

Langlade County Public Property Committee Minutes

Date of Meeting: April 7, 2015 at 6:00 pm

Place: Safety Building - County Board Room

Members Present: Chairman Robert Benishek, Doug Nonnenmacher, Larry Poltrock, Dave Solin and Sam Hardin.

Members Absent: None

Others Present: Nate Heuss, Sandy Fischer, Dennis Mattmiller, Robin Stowe, Gary Whitman, Vern Cahak, Dewey Chrudimsky, John Schunke and Pam Jankowski.

1. The meeting was called to order by Chairman Robert Benishek at 6:00 p.m. in County Board Room at the Safety Building, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on March 2, 2015:** Motion by Doug Nonnenmacher, to approve the previous meeting minutes, Seconded by Sam Hardin, all ayes, Motion carried.
3. **Discuss Courthouse Parking Policy:** Bob Benishek reviews the Parking Policy that was enacted after the parking lot was striped and color coded. The striping and color coding was completed to free up space near the entrance for the public. In fall 2014, Employees were directed to park in spaces farther away from the entrance in designated employee spaces. Employees having a physical limitation requiring that they park closer were encouraged to obtain a disabled permit and use one of the handicapped spaces. An employee was recently sent a letter stating they needed to follow the policy. This employee was parking in the 2-hour spaces near the entrance due to a physical handicap but was not displaying a disabled plate or permit and was using the space longer than the 2-hour time limit. Upon further discussion, it became known that this employee now has a permit and was requested to park in the disabled spots and not use the 2-hour spaces. After discussion, it was decided that if an employee has a disabled permit and they choose not to take up the disabled spaces and park in the 2-hour time spaces the Committee will take no action.
4. **Update Sound & Voting System for County Board Room:** The system will be ready for installation in May.
5. **Discuss request to store Red Robin Transit Buses in Commercial Building at the Fairgrounds and park at the Fairgrounds during summer months:** The County currently spends approximately \$9,000 per year for parking / storage of the transportation company buses at Malliette Bus. Options include parking of buses across from Courthouse (Wolf River Valley Seed Company) and at the Commercial Building. The Courthouse

location would require paying rent. Heuss has a quote of \$16,700 to add ventilation system required to use Commercial Building as a vehicle garage. Committee directed Heuss to get a price on ventilation of the Livestock Pavilion, which could allow renting the building to store Motor Homes in the winter. This will be put on the May agenda. Motion to allow parking at the Fairgrounds by Sam Hardin, Seconded by Larry Poltrock, all ayes, Motion carried.

6. **Discuss ventilation project for Commercial Building for bus storage:** See Agenda Item #5.
7. **Approve Policy on allocating revenue derived from renting office space in County Buildings:** Gary Olsen drafted a policy for the Committee to review. Presently, revenue generated from renting office space in County buildings is directed to the Maintenance Department. A request has been made that if a department head is instrumental in getting a tenant to lease space within the department's current office space, then a request could be made to credit the department head's budget. The Committee would like to leave the policy as is with the revenue directed to the Maintenance Department's budget.
8. **Discuss Ag Day's event at the Fairgrounds scheduled for June 27, 2015:** Dennis Mattmiller is heading up this event as part of the Livestock Pavilion Fundraising Committee. Ag days will be like the Livestock Pavilion Grand Opening event; they are selling booths and will have bands, food, etc. They would like to host this every other year opposite of Dairy Breakfast. Mattmiller is requesting the vendor checks be submitted to the County to deposit and disburse as needed. Some outstanding bills exist that this event will help in paying. Motion to set up account and disburse funds by Solin, Seconded by Nonnenmacher, all ayes Motion carried.
9. **Discuss Installing wash rack in the Dairy Wing of the Livestock Pavilion:** Another wash rack is being requested outside the Dairy Wing per Dennis Mattmiller. Donated funds are available. The Committee would like the outstanding bills paid before any more improvements are made. This item will be held off until after the Ag Days event to see how much is raised to pay off current debt.
10. **Review Fairgrounds Budget:** The balance remaining in the Fairgrounds budget at the end of 2014 was \$1,964.53. Funds have been carried over for projects in the amount of \$68,000. Further discussion will be presented at the May meeting if necessary.
11. **Request for Cell phone with email capabilities for Maintenance Department Head:** Heuss is requesting a phone with email capability to obtain the boiler alerts for the Health Care Center which are sent by email. Presently these alerts are going to one of the staff's personal cell phones. This would allow Heuss to get the alerts and remotely check the systems for the buildings. Costs increase is \$40 per month. Motion by Solin, Seconded by Hardin to allow a cell phone to be issued to Heuss, all ayes, Motion Carried.
12. **Consider office space for contracted Court Commissioner/Family Court Commissioner Position:** A request has been made for office space in the Resource Center for Fred Kawalski who is the new Court Commissioner/Family Court Commissioner. Motion by Hardin,

