

Langlade County Public Property Committee Minutes

Date of Meeting: December 1, 2014 at 5:00 pm

Place: Resource Center – Wolf River Room

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

Members Absent: None

Others Present: Robin Stowe, Gary Olsen, John Jacobs, Joe Jopek, Fred Westphal, 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 November 3, 2014:** Motion by Sam Hardin, to approve the previous minutes, Seconded by Larry Poltrock, all ayes, Motion carried.
3. **Review Lawn Mowing – LTE's vs. Contracting out:** Gary Olsen researched using Limited Term Employees (LTE's) vs. Contracting out for lawn mowing services. Olsen contacted Lawn and Snow Specialists and Family Lawn and Landscaping. It was determined that utilizing the LTE's is the most financially feasible route to take.
4. **Update Policy for Inventorying and Disposing of County Property:** Municipalities have expressed interest in auction items that are sold on the Public Surplus website. They have bid and won various auctions. In the event items do not sell on the auction, the Maintenance Department uses their discretion in disposing of these items as authorized by this Committee. Olsen stated that if a municipality expresses interest in items that have not sold that we should get at least a minimum of \$1.00 per item. Items cannot be just given away for free. Motion by Hardin to update the Policy to state the Maintenance Department has the discretion to establish a price for items or supplies to be purchased, Seconded by Dave Solin, all ayes, Motion carried.
5. **Establish Rent for Wood County/CW Solutions to rent office space at Health Care Center:** Kim VanHoof was not present; however she had previously requested permission to rent an office to Wood County for the Food Share Employment and Training Program for 2015. This program will commence April 1, 2015. Office space is available at the Health Services Center. This training is now mandatory for all able bodied adults without dependants. Motion by Hardin to approve this request and establish rent in the amount of \$521.24 per month, Seconded by Poltrock, all ayes, Motion carried.

6. **Request from Social Services to purchase office equipment with grant funding:** This item will be on the Agenda in January.
7. **Permission requested to place an item on the Fairgrounds for Geocaching:** John Jacobs and Joe Jopek explained Geocaching to the Committee. Basically you hide an item and provide coordinates on an internet site and when someone finds the item, they sign into the website and report that they found it. Presently, 22 items are hidden in the City of Antigo. Jack Lake has 4 geocaches, Rabe Lake and Kettlebowl have 2. The Courthouse has been Waymarked which is not a hidden object, this is more of a place of interest for the public to find and visit. An idea was discussed to possibly use the grounds for an event revolving around Geocaching. Jacobs is requesting to hide a Geocache item at the Fairgrounds. Motion to authorize the placement of a Geocache at the Fairgrounds with the approval of Nate Heuss by Hardin, Seconded by Poltrock, all ayes, Motion Carried.
8. **Discuss creating an energy policy for Langlade County Facilities:**
For information only: Heuss would like to establish an energy policy for the County Facilities in 2015. The good of an energy policy is to increase energy efficiency, reduce energy consumption, set standards for heating/cooling set points, lighting foot-candle levels, and new equipment purchases. An energy team including representatives from County buildings would work to establish a policy. The goal is to conserve energy and save money on utilities. The Committee is interested in establishing a policy. Heuss provided a sample policy from Marathon County. Heuss will draft a policy for future review by the Committee.
9. **Discuss WPS staging area at Fairgrounds in the event of a natural disaster:**
Fred Westphal from Wisconsin Public Service (WPS) is requesting to locate base camps throughout the service territory in case of a major catastrophic event. WPS would need an area to store poles, wire, and equipment to restore power. They would like to use the Fairgrounds in the event this ever occurred. A contract has been drafted and submitted to Robin Stowe for review. Brad Henricks, Emergency Management Director will also be consulted. This item will be held over until the January meeting for approval. Brad Henricks will be invited to this meeting.
10. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:**
Discussion presented regarding the City waiving fees for events. The City is not charging event fees to anyone requesting waivers. The City does not rely on event revenues in their budget. The County does include Fairgrounds revenue in the budget. Revenue generated by the Fairgrounds is used for improvements on the grounds.
11. **At approximately 5:45 p.m. consider moving into closed session pursuant to Section 19.85 (1)(c) to complete the annual evaluation of the Director of Facilities Management.**
At 6:22 p.m. Motion to go into closed session by Solin to complete the annual evaluation of the Director of Facilities Management, Hardin- aye, Poltrock – aye, Nonnenmacher – aye. The Committee commences in closed session.

