

# Langlade County Public Property Committee Minutes

**Date of Meeting:** December 7, 2015 at 3:30 pm

**Place:** Langlade County Highway Department

**Members Present:** Chairman Robert Benishek, Dave Solin, Sam Hardin, Doug Nonnenmacher.

**Members Absent:** Larry Poltrock

**Others Present:** Nate Heuss, Gary Olsen, RJ Weitz, Brian Braun, Don Moyle, Scott Jensema, and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 3:30 p.m. at the Langlade County Highway Department, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on November 2, 2015:** Motion by Doug Nonnenmacher, to approve the previous meeting minutes, Seconded by Dave Solin, 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:** No public comments.
4. **Update on County Board Room microphones:** Gary Olsen discussed the County Board Room microphones and proper usage to eliminate feedback. Three additional microphones to be used as extras would cost \$2,745. Motion by Nonnenmacher to purchase the extra microphones, Seconded by Solin, all ayes, Motion Carried. Olsen was instructed to purchase a TV to be used in the County Board Room.
5. **Request to paint murals in Social Services Corridors at the Health Care Center:** Scott Jensema is requesting to have murals painted in the visitation room, corridor and social worker hallways. This will make the area more parent and client friendly. The Committee requests to see a design before the work is done. Motion to move forward and approve this request by Solin, Seconded by Nonnenmacher, all ayes, Motion Carried.
6. **Update on status of payment for the cost of Livestock Pavilion donor signs:** The County Board had approved payment for the donor signs. With the anonymous donation received, all signs are now paid in full. Outstanding bills to Tim Spiegl, and Dennis Mattmiller have been paid. Any remaining funds will be paid to Crocker Kids 4-H Club who had initially paid for the signs.
  - a. **Review status of Livestock Pavilion and fund raising efforts:** Previously discussed.

7. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Bob Benishek informed the Committee that a meeting did not take place; they did not have a quorum.

a. **Review of Fairground Policy Changes:** Pam Jankowski distributed copies of the policy changes to the Committee for their review. Motion to approve changes by Solin, Seconded by Sam Hardin, all ayes, Motion Carried. The Committee requested a copy of all the Event Scheduling forms and Fairgrounds Policies.

8. **Update on replacement pickup truck purchase for the Maintenance Department:** A 2012 Chevy ¾ ton truck was purchased for \$10,000 (after trade ins) from Cross Town Enterprises of Antigo. Plow mounts have been installed for a cost of \$1,800. Heuss is checking on purchasing a hitch mounted salter that will cost approximately \$2,100.

9. **Request to review compensation for the Maintenance/Clerical Fairgrounds Assistant.** Heuss presented the Request to Review Compensation in the prescribed format. This Request must be reviewed and approved by the oversight committee before it can move on to the next step in the process – the Matrix Committee. Heuss states that the job duties have changed greatly from the Finance Bookkeeper position as originally created by County Board to a shared position with the Maintenance Department and then to a full-time position in the Maintenance Department. Before this position was shared between the Finance and Maintenance Departments, the Forestry and Maintenance Departments shared an Office Manager position. Additionally, Maintenance Department duties have changed to include Architectural and Construction Administration Services, and previously the support services for these services were provided under a contract with HGM Architecture. Also, clerical and office management needs for the department have changed and increased with the County pledging more resources to the marketing and promotion of the Fairgrounds (i.e., establish of Fairgrounds Promotional Committee, drafting a new procedures and policies for the scheduling and use of the Fairgrounds). The original Finance Bookkeeper responsibilities have evolved over the years to include: support to the Public Property and Fairgrounds Promotional Committees, Winter Storage Rental, Architecture/Construction Secretary, Key Manager, expanded Public Surplus Auction. Many other duties have been added. Public Surplus auction revenues exceed \$50,000 and winter storage revenues exceed \$9,000.

Heuss states that expanded services have saved Langlade County money. From 2005-2009, Langlade County spent an average of \$28,000 annually on Architectural Services. The 2015 tax levy for the Maintenance Department/Fairgrounds is \$50,000 less than the 2010 tax levy. The Assistant position contributes to the Department's ability to perform these services.

Heuss distributes copies of:

1. Original Finance Secretary / Bookkeeper job description (as approved by County Board)

2. Maintenance/Fairgrounds Clerical Assistant job description (updated internally by Maintenance Department in 2014)
3. Proposed updated job description (subject to County Board approval)

Heuss clarifies that the current position reported to the Finance Director prior to 2015 and consequently Heuss was not present during the initial 2014 Matrix review of this position. In subsequent meetings, the Matrix Committee advised that a process to review compensation would be set up and encouraged several Department Heads with concerns about specific positions to wait for this opportunity.

Fiscal impact of the proposed increase would be \$1,747.20 plus benefits annually.

After discussion, motion by Solin, second by Hardin to send the Request to Review Compensation on to the Matrix Committee. Public Property Committee votes 3-1 to approve (Nonnenmacher opposed).

