

Langlade County Public Property Committee Minutes

Date of Meeting: December 3, 2012, at 6:15 pm

Place: Langlade County Resource Center – Wolf River Room

Members Present: Chairman Robert Benishek, Vernon Cahak, David Solin
Jeffrey Zalewski and Doug Nonnenmacher

Members Absent: None

Others Present: Robin Stowe, Nate Heuss, Ora Monegar, JP Remington, Jett Hoeft,
Lisa Volkman, Cynthia McManus, Steve Wilder, Dennis
Mattmiller, Don Schroeder, Evan Hoke and Pam Jankowski

Call the Meeting to Order: The meeting was called to order by Chairman Robert Benishek at 6:15 p.m., in the Wolf River Room – Resource Center, Antigo and the Pledge of Allegiance was recited.

Approve/amend the minutes of the previous meeting held on November 5, 2012 Motion to accept and approve the Amended minutes from the November 5, 2012 meeting by Jeff Zalewski, Seconded by Doug Nonnenmacher, all ayes, Motion carried.

Review Status of Projects:

Animal Barn: Nate Heuss stated they are approximately 50% done with the electrical. The Maintenance staff has the lights hung in wings and are starting the outlets. They are working on this as time permits. This work may take longer due to other ongoing electrical projects related to the Focus on Energy grant, some of which needs to be done by the end of the year. Remaining barn work includes landscaping, ventilation work, and interior painting.

Update from Fundraising Committee: Dennis Mattmiller stated that approximately \$70,000 is needed from fundraising yet to finish the Barn project. Presently funds are being raised by selling copies of the painting that was painted by Mr. Igl of the old barn. They are selling for \$50.00 each and 500 were printed. Half of these proceeds go to the Barn Project and half goes to the 4-H clubs. Landscaping and painting inside and out need to be done and we will have volunteer help and donations for these projects. Mattmiller stated he has someone who would like to rent one wing of the barn at a cost of \$1,000. At this time only trailers can be stored due to the ventilation work not being finished. Robin Stowe would like to give an update on the Barn Project to the County Board. Mattmiller and Heuss to provide Stowe with information for this report. Bob Benishek wants to have the Committee that arranged the Appreciation Event back together to get open house organized. Mattmiller is to secure dates. Mattmiller wanted to state that \$30 - \$40,000 in labor was donated on the cement work. Heuss

stated that over \$40,000 will be saved in labor costs by doing the electrical work with Maintenance Department employees. The barn is a very good value to County taxpayers, having been constructed at a cost of only \$160,000 in county funds (originally budgeted for roof replacement), with the remaining amount coming from the insurance money (\$80,000) and from private donations (approximately \$300,000). The organizing of the open house event is to be put on the Agenda for next month.

Discuss Racing Proposal by Jerry Olson-USAC (2013): Zalewski stated that Mr. Olson could not make it to this meeting and this item will be put on the Agenda next month.

Discuss request to use County Board Room by Weight Watchers Group: Lisa Volkman presented discussion about an early morning meeting for Weight Watchers. They would like to meet every Tuesday morning from 5:45am until 7:45am and she would also like use of the storage room. Weight Watchers is willing to pay \$1,500 per year for use of that room. Motion by Vern Cahak to allow use of this room for the Weight Watchers Group, Seconded by Zalewski, all ayes, Motion carried. Robin Stowe discussed the Facility Use Policy and explains it to the Committee. Stowe would like to review a list of activities and uses of the County Buildings with the Committee.

Agreement with ASCI to transfer specific improvements to Langlade County: An Agreement to transfer racetrack improvements from the Stock Car Association to Langlade County has been drafted. Stock Car Association has agreed in principle to the terms of the Agreement which include direct payment of \$25,000 (which is donated money from Mole Lake) and \$15,000 over 3 years in of the amount of a 5,000 annual rental credit. Stowe explained some of the specifics of the proposed agreement. ASCI would then sign over their interest in the specified race track improvements. A motion was made by Doug Nonnenmacher to approve this agreement and stated the \$25,000 check would be sent to Langlade County as a donation and ASCI would receive 3 years use – rent free, seconded by Zalewski Ora Monegar, President of ASCI stated they are in agreement with this proposal and went through some items she wanted clarified. Monegar advised the Committee that the electric panel box for racetrack lighting is in ASCI name and is presently disconnected. This utility will be switched owner to the County. Per the transfer agreement, the rental rates for ASCI will be locked in for their 3 year term. Cahak stated this money is not guaranteed money as of yet and would like to see this go to County Board. After calling 3 times for more discussion, no discussion presented, 4 ayes, 1 nay – (Vern Cahak), Motion carried. Monegar wanted the minutes to reflect that she has turned in 5 fairgrounds keys and that no one else in ASCI has any keys.

