

Langlade County Public Property Committee Minutes

Date of Meeting: December 5, 2016 at 3:15 p.m.

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: Nate Heuss, Ron Barger, Gary Olsen 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.

Due to January 2, 2017 being a holiday and the County offices are closed, Vern Cahak is requesting the next meeting date to be scheduled for January 9, 2017 at 3:15 p.m. All parties agree.

2. **Approve/amend the minutes of the previous meeting held on October 3, 2016:** Motion by 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:** Motion to excuse Sam Hardin by Doug Nonnenmacher, Seconded by Benishek, all ayes Motion Carried. (Hardin did attend the meeting later)
4. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:**
 - a. **Update on safety concerns regarding the approval of the "Love Locks" being placed on the Fairgrounds fence.** Security Fence was consulted regarding the strength of the fence for the placement of the Love Locks. Adding 2 additional horizontal rails and ties every 6" would reinforce a section if needed. Cahak questions the reason we are allowing this. Benishek explains what Love Locks are and how it can bring tourism to the area. Motion to reinforce sections if needed by Benishek, Seconded by Hardin, 4 ayes, one opposed (Cahak) Motion carried.

Benishek explained the Fairgrounds Promotion Committee's concerns regarding funding for Fairgrounds projects. He feels the Committee works hard in helping alleviate time consuming issues for the Public Property Committee by setting policies, promoting the grounds and handling any

concerns regarding events. The Committee would like to make some improvements and funding is needed. Gary Olsen will be invited to the December Fairgrounds Promotional Committee to explain how the budget works. He will also be invited to the January meeting for Public Property to discuss funds.

5. **Update on request to have Maintenance remove rabbit shelving and cages in Exhibition Building.** The Rabbit Project Committee has new rabbit cages and would like the shelving removed from the Exhibition Building so they can utilize their free standing cages. Heuss has information and shares some photos with the Committee. Motion to allow removal of the shelving by Cahak, Seconded by Benishek, 4 ayes, 1 opposed (Nonnenmacher) Motion Carried.
6. **Review and clarify Office paint Color Policy:** Heuss drafted a policy for the Committee to review and approve. (see attached) Clarification was needed regarding the number of different paint colors to be approved. The intent was 2 colors per building and only in spaces that primarily serve children. Policy states one color per room unless granted an exception by the Public Property Committee – sample of commercial interior wall paint color to be provided for approval to Committee. Motion to adopt the Office Paint Policy by Benishek, Seconded by Hardin, all ayes, Motion carried.
 - a. **Request to paint Juvenile Justice and CFS Offices, Visitation Room and Health Department Exam Rooms:** Public Property Committee will allow painting of these rooms subject to compliance with the Office Paint Color Policy.
7. **Discuss changes to the Purchasing Policy and the Inventory & Disposal of County Property Polices:** Gary Olsen is requesting the policy be revised as follows:

Disposal of Property that was Purchased using Federal Grant Funds. Departments that dispose of property that was purchased using Federal grant funding will need to check with the Finance Department to see how the proceeds of the sale are to be handled. If the grant dictated that the proceeds of the sale of federally grant funded equipment are to be returned to the granting agency, then the Finance Department will be sure to have these funds returned.

Motion by Hardin to incorporate the above verbiage into the Policy, Seconded by Larry Poltrock, all ayes, Motion Carried. Changes to the Disposal of Inventory and Disposing of County Property Policy will be brought to the January meeting for revising.
8. **Request for ceiling fans in the Treasurer and County Clerk offices:** Ceiling fans are being requested by the County Clerk and Treasurer offices. The cost is approximately \$150 for each installed. The Courthouse building is on the National Register of Historic Places. Heuss checked with the Wisconsin Historical Society and was advised fans did not need review. Benishek questions the need for fans. Funds would be taken from the Courthouse building maintenance budget for these. Motion by Hardin to allow \$300 to install fans in these offices, Called 3 times, no Second, Motion failed. This item will be held over and added to the January Agenda.

9. **Facility Use Agreement – County Board Room – Weight Watchers:** The agreement has been signed and filed.

10. **Review carpet proposals for Resource Center:** Two proposals have been received for this project.

Neve's Furniture and Flooring - \$6,725.00

B & J Flooring - \$5,396.00

After discussion, Motion by Nonnenmacher to accept the proposal from B & J Flooring in the amount of \$5,396, Seconded by Hardin, all ayes, Motion Carried.

11. **Discuss creating an energy policy for County Buildings – Review draft policy:** Heuss submitted a draft for the Committee to review. Discussion presented. Heuss would like to establish an Energy Team with representation from each building to discuss the policy and then present a final draft for approval. Motion by Benishek to accept the draft and to establish an Energy Team to move forward with finalizing the policy, Seconded by Hardin, all ayes, Motion Carried.

12. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of November. (See attached)

a. **Grandstands Repairs:** No discussion at this time.

b. **Airport Entrance Renovations:** Renovations will be handled in house, obtaining cost estimates.

c. **Camp Susan:** No discussion at this time.

d. **Highway Department renovations:** The Building Renovations Committee has been touring other County Highway Department Buildings.

13. **At approximately 4:20 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.** Motion to proceed into closed session by Cahak, Seconded by Benishek, pursuant to Section 19.85(1) (c) to complete the annual evaluation of the Director of Facilities Management. Roll Call – Nonnenmacher – aye, Hardin – aye, Benishek – aye, Poltrock – aye, Cahak – aye, Closed session commences at 4:45 p.m.

14. **At approximately 4:45 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion to return to open session at 5:19 by Hardin, Seconded by Cahak, all ayes, Motion Carried. Heuss was given a favorable performance evaluation; a copy of the same will be forwarded to Human Resources.