**Don Moyle, Shop Superintendent and Brian Braun, Hwy. Commissioner, conducted a tour of the Department.**

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

- a. **Jack Lake Shelter – Shelter Doors:** Construction will be done over the winter.
- b. **Safety Building Roof Replacement:** Not discussed.
- c. **Racetrack pond clay removal:** Not discussed.
- d. **Jack Lake Ski Chalet:** Shell of building almost complete, Heuss is advising only.
- e. **Livestock Pavilion Ventilation Improvements:** Ventilation work is functional, Ductwork drops needs finishing.
- f. **Airport Repairs:** Not discussed.
- g. **Small Courtroom Renovations:** Develop scope of work and include in future CIP
- h. **Highway Building renovations:** Roof needed, quotes solicited. Project planning for ADA project.
- i. **HVAC Study at Safety Building:** Not discussed.
- j. **Resource Center Sign:** Sign is ordered.

11. **At approximately 4:15 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 approximately 5:20 p.m., a Motion was made to move into closed session by Nonnenmacher, Seconded by Solin 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, Solin – aye, the Committee continued in closed session.
12. **At approximately 4:30 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Nonnenmacher, Seconded by Solin to return to open session, all ayes, Motion Carried. The Director of Facilities Management’s performance evaluation was completed and a copy of the performance evaluation will be forwarded to Human Resources
13. **Approve Disposal of County Equipment;** None at this time.
14. **Review Budget Summary;** Committee Members received the Budget Summary for review.
15. **Verify Date of Next Meeting;** The next regular meeting will be Monday, January 4, 2015 at 3:30 p.m. at the Wolf River Room in the Resource Center.
16. **Adjourn;** Motion to adjourn at 5:55 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  
December 7, 2015 – Public Property Committee Report

PHONE – 715-627-6307  
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## 1. COMPLETED WORK

- SB / Jail: Paint 2 cell blocks in jail, install metal siding on impound building, repair drinking fountain at Safety Building entrance, repair jail toilets, paint offices in Safety Building, unplug drain lines in Huber Dorms / H1,H2,H3,H4, replaced heating valve actuator in Laundry Room, defrost coil & lines for jail kitchen cooler, mount projector in County Board room, install receptacle for projector, pull cables / terminate 2 network connections in board room, run conduit & pull wires to get report writing room on generator, repair lights in jail.
- RC: Assembled desk for Extension Office, moved 30 boxes of tax bills from Resource Center to Sue Paycer's Office, fixed lock on cabinet for Extension Office, cleaned garage, call-in to fix basement toilet, install steel roof over a/c units for winter, replace projector cable in Eau Claire River room, haul desktop cabinet to auction, haul 4H boxes to storage.
- CH: Move book shelves for Judge, repair door between Judge's quarters and Courtroom, move large file cabinet to HR office, rearrange Judge's Chambers and Jury Room.
- HCC: Move 5 desks/4 chairs to garage for storage, bury wire between light poles / hook up wires and fill in holes, hang 2 white boards, change ballast in Health Department, replace 3 floor tiles in DD work room, checked flex connections on VAV boxes in Health Department and ADRC conference room.
- Fairgrounds: Intake winter storage camper trailers/boats etc in Livestock Pavilion, hang dump station signs, pour concrete sonno tube footing for dump station light pole, install underground wires for dump station lights.
- General: Install 2 new windows for Highway Shop office, install snowblower and cab on Gravely snowblower, winterize White Lake restroom building, haul chairs to auction, 7 Digger's Hotline locates, haul/shred paper, research salter for plow truck, research plow truck.

## 2. ADMINISTRATION

- Construction Administration – Finish documents / Bid Antigo Public Library Carpet Replacement Project
- Highway Department: Preliminary planning of remodel project. Pricing on roof replacement.
- Annual Performance Evaluations – all Maintenance Staff
- Purchase 2012 plow truck / plow mounts / salter

## 3. FACILITY STATUS

- Courthouse
  - Elevator piston replacement scheduled for 2016.
  - Small courtroom alterations –Develop scope and include in future CIP.
- Safety Building / Impound Building
  - Impound Building / Remaining Work: build small room for utility sink
- Jack Lake
  - Construction of shelter doors – winter 2015-16
  - Ski Chalet 95% done. Advisory only.
- Fairgrounds
  - Horse Barn / Arena: Arena fence - replace in 2016.
  - Livestock Barn
    - Ventilation work functional. Ductwork needs to be finished.
    - 30 units stored for winter. Over \$8,000 in revenue.
  - Possible rental of pits area as utility project staging area winter 2017-18
- Resource Center
  - New sign is on order from Super Lettering.

- Highway Department
  - Replacement roof needed on North building (1958 Patrol Truck Storage Building).  
Prices quotes solicited on membrane and metal roof.
  - Renovation / ADA project planning – future CIP project.
  - Future roofing projects – Main shop area and office area.
  - Discuss C.I.P.

*End of Monthly Public Property Committee Report*