

Langlade County Public Property Committee Minutes

Date of Meeting: August 4, 2014 at 5:00 pm

Place: Resource Center – Wolf River Room

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

Members Absent: None

Others Present: Robin Stowe, Ann Boshan, Vern Cahak, Nate Heuss, and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 5:00 p.m. in the Wolf River Room – Resource Center, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on July 1 & 21, 2014:** Motion by Sam Hardin to approve the previous minutes, Seconded by Larry Poltrock, all ayes, Motion carried.
3. **City proposal to exchange Deleglise Street lot for Arctic Street lot:** This exchange had been previously approved; the deeds are drafted and will be recorded. This property is zoned R2 and can be used for parking. If the County decided to develop this property the zoning would have to be changed to B3. This property will be mowed by Maintenance Department.
4. **Review and approve 2015 budget:** Nate Heuss presented a Synopsis of the budget to Committee members. The annual budget is \$50,000 less than it was in 2010. Cost increases from 2014 are offset by electric bill savings from energy efficiency projects. Motion to approve the budget and send to the Finance Committee by Sam Hardin, Seconded by Dave Solin, all ayes motion carried.
5. **Livestock Pavilion Fund Raising:** On behalf of Dennis Mattmiller, Ann Boshan from the Crocker Kids 4-H club appeared before the Committee and advised that they are donating \$639.00 to the Livestock Pavilion. Her 4-H group opened the Food Stand during the Zurko Flea Market over the 4th of July and is donating their profits. These monies were used for the donor signs that were placed at the Livestock Pavilion. They will be operating the food stand at the next Flea Market in August. Ann made a suggestion to sell “blocks” inside the barn in the show ring or wings of past champions or past alumni that have showed etc. Approximately 300 blocks are available to sell. A plaque would be placed on the purchased blocks inscribed with information provided by the buyer. The Committee would like additional information on this before approval.

6. **Reconsider rental fees – Winter storage in the Livestock Pavilion:** At a previous meeting the rental fees were established for a 9'X22' space in the Livestock Pavilion. Some campers, boats etc. exceed the 22' spaces and would require renting more than one space to accommodate their needs. Motion by Solin to charge \$14.00 per linear foot for the term of storage (November 1 – April 15) Seconded by Poltrock, all ayes, Motion Carried.
7. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of July. (See attached)
 - a. **Jack Lake Restroom Project:** Cracked Restroom Holding Tanks have been replaced with new ones. The building is getting heavy use.
 - b. **Clerk of Court Security Glass Project:** Contract is written and signed - on site work will commence this fall.
 - c. **Courthouse parking lot seal coating and restriping:** This work will be done in August. The Highway Department will do some patching before the seal coating is done. Approximately 40 employee vehicles use that lot during the week. The Committee previously suggested designating employee parking spaces. Blue striping could be used to mark 40 employee spaces at the west and south side of the lot. Motion by Doug Nonnenmacher to provide the blue striping area for employee parking, Seconded by Solin, all ayes, Motion Carried. A follow up memo will be issued by the Committee after striping is complete.
 - d. **Memorial bench on Courthouse grounds:** This bench is ready to be installed –the memorial plaque is on order and a concrete pad will be installed for the placement of this bench.
 - e. **Update on Fairgrounds tree plan:** Tree removal is scheduled for August.
 - f. **Discuss School House siding:** Vern Cahak did research on the history of the School House. No documentation has been found stating the County is responsible for the maintenance of the building. In 1963 the School House was moved to the Fairgrounds and although the County agreed to pay a portion of the cost for moving the building, Robin has been unable to find any documentation describing the County's responsibility for future maintenance and repairs (i.e., do repairs need to be approved by any other group involved with the School House, does the building need to be maintained to a certain standard, etc). The County has funded the expenses of improvements over the years, they paid for the foundation under the School House – replacement of floor with 2 layers of ¾' subfloor and placed it at its current location. The siding is in very poor condition and needs repair or replacement. In speaking with other individuals who were involved in the decision to move the School House, the understanding at the time was that the County would be

responsible for the maintenance of the building. In the past, the County has independently decided when and how to make repairs (i.e, the foundation under the School House, new flooring, etc.). This building is not used enough for this to be a priority, no funding is available. The Retired Teachers Association will be consulted regarding conducting fund-raising events for these repairs and to determine whether the School House can be open to the public throughout the summer. This building will not be re-sided or repaired until a decision is made. Information only.