Seconded by Solin to approve the use of this office space at the Resource Center, all ayes,
Motion carried.

13. **Review costs on securing the west side of the Impound Building:** Heuss received a quote from Systems Technologies for a burglar alarm for the Impound Building in the amount of \$3,842.06. The Committee would like to invite the Sheriff and the District Attorney to the next meeting to discuss security issues. This will be put on the next Agenda.

14. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any.** Bob Benishek discussed the storm water runoff that the County has to pay to the City. Approximately \$12,000 a year is paid for the Fairgrounds alone. He would like to look into alternatives and work with the Land Conservation Office regarding this. Robin will contact Charlie Brinkmeier at the City to discuss these concerns. The City will be invited to the next meeting to review.

a. **Marketing private events:** Robin reviewed the idea of marketing private party events such as weddings, private gatherings, graduation parties etc. at the Fairgrounds. These kinds of events are allowed but the public is probably not aware of this. The Committee does not want to infringe on local businesses that host these types of parties/events; therefore, does not want to "market" this in the form of advertising or posting on the marquee; however, if approached to hold this type of event, the grounds are available to rent.

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

- a. **Impound Building Renovations:** Ventilation system is functional and building is in use. Security Cameras have been installed. Concrete, exterior lighting and former office area work remains.
- b. **Clerk of Court Service Counter Project – Office Furniture:** Partitions to be delivered by April 20th. Office painting is complete.
- c. **Jack Lake Shelter & Restroom Building – bid update:** Tradewell has been contracted for this project at the bid price of \$235,000.
- d. **Highway Office Remodel:** This project is on hold until a new Commissioner is hired.
- e. **Public Library Carpet Replacement:** Upcoming meeting in May.
- f. **Forestry Cleaning Services:** Antigo Building Maintenance has been contracted to clean the Forestry Building.
- g. **Multi-Purpose Building restroom improvements:** Decorative quartz floor will cost approximately \$10,000. (quotes have been obtained) Three sinks are

to be replaced before the floor work can be done. Motion to proceed with this project by Solin, Seconded by Hardin, all ayes, Motion carried.

- h. School House siding replacement.** Heuss provided drawings and specs for the siding replacement. Lead paint was found on this building and will cost approximately \$7,700 to dispose of. Siding replacement will cost approximately \$25,000. Gary Whitman from the Retired Educators Association would like to see a historic renovation done on this building, preferring paint over new siding. At a minimum, the east side would need to have siding replaced and then the building could be painted. Due to the condition of the siding this would be a short term fix. Funding in the amount of \$17,500 is available for the School House repairs. Motion by Solin to replace the east side with wood siding and repaint the rest of the building, Seconded by Nonnenmacher, all ayes, Motion carried.

The dump station will cost approximately \$11,000 to complete. A camera has to be installed at approximately \$2,500, LED lighting, pole and motion sensors at \$2,000 plus signage. Motion by Solin to approve and proceed, Seconded by Hardin, all ayes, Motion carried. Work will be done this summer.

The Committee accepts the Maintenance report.

