need replacement. Replacing ceiling tile.
   - Resource Center
     - New sign has been picked up and will be installed spring 2016.
   - Health Care Center
     - Interviewing Electrical Workers in advance of June 30 retirement.
   - Highway Shop
     - Temporary patch on truck storage building. Long term Maintenance on repair shop membrane roof.
     - Evaluate electrical equipment for service update.

End of Monthly Public Property Committee Report