

Langlade County Public Property Committee Minutes

Date of Meeting: August 2, 2016 at 3:15 pm

Place: Langlade County Resource Center – Wolf River Room
837 Clermont Street, Antigo, WI 54409

Members Present: Chairman Larry Poltrock, Vern Cahak, Sam Hardin, Doug Nonnenmacher and Bob Benishek

Members Absent: None

Others Present: Robin Stowe, Gary Olsen, Nate Heuss, Mark Desotell and Pam Jankowski

1. The meeting was called to order by Chairman Larry Poltrock at 3:15 p.m. at the Resource Center, Wolf River Room. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on July 5, 2016:** Motion by Vern Cahak, to approve the previous meeting minutes, Seconded by Bob Benishek, 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:** No comments or agenda items to be added to a future agenda.

Mark Desotell, City Administrator was advised that the discussion regarding the possible closing of Arctic Street will be handled by the newly formed Ad Hoc Committee for Highway Renovations. They will be meeting August 9, 2016 at the Forestry Office.

4. **Consider clarifying the Purchasing Policy regarding the authority to make purchases from non-county sources (grants or donations).** Gary Olsen, Finance Director is recommending a Policy clarification stating if using “non-County” funds for a project, only the Oversight Committee needs to approve and full County Board approval is not required. If the amount exceeds what the County Board had approved, then this would have to be referred back to them. Motion to approve the policy revision to state: The Oversight Committee shall have the authority to purchase items using non-County funding sources (i.e., grants or donations) by Doug Nonnenmacher, Seconded by Benishek, all ayes, Motion Carried.
5. **Review and approve 2017 Budget:** Heuss presents the 2017 Budget. The Maintenance Department has a very large budget each year and usually is under budget allowing “carry-over” funds for projects. Money is being saved using the Focus on Energy Program and we had an unseasonably warm Winter compared to years past.

2017 Buildings Maintenance Budget: Proposed Expenses: \$ 947,803
Proposed Revenues: \$ 81,500
Proposed Net Levy: \$ 866,303

2017 Fairgrounds Budget: Proposed Expenses: \$ 66,606
Proposed Revenues: \$ 29,000
Proposed Net Levy: \$ 37,606

Motion by Sam Hardin to approve the 2017 Budgets, Seconded by Benishek, all ayes, Motion Carried.

6. **Airport Entrance Renovations:** The Airport has \$25,000 in donated funds. The estimated cost to modify the entrance vestibule should fall within this budget. Items included are: Replace the lockset on exterior door with a coded lock to make the restrooms and a portion of the lobby accessible to pilots for 24 hours, relocate interior wall and door of airlock, new flooring, new ceiling, relocating the drinking fountain, etc. Proposals will be requested. The Airport Committee has previously approved this project. Motion by Hardin to approve Heuss proceeding with this project, Seconded by Benishek, all ayes, motion carried.
7. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:**
This Committee did not meet last month.
 - a. **Landscaping donation request submittal to Remington Foundation:**
Robin Stowe has been working on the request to the Remington Foundation to request a donation for landscaping. Apple Valley Landscaping has made improvements to the Fairgrounds by the Pavilion and under the Marquee at no cost to Langlade County. Stowe is looking for direction on whether to continue to pursue this request. Letters of support from organizations are needed to complete the application; 4-H and the Fair Board have been contacted for these letters, no responses. Benishek would like to move forward with the donation request and obtain these letters of support. Stowe will once again make contact with 4-H and the Fair Board. This will be reviewed at the next meeting.
8. **Review and Approve Health Service Center Exterior Sign:** A Proof of the sign was reviewed. The Senior Center may in the future need to be removed from the sign. Sign to be revised slightly. Motion by Nonnenmacher to approve the design and allow the purchase, Seconded by Benishek, all ayes, Motion Carried.
9. **Highway Department renovations update:** This item will be discussed at the Ad Hoc Committee meeting scheduled for August 9, 2016 at the Forestry Office. Committee will need to establish priorities, determine scope of work, and address unsuitable soils issue.

The Finance Committee will discuss setting a dollar amount for the Highway Renovation Project. Benishek is requesting a special meeting to discuss the Project in depth with the full County Board. Olsen will send out memos and create a Power Point for a September meeting.

10. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of July. (See attached)
- a. **Jack Lake Shelter – Shelter Doors & Fireplace update:** Shelter doors are installed. Window glass installation will complete the project. Fireplace installation is complete.
 - b. **Safety Building Roof Replacement update:** This is ongoing, nearing completion. Roof r-value and membrane installation is a significant improvement over original roof.
 - c. **Antigo Public Library carpet replacement:** Construction schedule completed and a preconstruction meeting has been held with all contractors. Work commencing August 30th.
 - d. **County Parking Lots Update:** Not discussed
 - e. **Courthouse Elevator Cylinder replacement:** Start date August 8th, approximately 3 weeks down time for elevator.
 - f. **Race Track:** Not discussed
 - g. **Senior Center at HCC:** Not discussed
 - h. **Fairgrounds Landscaping update:** Apple Valley Landscaping has donated materials/labor to improvements to the Livestock Pavilion and under the Marquee.