Request for Memorial Bench to be placed on the Courthouse Lawn – Eric Horn: Heuss advised the Committee that Eric Horn wants to place a memorial bench on the grounds. His Mother, Eva (Monk) Borwig, worked at the Courthouse many years ago and has recently passed. Heuss showed the Committee the type of bench Mr. Horn wants to donate and would like a small plaque placed on it. Heuss has no problems with this idea and stated they would possibly put this on a cement slab which is also being funded by Mr. Horn. The bench would not be located in the central area, to avoid distracting from the monument. Motion by Zalewski to allow this bench, Seconded by Nonnenmacher per Heuss's discretion, all ayes, Motion carried.

Re-prioritize 2013 Maintenance CIP projects: Stowe stated that with the bargaining and the legal challenges that are taking place with the Budget Repair Bill, it is advised that the County plan for the possibility of a reduced 2013 CIP. By re-prioritizing the CIP projects, the County will have an alternative plan that can be implemented if necessary. This Committee has to approve delaying CIP projects. Heuss presents a memo to the Committee of the CIP projects in order of recommended priority. He stated the HCC roof needs to be replaced and portions of the fairgrounds asphalt really need to be addressed. The Committee was in agreement that the HCC roof should be replaced and up to \$160,000 (50% of current CIP) spent on fairgrounds asphalt as first priorities. Approximately \$300,000 could be saved for 2013 if the other CIP projects can be delayed, but ultimately these CIP projects must be completed. No action was taken.

Discuss key policy for possible action: Heuss presented a key policy to the Committee. Heuss is requesting approval by the Committee. Motion by Solin, Seconded by Cahak to approve the key policy. All ayes, Motion carried. (see attached key policy)

Discuss Apartment Building parking at Resource Center: Heuss has previously requested clarification of Resource Center parking policy. Steve Wilder and Cynthia McManus, Managers of Courtview Apartments are in attendance. Heuss and Stowe have been working with McManus & Wilder to come up with a solution to the parking space issue in the Resource Center parking lot. Heuss distributes a map of the parking lot to all Committee Members as well as McManus & Wilder. The map outlines a proposed parking area for Courtview Tenants, as well as a new 15 minute parking space. Stowe explained the overnight and extended parking problems that arise due to snow removal for the parking lot. Heuss stated that overnight parking is acceptable to the Maintenance Department. Options discussed include renting or selling the snow storage area to Courtview. This would require County snow storage in another area, likely the Southeast corner of the main lot, and would reduce the available parking during the winter. While this lot generally has excess capacity, Heuss does not believe selling the snow storage area would be in the best interests of Langlade County because it would limit future options. The committee would consider rental of the property as an option. Benishek wants this on the Agenda for next month to see if a solution has been worked out. Maintenance will put up the 15 Minute Parking Sign on the south side of the building to allow for tenant loading / unloading.

Review Maintenance Projects: Heuss presents his November Maintenance Report to the Committee, see attached report.

Bids were due today for the Resource Center HVAC Alterations. Two bids were received and are as follows: Jerome Filbrandt Plumbing and Heating - \$128,621 and Antigo Refrigeration and Heating - \$99,777. Neither of these bids are within the County Budget and this project will be re-bid. Heuss will revise and change the scope on controls from digital controls to manual controls with an alternate for Digital Controls by Owner (direct purchase). Motion by Cahak to allow the rebid, Seconded by Solin, all ayes, Motion carried. (see attached bid tabulation)

Status of Defibrillators in the Multi-Purpose Building: One defibrillator was received from the Antigo Fire Department and installation has been completed. It is located inside the south lobby of the Multi-Purpose building.

Request credit card for Pam Jankowski - \$250.00 limit: Motion by Cahak to allow credit card with a limit of \$250.00 for Pam Jankowski, Seconded by Zalewski, all ayes, motion carried.

Report from Fairgrounds Advisory Committee: Zalewski stated they are working on Fair Events for 2013 and simplifying the billing forms for users.

- a. **Discuss Fairgrounds Key Policy:** Stowe stated a Fairgrounds **Key** Policy has been added to the Fairgrounds Policy with the required key holder forms. These documents are given to all Fairgrounds users upon rental.

Approve Disposal of County Equipment: None at this time.

Approve Office Equipment/Furniture Purchases: None at this time.