15. **Approve disposal of County Equipment:** Scrap metal siding from the Impound Building has already been listed and sold on the auction. Committee approved.
16. **Review Budget Summary:** Committee Members received the Budget Summary for review.
17. **Verify Date of Next Meeting:** The next regular meeting will be Monday, January 9, 2017 at 3:15 p.m. in the Wolf River Room.
18. **Adjourn:** Motion to adjourn at 5:24 p.m. by Benishek, Seconded by, Cahak, 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

OFFICE PAINT POLICY
December 5, 2016

Langlade County facilities interior walls are painted a standard off white color. There are several reasons for this practice, including: Simplicity, cost, ease of repair, time efficiency, and cohesive appearance. The Public Property Committee has decided to allow exceptions to this practice, in accordance with the following rules:

1. Alternate office colors are limited to offices *primarily* serving children.
2. Requesting Department must pay for paint with their own funds and must make request to the PPC in person. Future office requests for the same department must be submitted to the PPC at that time.
3. Alternate colors limited to 2 approved alternate colors per building. (Do not want to end up with wild colors or 13 different colors). These colors will be selected with input from requesting staff & approved by Director of Facilities Management. This is clarified to mean 2 colors total. One color per room, unless granted an exception by the PPC.
4. Requesting Department must provide a 4" x 4" sample of a commercially available interior wall paint color that can be purchased at a local paint supplier.
5. Paint shall be in a flat eggshell finish. Gloss or semi-gloss paint is not allowed.
6. Painting of offices can be done by the requesting Department staff. A neat and orderly job must be done, and all mess cleaned up. Drop cloths must be used. Painting by Maintenance Department, if done, is subject to available time and will not be immediate.

End of Office Paint Policy

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December 5, 2016 – Public Property Committee Report

1. COMPLETED WORK

- **SB/Jail:** Secured/tied all coaxial cable on roof, replaced flush valves / meter valves in jail, unplug drain line to grease trap in kitchen, had grease trap pumped out, unplug toilets in cell blocks H1 / H2 / MH, removed counter top in jail control, supervise inmate working in courtyard. Installed / programmed new temperature alarm and program for walk-in freezer / ordered spare. Resolved problems with boiler gas valve.
- **Impound Building:** Remove old steel siding from east side, remove overhead door, install new windows, disconnect electrical service, install new steel siding, reconnect electrical service.
- **CH:** Move and assemble Christmas tree for atrium, replaced bad ceiling tiles.
- **RC:** Repaired window in zoning office, repair lock in extension office, install protective steel over exterior A/C units.
- **HCC:** replace child toilet in NCH, replace 3 sink aerators in kitchen & restrooms, reprogram 10 radio controlled clocks, rake/remove 8 large bags of leaves, test and log generator.
 - **Winterization:** Remove outside hose bibb backflow preventers for winter, clean out roof drains, sweep leaves off roof, inspect/prepare roof & rooftop units for winter. Cleaned/organized garage for winter season.
 - **Gym:** move bulletin boards / posters/clothes rack / remove floor mat in Gym area, install 20' of new handrails/backer board.
 - **Boilers:** Reset aquastat & low gas pressure controls on boiler #2.
- **Fairgrounds:** Winter storage intake – 32 items stored. **Maintenance Shop:** Change 3 pump & bearing assemblies / 2 pressure & temp gauges / water feed & pressure reducing valve on boilers.
- **General:** Install snowblower and cab on zero turn mower, install plows, plow & shovel snow. Salter installed on back of ¾ ton pickup and tested. Unload pallets of salt into commercial building. Winterize bathroom at White Lake restroom. 2 workers attended chain saw safety training. Started cleaning up, sorting, organizing all electrical inventory in maintenance shop basement.
- **Highway Shop:** Replaced 26 bulbs / 3 ballasts in break room. Wire new pump with 12/3 cord and 20 amp 230 V plug for highway department use. Loaned new lift to highway department / trained 2 staff in how to operate.

2. ADMINISTRATION

- **Highway Renovation Project**
 - Proceeding with progress drawings.
 - Structural Evaluation of 1958 Truck Building, 1937 Shop.
- **Airport Entrance Alterations**
 - Bids Opened. Revised proposal received / shared with Committee.
 - Alterations will be handled in house. Obtaining cost estimates.
 - Flooring, ceiling, electrical, hvac, metal studs & drywall.
- **Employee Reviews**
 - 5 Employee evaluations completed in November (1 of which was 6 month eval)
 - Department Head review at December PPC meeting.
- **End of 2016**
 - Year In Review – will be presented at January PPC meeting.
 - Create 2017 small project list.

3. FACILITY STATUS

- **Courthouse**
 - Parking lot replacement 2017 – January bidding
 - Small Courtroom renovations 2017.
- **Safety Building / Impound Building**
 - Impound Building siding east side has been replaced. Overhead door removed / 2 windows installed.
- **Highway Building**
 - Site planning / soil borings for new building / Building Tours
 - Structural review of existing buildings.
- **Camp Susan**
 - Contractor to repair building logs before 2017 camping season.
- **Jack Lake**
 - All campground electric pedestals tested and audited. Repaired 15 campground pedestals, cleaned and tested an additional 7 pedestals.
 - Provide electrical test kit for use by park staff.
- **Fairgrounds**
 - Replacing ceiling tile in Clover Room.
 - Clover room furnace needs replacement (original to building) – in 2018 CIP
 - Exposition building roof – 2017 replacement. Currently leaking around dormers.
 - 1983 Grandstands
 - Replace grout around columns before spring 2017 events.
 - Budget for gutter replacement 2017. Sealant replacement low priority.
- **Resource Center**
 - Replacing carpet in Child Support Suite.
- **Health Care Center**
 - Adding window for Social Service in waiting room area.

End of Monthly Public Property Committee Report