16. **Approve Disposal of County Equipment:** None at this time.
17. **Review Budget Summary:** Committee Members received the Budget Summary for review.
18. **Verify Date of Next Meeting:** The next regular meeting will be May 4, 2015 at 5:00 p.m. at a venue to be announced.
19. **Adjourn:** This portion of the meeting was concluded at 7:46 p.m. Motion to adjourn by Solin, Seconded by Nonnenmacher, all ayes, Motion Carried.
20. **Tour Safety Building/Jail and review recent improvements:** The Committee proceeded on their tour of the facilities to observe recent improvements. A tour was provided by John Schunke and other staff. This was concluded at approximately 9:10 p.m.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT
Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409

Nate Heuss
Director of Facilities Management

PHONE – 715-627-6307
FAX - 715-627-6550

April 7, 2015 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Replace ballast in Jail, check number of circuits in report writing room and look into adding emergency power to outlets. Pull wires and install 2 new circuits and receptacles to dispatch break room. Run boiler & water heater on fuel oil (5 hour test), unplug shower & sink drains in jail, have frozen drain line steamed at impound building, repair water leak in Finance office (lower level SB), adjust jail air dampers, clean heat exchanger in west jail garage, change oil in jail washing machine, cleaned and tested 123 smoke detectors in jail / SB, removed 100 old bed mats from storage, replace dispatch break room countertop.
- RC: Moved office, temporary repair to exterior sign, have basement water cooler repaired, remove/replace caulking / paint extension office break room, replace lights in extension, move furniture from extension office to auction.
- CH: Program 7 key fobs for Clerk of Courts door, assist in installation of card reader for Clerk of Courts door, paint Clerk of Courts office.
- HCC: Patch/paint room 32, room 27, room 36 in DSS, paint vestibule in Veterans office, have motor rebuilt and get new fan for front entry cabinet heater, pick up trash in yard. Vacuum up water in carpet of room 120 and look for leak. Hang pictures, white board and cork board.
- Fairgrounds: Check MP building furnace & replace belt / filters, repair Forestry Garage door operation, repair overheating in Forestry Building.
- General: Replace light ballast in Highway office, 6 Digger's Hotline locates, load plow on truck (sold at auction), brought boxes up to storage (above MP building) from Finance.

2. ADMINISTRATION

- Accessibility Improvements 2015.
- Antigo Public Library:
 - Researching Carpet
 - Soliciting quotes: Moving / carpet / Paint

3. FACILITY STATUS

- Impound Building
 - Ventilation system is functional and building is in use.
 - Security Cameras have been installed.
 - Remaining work:
 - concrete work at west doors (spring),
 - Exterior lighting, infill doors & windows at former office area.
 - Determine if East bldg will be used for County storage. Burglar alarm price
- Jack Lake Shelter
 - Answered bid questions, issued addenda, bid opening, contract writing.
 - Construction Administration will be ongoing over next 4 months.
- Fairgrounds
 - Schoolhouse:
 - proceeding with drawings, specifications
 - Lead paint abatement quote.
 - RV dump station quotes.
 - Sink Replacement: Advertise for proposals to replace 3 sinks.
 - Solicit 2 quotes for Epoxy floor in MP building restrooms. Decorative quartz floor with urethane topcoat.
 - Horse Barn: Cost study (New or repair existing). Schedule permitting.
- Courthouse

- Clerk of Courts Service Counter: Partitions delivery date April 20. Painted office area.
 - Memorial bench assembled. Waiting for concrete pour spring 2015.
- Health Care Center
 - Handicapped Accessible Toilet stalls have been installed in public restrooms.
 - Installing ADA compliant drinking fountain near front entrance.
- Airport
 - Finalize water repairs spring 2015: Add flashing, gutters, paint.
- General
 - Study – Location for Transportation Buses
 - Measure / draw up shed near courthouse for use as bus storage.
 - Draw commercial building with buses to scale for bus storage. Solicit quote to add ventilation to commercial building for vehicle storage.
 - Review grandstands for bus storage underneath.