

Langlade County Public Property Committee Minutes

Date of Meeting: August 3, 2015 at 5:00 pm

Place: Law Library, Courthouse

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

Members Absent: None

Others Present: Nate Heuss, Gary Olsen, Drew Kelly and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 4:55 p.m. in Law Library, Courthouse, Antigo. The Pledge of Allegiance was recited. Members of the Committee viewed the Victim Witness Coordinator's Office on 2nd floor of the Courthouse to discuss office options.
2. **Approve/amend the minutes of the previous meeting held on July 6, 2015:** Motion by Doug Nonnenmacher, to approve the previous meeting minutes, Seconded by Larry Poltrock all ayes, Motion carried.
3. **Approve increase on City's rent of the Safety Building per agreement:** The City's rental agreement is due to be increased. Gary Olsen stated the City is in agreement with a 1% increase for Rent and 5% for Capital Improvements. This would increase the total amount by \$917.00 for 2016. Motion by Dave Solin to approve the agreed upon increase for the City's rental of the Safety Building, Seconded by Sam Hardin, all ayes, Motion Carried.
4. **Review and approve 2016 budget:** Gary Olsen and Nate Heuss have reviewed the budget for 2016. The Maintenance Department should be under budget again this year. Motion by Nonnenmacher to approve the 2016 Maintenance Budget, Seconded by Poltrock, all ayes, Motion Carried.

Olsen informed the Committee that the Payroll Benefits Specialist has resigned and he would like to move forward with hiring the Human Resources Employee as soon as possible. He is asking the Committee to finalize office space for this position.
Information Only.

5. **Request to increase hours available for casual employee positions:** Extra hours are requested for the cleaning of the Safety Building. Currently a Maintenance Department Employee cleans this building due to security purposes. By increasing available hours for a casual employee, the Maintenance Employee would have more time available to make repairs and maintain the building systems. Sheriff Greening is in agreement as long as it is a County Employee and the individual passes a background check. Approximately 3 hours of

cleaning per day would be utilized for 870 hours a year. Funds are available for this year. Motion by Hardin to allow 390 hours for a casual employee to assist in the cleaning of the Safety Building for 2015, Seconded by Solin, all ayes, Motion Carried.

6. **Update on Storm Water Runoff charges at the Fairgrounds:** City will re-evaluate the Fairgrounds run-off rate. A more favorable credit is anticipated due to engineered plans for the pond expansion. Heuss has been in contact with Tim Rusch and the City. Heuss reminded the Committee that the Operation/Maintenance Plan for the pond calls for clay removal every 3 years and recommends owning a pump for emergency water removal. Heuss previously got pricing on these items but the Committee did not approve the expenditure. Heuss will proceed with 2015 clay removal. The Committee declined to purchase any pumping equipment at this time. This item will be on next agenda.
7. **Request to display historical photos in Forestry Office/Conference Room:** Erik Rantala would like permission to frame and display historical photos in the Forestry Building. Motion by Nonnenmacher to allow this, Seconded by Solin, all ayes, Motion Carried.
8. **Create and Adopt a Policy for the Dump Station to incorporate into the Fairgrounds Policies:** Fairgrounds Policy to include the Dump Station as a service to the Community and the rules and regulations for use. Once written, the Fairgrounds Promotional Committee can adopt and incorporate the policy.
9. **Discuss Building Electrical Worker retirement in June 2016:** Heuss would like to hire the Building Electrical Worker's replacement before June 2016 retirement to be able to train. A funding source would need to be found.
10. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of July. (See attached)
 - a. **Impound Building Renovations:** Metal siding panels will be installed over infilled door/window area. Planning to have exterior painted and to build small room for utility sink in west side of building.
 - b. **Jack Lake Shelter & Restroom Building – Construction Update:** Wood arches and roof deck are in place. Roof is shingled. Concrete block has been laid. Underground holding tanks and water line have been set. Electrical/plumbing in progress. Masonry veneer installation starting as well as wood siding installation.
 - c. **Multi-Purpose Building restroom improvements:** Sink Replacement and floor surfacing are complete.
 - d. **Safety Building Roof Replacement:** Contract has been written. Construction Fall 2015.

- e. **Discuss relocation of Courthouse bookcases:** Bookcases to stay in Courthouse, location pending HR Office location.
- f. **RV Dump Station:** Security Camera installation complete. Sign and payment box have been installed. Dump station is operational.
- g. **Horse Barn/Arena Repairs:** Approximately 2/3 of the work is done with replacing exterior boards and gates. Arena was used for the Fair.
- h. **Jack Lake Ski Chalet:** Scope drawings were provided to the Forestry Department for Contractor proposals.
- i. **Courthouse office options:** Waiting for further direction. Options and approximate costs have been previously reviewed.
- j. **Livestock Pavilion Ventilation:** Waiting to proceed with this until after the Fair. Fundraising Committee has added new donor signs.

Maintenance Department will send out a memo to user groups by June 1, 2016 to attempt to get requests for improvements prior to the week of the Fair. Refer to attached report for additional information.