- g. **Horse Barn wash pad:** This was installed prior to the Fair.
 - h. **Review striping for Courthouse Parking Lot:** This item was previously discussed.
8. **Approve Disposal of County Equipment:** Pam Jankowski presented a list of County property to be sold on the Public Surplus Auction site. The Committee approved selling these items.
 9. **Review Budget Summary:** Committee Members received the Budget Summary for review.
 10. **Verify Date of Next Meeting:** The next regular meeting will be September 8, 2014 at 5:00 pm at the Resource Center, Wolf River Room.
 11. **Adjourn:** Motion by Poltrock, Seconded by Hardin to adjourn at 6:22 p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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August 4, 2014 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: work on Air Conditioner for kitchen. Install outlet in phone room to move AS400 to. Check cables to verify reach to new connection. Disconnect network cables and relocate AS400, reconnect network cables. Pull fiber optic cable from phone room to nurse's closet. Mount 2 fiber panels and connect cable. Replaced all air filters in air handlers, sprayed for bugs, replaced day & night lights jail, unplug sink & toilets, replace parking lot light bulb, replace jail air door switch, replace outlet relays for jail cells. Have roof repairs done. Re-set elevator after fire alarm malfunction.
- RC: Install snow stops on low-slope roof. Gutter repairs from winter snow damage.
- HCC: landscaping work. Grease all air handlers and check filters. Replace valve on boiler, water pressure difference switch.
- CH: Sewer backup / leak in boiler room; clean plugged toilet line from jury area toilet rooms. Posed buildings for "bags & persons" search. Repaired urinal. Repair AC unit. Replace heater/ac unit in jury room.
- Fairgrounds: Youth Fair assistance as needed, change P.A. settings for Fair, Check out electrical problems, set up /move around portable P.A. system. Install donor signage for livestock pavilion, signage for commercial building & multipurpose building, install new well pump/electrical at pits area. Clean commercial building/relocate equipment for Fair. Install 3 new 220v outlets for pressure washers in livestock pavilion. 1 new 220v outlet for pressure washer in commercial building. Use scissor lift to remove 18 elevated P.A. speakers, disassemble, replace components and re-install speakers on poles. Replace leaking hose faucet in livestock pavilion after fair. Spray entire race track with roundup prior to the fair. Spray for weeds at sheriff's range. Install FRP panel in Clover Room to protect wall. Repaired damaged gate (loose horse) in horse barn, clean out horse barn stall.
- General: Pick up / package old fluorescent lamps & ballasts for recycling. Make signs for zoning, social services, northcentral health care. 13 Digger's Hotline locates. Airport: Replace (15) 2x2 fixtures with 2x4 fixtures. Change lamps and ballasts on 32 fixtures. Jack Lake Camping Cabin: Remove solar power; install 120 volt power from pedestal. Add switches & receptacles in cabin. Check problem in other cabin / replace faulty breaker. Replace 3 flood lights on sign and install new LED lights. Re-route pump wires in old shop to control new fuel pumps. Locate underground wires around new bathroom for faulty holding tank digging / replacement. Ongoing lawn mowing / landscape maintenance. Begin mowing at former McKenna property. Fill in for vacationing staff.

2. ADMINISTRATION

- Clerk of Courts Counter is under contract. On site work will start this fall.
- Horse Barn: Produce cost study for H&P project (New barn or repair existing).
- Staffing: Maintenance Worker medical leave. Return mid- to late- August. LTE assisting.
- Accessibility Study Draft – ADA study of County buildings completed later in 2014.
- Electrical Worker Retirement - June 2016.

3. FACILITY STATUS

- Safety Building
 - Impound Building Renovations – determine scope of work / Cost estimate.
 - Repairs to jail kitchen AC unit.
- Fairgrounds
 - Fairgrounds Trees: Tree removal early August. Locating replacement trees.
 - Clover room drywall repairs. Schoolhouse siding quotes.
- Courthouse
 - Parking lot resurfacing / restriping work to be done in August. Employee parking.
 - Memorial bench assembled. Waiting for concrete pour & plaque.
- Veterans' Memorial Park
 - Cracked Restroom Holding Tanks replaced with new.