Motion to accept the Maintenance Report by Benishek, Seconded by Hardin, all ayes, Motion Carried.

11. **Approve Disposal of County Equipment:** List provided by Pam Jankowski for approval. Motion to approve listing these items on the Public Surplus Auction site by Cahak, Seconded by Hardin, all ayes, Motion Carried.
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, September 6, 2016 at 3:15 p.m. at Wolf River Room
14. **Adjourn:** Motion to adjourn at 4:24 p.m. by Benishek, Seconded by Nonnenmacher, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski,
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT
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August 2, 2016 – Public Property Committee Report

1. COMPLETED WORK

- **SB/Jail:** Replace cameras in holding cells, replace tile from water leak, repair circulation pump for AHU 1 & install new control, clean coils on rooftop chiller, replace day/night lights in cells, reprogram camera at booking / F block, wire new dishwasher to 460 3 phase, help install dish washer in kitchen, repair shower water valve in MH block, reset elevator control.
- **CH:** Repair sink. Set up metal detector for jury trial.
- **RC:** Plant flowers by building sign, made 2 signs for Zoning, hang file hold in Extension office, replace blower assembly in furnace #3, haul 5 file boxes to MP building for storage,
- **HCC:** Clean up/organize maintenance room; organize tools & parts, make 3 offices signs and supply keys for new hires, install cable devices and adjust TV mount in waiting area, reset rooftop AC units, clean condensers on 2 rooftop units, clean condensers on 3 critical refrigerators, replace ballast / repair light fixture in office 4A, spray for earwigs, blow off sidewalks & entrances, run data line to office 75, run cat5 phone line & connect to office 75, replace toilet parts & air freshener in men's restroom, rebuild 2 faucets and replace supply valve in DD room.
- **Fairgrounds:** Repair horse barn stall gates, scrub floors in MP building, install stage in MP building, clean fryers in MP kitchen, scrub clover room floor, changed batteries in floor scrubber, install angle iron on donor signs in Livestock Pavilion, protect Forestry Conference room carpet with plastic for use as Fair Office, relocate & secure grandstand dumpster, install (3) 20 amp drop cords & outlets in Livestock Pavilion east wing, replace 16 ceiling tile in clover room and 7 in MP building entrance, extensive preparation for County Fair (refer to attached report), Pre Fair walkthrough with AFD and Fair Coordinator.
- **General:** Install signs on dumpsters, several electrical repairs at Jack Lake, install window air conditioner at Highway Shop office, replace 4 ballasts and 8 bulbs at Summit Lake restrooms, 12 Digger's Hotline Locates / train new hire in how to do locates.

2. ADMINISTRATION

- **Antigo Public Library –** Created construction schedule; facilitate preconstruction meeting
- **Budget:** 2017 Budget plan. Review & approve.
- **Safety Building Roof:** Ongoing Construction Administration. 80% complete.
- **Highway Renovation Project:** Kickoff meeting August 9

3. FACILITY STATUS

- **Courthouse**
 - Elevator Cylinder Replacement – Start date August 8, 2016. Approx. 3 weeks shutdown.
 - Parking lot replacement 2017.
 - Small Courtroom renovations 2017.
- **Safety Building / Impound Building**
 - Jail Cleaning Schedule is being implemented.
 - Planning new exterior signage for Safety Building
 - Replace Impound Building siding – east side – Fall 2016.
- **Highway Building**
 - Poor soils remediation / Geopier cost estimate for new building.
 - Roof patching & maintenance is now complete (Truck Building & Repair Shop)
- **Jack Lake**
 - Beach Shelter
 - Shelter doors installed. Complete pending glass installation.
 - Fireplace installation complete / Punchlist completed.
 - Numerous electrical repairs completed by Maintenance Staff.

- **Camp Susan**
 - Contractor to proceed with log repairs (Fall 2016).
 - September County Board meeting
- **Fairgrounds**
 - **Livestock Pavilion**
 - Donor signs straightened & reinforced w/ steel angle.
 - Electrical drops installed in beef wing.
 - Replacing ceiling tile in Clover Room (after Fair).
 - Clover room furnace needs replacement (original to building)
 - Exposition building roof – 2017 replacement. Currently leaking around dormers.
 - 1983 Grandstands
 - Steel column repairs – after Fair
 - Budget for gutter replacement & sealant replacement – future year
- **Resource Center**
 - New exterior building sign has been installed.
 - Furnace fan assembly repair by Maintenance Staff.
- **Health Care Center**
 - New exterior building sign proof / price quote.
 - Adding 2 VFD's to circulation pumps.
- **Airport**
 - Airport Committee requests proceeding with work on new entrance vestibule.

End of Monthly Public Property Committee Report