12. **At approximately 6:00 p.m., return to open session with possible action taken on any matters discussed in closed session.** At 6:55 p.m., Motion to return to open session by Nonnenmacher, Seconded by Hardin, all ayes, Motion carried.
13. **Name the “Impound Building”** The former McKenna Warehouse that was purchased by the County for Sheriff’s Department Secured Storage has been referred to as the “Impound Building” and the Committee wanted to formally “name” the building. After discussion, a Motion was made by Nonnenmacher to name it the “Impound Building”, Seconded by Poltrock, 4 ayes, 1 No – Hardin, Motion carried. Motion by Solin to change the name in the future if they desire, Seconded by Nonnenmacher, all ayes, Motion Carried.
14. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of November. (See attached) Motion by Hardin, Seconded by Poltrock to accept, all ayes, Motion carried.
 - a. **Impound Building Renovations:** Repairs have been done to overhead doors, interior rooms are framed in. New interior overhead doors are installed, exterior service doors have been replaced. HVAC is scheduled to begin next week.
 - b. **Clerk of Court Security Glass Project:** Project 90% complete, waiting for glass service windows.
 - c. **School House – Decide on Repairs:** Postponed to future meeting.
 - d. **Dump Station Utility Bills:** Postponed to future meeting.
 - e. **Airport masonry wall repair:** The wall has been tuck pointed.
 - f. **Accessibility Study – All County Buildings:** The Committee members were given a draft of the Accessibility Study and briefly reviewed this. They have been requested to review the Study and be prepared to finalize scope of work at January meeting.
15. **Approve Disposal of County Equipment:** Pam Jankowski submitted a list of items to be placed on the Public Surplus Auction site. Motion by Poltrock to approve the items, Seconded by Hardin, all ayes, Motion Carried.
16. **Review Budget Summary:** Committee Members received the Budget Summary for review.
17. **Verify Date of Next Meeting:** The next regular meeting will be January 5, 2015 at 5:00 p.m. at the Maintenance Department Building at the Fairgrounds.
18. **Adjourn:** Motion by Poltrock, Seconded by Solin to adjourn at 7:15 p.m., all ayes, Motion carried.

19. Tour Multi-Purpose Building Restrooms at the Fairgrounds: The Committee did not proceed to the Multi-Purpose Building at the Fairgrounds to discuss possible renovations due to the lengthy Agenda this month. This will take place at the January meeting.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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December 1, 2014 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Replaced belt on washing machine, repaired jail cameras, replaced day / night lights in cells, replace jail toilet flush valve, replace kitchen light bulbs, unplug jail cell sinks, Trace dispatch cables for IS department.
- RC: Replace 2 ballasts, install restroom door stop, work on Land Records humidifier, check basement lift pump / found pump1 not working, replace furnace filter,
- HCC: Pull network cable and terminate jack for birth to 3 office, remove boiler circulating pump and take in for repairs, change ballast, unplug sink in Health Department.
- CH: Repair 2 heater units, add 2 lights in Clerk of Courts office, assemble / deliver new ladder for Register of Deeds vault, remove 22 boxes from County Clerk office for shredding, glued marble trim back on wall, get humidifier going for Finance, haul tables / chairs to jury room and then put away. Relocate furniture and computers in Clerk of Courts office (Service Counter Project).
- Fairgrounds: Repair light in clover room, put campers in Livestock Pavilion for storage, unload salt, add latch pin and adjust west hockey door, setup for magic show, have Clover Room furnace repaired using scissor lift, change receptacle in MP kitchen, change filters in Clover Room furnace,
- General: Extensive snow removal (plow, snowblow, shovel, salt), replace ballast at Highway Department, shredded 20 boxes of paper, replace scraper bar on snowblower, make new shoes for snow blower, install chains on snowblower, put plows on three trucks, have new v-plow installed on 2011 pickup / install snow shield on new plow, 4 Digger's Hotline locates, Replace GFI receptacle on brine tank.

2. ADMINISTRATION

- Accessibility Study– County Facilities. December review draft – Finalize January 2015
- Jack Lake Beach Shelter 2015 – Design Development
- Clerk of Courts Counter – Construction Observation. Work 90% complete.
- Uniform Contract proposals – Contract signed and returned.
- 2014 Employee Reviews Completed.

3. FACILITY STATUS

- Safety Building
 - State approval obtained / Impound Building Renovations have begun. New exterior doors are installed. Interior rooms are being framed in. Overhead door has been repaired. Ventilation work schedule to begin December.
 - Electrical work in progress.
- Fairgrounds
 - Schoolhouse siding plan / cost estimate
 - RV dump station
 - Horse Barn: Cost study for H&P project (New or repair existing). Schedule permitting.
 - WPS evaluation of Fairgrounds for emergency power restoration staging area
- Courthouse
 - Clerk of Courts Service Counter work proceeding.
 - Memorial bench assembled. Waiting for concrete pour & plaque.
- Health Care Center
 - Veterans entrance area work complete pending walk-off tile.
 - Vinyl tile work to proceed this week.
- Airport
 - Tuckpointing of masonry wall.