Review Budget Summary: Committee Members reviewed the Budget Summary Report. Motion by Solin to approve this report, Seconded by Nonnenmacher, all ayes, motion carried.

Review and approve paid bills: Committee Members reviewed the Disbursement History Report for bills paid in November. Motion by Solin to approve this report, Seconded by Nonnenmacher, all ayes, motion carried.

Next Meeting Date: The next regular meeting will be Monday, January 07, 2012 at 5:00 p.m. at the Resource Center – Wolf River Room.

Adjourn: Motion by Solin, Seconded by Nonnenmacher to adjourn at 8:07pm, all ayes, Motion carried.

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 - 715-627-8550

December 3, 2012 – Public Property Committee Report

1. COMPLETED WORK

- Fairgrounds: Cattle barn electrical work ongoing as time permits, installed AED unit in hockey building, filled trench from power pole to cattle barn, smoothed gravel on north side of barn, moved dumpsters for hockey, repaired 2 locks for hockey, replaced locks in ticket booth and hydrant building, replaced fairgrounds padlocks.
- SB / Jail: Change wiring for SB outside lights, drywall repair and paint in Huber dorm, washed outside windows, replaced filter in air handlers, replaced cameras in jail, replace day / night light in jail cells. Daily cleaning, monitoring hvac control system and maintenance items.
- RC: Change parking lot lights, ran power to exterior heat tape location, replaced furnace filters, built roof over A/C units, added dirt around foundation to fix leak into basement.
- HCC: Mounted bulletin boards for ADRC, pulled phone cable / terminate / test jacks for northcentral health care, relocated furniture of 6 offices for northcentral health care, took Focus on Energy through to county fixtures and fill out paperwork. Disassemble, move, reassemble metal shelving for northcentral health care.
- CH: Install and program timeclock for CH light poles, mount Christmas tree on base and haul in to atrium,
- General: Snow removal at building & fairgrounds parking lots, repair outlet box / check lights for Highway Department, replace outlet, switch, boxes, conduit & fittings in truck pit at Highway Shop. Haul & shred paper, daily garbage removal from CH and RC buildings. Winterized white lake restrooms.

2. ADMINISTRATION

- Preliminary Architectural Work – Jack Lake Toilet Building.
- Re-prioritizing CIP projects for potential budget shortfall.
- Focus on Energy grant: Proceeding with replacement of inefficient T12 bulbs at HCC and Highway department. Quotes on VFD's for HCC Air Handling Units. Monthly meetings.

3. FACILITY STATUS

- Cattle Barn
 - Electrical work in progress. Lights are hung. Show ring and east wing are powered and working. Installing lights, outlets, exit signs, emergency lighting.
 - Landscaping work spring 2013. Weather vanes by NTC are complete. Restrooms need funding before proceeding.
 - HVAC pending available funds. Cannot store vehicles in barn w/out ventilation.
 - Discuss possible storage in north wing of barn this winter.
- Health Care Center
 - Emergency generator project – Contractor proceeding w/ work. Delivery in Jan.
 - Card access added to NE employee door.
- Courthouse
 - Lighting efficiency improvements – vaults & mechanical room remaining.
 - Internal masonry repair done in Register of Deeds vault and in boiler room area.
- Safety Building
 - Approved floor plan for probation & parole. Working on construction cost estimate.
 - 7,350 S.F. Impound Building Site – Jan. 8 Antigo Plan Commission meeting.
 - Masonry repairs to 1970 building are complete. 170 brick replaced
- Resource Center
 - Major HVAC improvements bidding.
 - Clarify parking policy for apartment residents.
 - Constructing new protective cover for Air Conditioning Units
- Fairgrounds
 - Hockey Building de-fibrillator has been installed.
 - Added forestry signs and additional 15 mph signs.

**Resource Center HVAC Alterations
 Bid Opening - December 3 at 12:15 pm
 Forestry Office - Langlade Co Fairgrounds**

Name of Bidder	Bid	Voluntary Alternate	Bid Bond	Comments
Jerome Filbrandt	\$128,621	Deduct \$2500 for wire pulling Deduct \$1500 for owner purchase	yes	1 & 2
McNeil-West Construction	No Bid			
NorthCentral Mechanical	No Bid			
Antigo Refrigeration	\$99,777	Deduct \$2470 for County to pull wire for controls	yes	1 & 2

KEY CONTROL POLICY

A. INTENT.

The purpose of this key control policy is to help protect property and promote security of Langlade County facilities and all its occupants. This policy shall serve as the framework by which all keys and access will be managed, issued, duplicated, stored, controlled, returned, replaced, and accounted for by the Maintenance Department. This policy shall apply to all building keys. This policy is to establish a recorded key accountability and building access accountability for all employees. This policy seeks to implement a proper key control process and then preserve it by restoring security in a timely manner whenever key control has been threatened or compromised. Keys as defined may include physical or electronic card devices as issued by the county.