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

- 11. **Approve Disposal of County Equipment:** List of items presented by Pam Jankowski. Motion to approve list by Poltrock, Seconded by Nonnenmacher, 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 Tuesday, September 8, 2015 at 5:00 p.m. at a location to be determined.
- 14. **Adjourn:** Motion to adjourn at 5:50 p.m. by Hardin, Seconded by Solin, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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

Nate Heuss, AIA
Director of Facilities Management

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

August 3, 2015 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Install 2 new LED flood lights on south wall by parking lot. Replace jail camera, replace & reprogram multi-plexer for Jail cameras. Replace gun lock in dispatch. Replace night lights in Jail cells, remove/reinstall urinal in locker room restroom, replace filters & floats in air compressors for air doors. Unplug sinks/toilets in Jail, replace push button springs in toilets, install new rollers for overhead doors in sallyport, install fire extinguishers in impound buildings.
- RC: Adjust one sensor in Judge's office. Install 1 new LED canopy fixture. Garage: Install 2 new LED fixtures and new photocells. Cut down and removed 3 dead trees. Cleaned Air Conditioner units. Weeded flower beds.
- CH: Track down wires for elevator lights in pit. Hook back up to breaker. Move Judge's fax line to the new copier. Repair hydronic A/C unit.
- HCC: Check out Veterans' hearing impaired phone. Run analog line to Veteran Office. Install 10 backflow preventers, adjust 1 toilet fill valve, replace 1-toilet fill valve, replace plants in front entry, spray for weeds and bugs. Make signs for Social Services.
- Fairgrounds: Turn on P.A. system. Check mixers, check all speakers. Only thing not working properly is radio in tower. Install 3 new LED canopy lights. Take Wisconsin Backflow Testing around for cross connection inspection per City of Antigo. MP Building: Install 4 new LED fixtures and new photocell. Locate cables for putting up Handicap Parking signs. Repair midway power pedestal. Troubleshoot midway speaker problem / take P.A. processor apart and switch cards / reinstall unit. Troubleshoot Fair Office P.A. equipment, replace mixer. Hook up Livestock Pavilion and Fair Office P.A. equipment. Tore off and sided 3 sides of Horse Barn / made 2 new gates for Horse Barn. Repaired sink under Grandstands. Made / put up sign for Dump Station. Helped set up Fair booth for Sheriff's Department. Race Track: Installed boards over access to track scale, Removed/replaced rotten guardrail post on turn 2, welded 2 posts on wheel fence in front of Grandstands, dragged horse arena for Horse & Pony project and for Fair. Full week of getting electrical and other things ready for Fair. Repaired electrical disconnect on midway. Repaired P.A.system.
- General: 9 Digger's Hotline locates. Haul & shred paper. Haul files to Multi Purpose Building for storage. Locate underground electrical for Jack Lake project.

2. ADMINISTRATION

- Construction Administration – Jack Lake Shelter: Weekly Site visits to observe construction / answer questions / make decisions as needed.
- Safety Building Roof Replacement. Write contract.
- Schematic Design: Small courtroom alterations / Space options for HR office.
- Jack Lake Ski Chalet: Provide scope drawings to Forestry Department for Contractor proposals. Not doing structural design or full bid package.
- Race Track Pond: Working with Tim Rusch to determine scope of 2010 pond expansion.
 - Maintenance Plan calls for pond cleanout every 3 years.
 - Plan calls for Maintenance to have means to pump pond.
- Work Requests week of Youth Fair.
 - Memo to 4H / Committees June 1 asking for any work requests in advance.

3. FACILITY STATUS

- Safety Building / Impound Building
 - Install metal siding panels over infilled door/window area.

- Remaining Work: Planning to have east side of exterior painted. Need to build small room for utility sink in west side of building.
- Jack Lake Shelter
 - Wood arches and roof deck are in place. Roof is shingled. Concrete block has been laid. Underground holding tanks and water line have been set. Electrical / plumbing in progress. Masonry veneer installation starting. Wood siding installation will begin next week.
- Fairgrounds
 - Schoolhouse:
 - Painting / Siding Project is complete. Replace roof 2016 or 2017.
 - Schoolhouse staffed during youth fair.
 - RV dump station
 - Security Camera installation complete. Sign and payment box have been installed. Dump station is operational.
 - MPB Restroom Renovations
 - Sink Replacement and floor surfacing are complete.
 - Horse Barn / Arena:
 - Replacing exterior boards and gates. Approximately 2/3 done with project.
 - Horse arena has been drug and is in use for the Fair.
 - Livestock Barn
 - Ventilation work to proceed after Fair.
 - Fundraising Committee is adding signs.
 - Exposition Building
 - Roof repairs /shingle replacement. (Roof replacement moved to 2017).
 - Replace underground water line after 2015 Youth Fair.
- Courthouse
 - HR Office Options – waiting for direction.
 - Adding panic button to Corporation Counsel office.
- Resource Center
 - New concrete stoop installed at service entrance to garage.
 - Getting prices for new exterior sign.
- Health Care Center
 - Adding panic button to Veterans Office.
- Airport
 - Finalize water repairs spring 2015: Add flashing and paint.
 - Masonry tuckpointing done fall 2014 appears to have helped stop the water issue.
 - Assisted with water issue in entrance nook.

End of Monthly Public Property Committee Report