B. KEYS ISSUED BY THE MAINTENANCE DEPARTMENT

The Maintenance Department is responsible for issuing of keys, key control record keeping and lock change authorizations for all County buildings.

All keys shall remain the property of Langlade County under the control of the Maintenance Department. A key shall only be issued to individuals with Department Head approval. All keys shall be accounted for and returned upon official request.

C. CARE, CUSTODY AND MAINTENANCE OF KEYS

No person or department shall knowingly receive, borrow, loan or possess any key that is not assigned to him or her. Violations of this policy will be referred to the Public Property Committee for corrective action. No person shall knowingly alter, duplicate, or copy any key to a lock of a facility building or office. Employees shall not use their key(s) to grant access to non-authorized individuals. Employees entering locked facilities or offices are responsible for re-securing all doors and shall not prop open any doors.

D. RESPONSIBILITIES FOR ISSUANCE OF KEYS

A Key Request Form shall be completed for all key(s) prior to being issued and shall be properly authorized by a Department Head, and acknowledged by the employee before issuing. All key(s) shall be issued by the Maintenance Department.

Department Heads shall carefully consider all requests for key(s) so that the protection and security of the facilities are not compromised. Employees shall use assigned keys for access to authorized locks only. Employees shall be responsible for and ensure that the key(s) issued to them are safeguarded and properly used, i.e. not stored in desk drawers or other unsecured areas.

The employee with a completed and signed Key Request Form must personally pick up keys. Keys may not be mailed.

E. RETURN OF KEYS

All keys shall be returned to the Department Head by the authorized employee upon termination, retirement, change of position, resignation, or upon official request by the Department Head. The Department Head is responsible for the return of the authorized employees' key(s) to the Maintenance Department. Any found key(s) must be turned into the Maintenance Department. Key(s) shall not be exchanged between individuals. All lost key(s) shall be reported immediately to the Maintenance Department.

F. LOST, STOLEN, AND NON-RETURN KEY(S)

Employees shall directly report any lost, missing, stolen or damaged key(s) to their Department Head and complete the Key Return Form on file with the Key Control Manager or designee, which shall be reported immediately with a description of the circumstances surrounding the loss or theft. In the event that a key(s) is lost or stolen, it shall be the policy to replace cores and key(s) immediately of all doors accessible by the lost or stolen keys. The individual responsible for the lost or stolen key(s) may be assessed a charge for replacing keys and locks as authorized by the Public Property Committee.

G. LOCK AND HARDWARE REPAIR CHANGES

No outside locksmith may perform work in any Lantlade County building or facility without prior written approval of the Maintenance Director. Department Heads shall be the only personnel authorized to request key(s) or lock changes to the Maintenance Director within their respective department.

H. INVENTORY AUDITS OF KEYS

An annual inventory of active keys will be conducted. Each Department Head will be provided a list of individuals and their assigned keys. Each Department will be required to certify the accuracy of the report. Reports shall be filed with the Maintenance Department.

Langlade County

Key Request / Return Form

(Use one form for each key only)

Employee _____ Title _____
(Print)

Department _____ Access Hours/Days _____

Key Issue Agreement: In return for the loan of this key, I agree:

- 1) Not to give or loan the key to others;
- 2) Not to make any attempts to copy, alter, duplicate, or reproduce the key;
- 3) To use the key for authorized purposes only;
- 4) To safeguard and store the key securely;
- 5) To immediately report any lost or stolen keys;
- 6) To produce or surrender the key upon official request.
- 7) That if the key is lost, stolen, or not surrendered when requested, a charge of \$25.00 per key with a maximum of \$250.00 shall be assessed;
- 8) I have received and read the Langlade County Key Control Policy.

Signature _____ Date _____
(Employee)

Issue Type: Standard
 Temporary Due Date _____
 Reissue Reason _____

Department Head Signature _____ Date _____

Print Name _____

Title _____

OFFICIAL USE ONLY	
KEY#	_____
SEQUENCE #	_____
DATE ISSUED	_____
BY	_____
ENTERED BY	_____

KEY RETURN:	
RETURN DATE	_____
RETURN REASON	_____
KEY NOT RETURNED:	
LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> BROKEN <input type="checkbox"/> OTHER	
EXPLAIN CIRCUMSTANCES:	

DEPT. HEAD SIGNATURE:	
