

Langlade County Public Property Committee Minutes

Date of Meeting: February 2, 2015 at 5:00 pm

Place: Law Library - Courthouse

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

Members Absent: Dave Solin

Others Present: Nate Heuss, Marilyn Baraniak and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 5:00 p.m. in Law Library - Courthouse, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on January 5, 2015:** Motion by Doug Nonnenmacher, to approve the previous minutes, Seconded by Larry Poltrock, all ayes, Motion carried.
3. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** No questions or discussion.
4. **Carry Forward Requests:** Nate Heuss presented a list of Carry Forward Project requests for 2015. The Maintenance Department was under budget in 2014 due to a conservative approach, careful planning of projects and utilizing staff skills to do the work when possible. Public Property needs to approve the Carry Forward requests before it goes to the Finance Committee for approval. The 2015 Small Projects list is a proposal to set aside funds for the various projects. Projects may be prioritized and changed as needed. Sam Hardin suggested striping the Multi Purpose Building parking lot to eliminate chaos at large events. Striping will be put on the Fairgrounds Promotional Committee's next Agenda for discussion. Motion to approve the Carry Forward Requests by Hardin, Seconded by Nonnenmacher, all ayes, Motion Carried.
5. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of January. (See attached) Motion to accept by Hardin, Seconded by Poltrock, all ayes, Motion Carried.
 - a. **Impound Building Renovations:** Ventilation System is operational. Exit lights are installed and the building is usable. Concrete at West doors will take place in Spring.

- b. **Clerk of Court Security Glass Project:** This project is near completion, work station partitions are in process.
 - c. **Shelter & Restroom Building:** Drafting bid documents.
6. **Approve Disposal of County Equipment:** Pam Jankowski presented a list of items to sell on the Public Auction site for approval. Motion by Poltrock, Seconded by Nonnenmacher all ayes, Motion Carried.
 7. **Review Budget Summary:** Committee Members received the Budget Summary for review.
 8. **Verify Date of Next Meeting:** The next regular meeting will be March 2, 2015 at 5:00 p.m. at the Health Care Center Board Room.
 9. **Adjourn:** This portion of the meeting was concluded at 5:30 p.m. Motion to adjourn Poltrock, Seconded by Hardin, all ayes, Motion Carried.
 10. **Tour Clerk of Court's Office and Impound Building:** The Committee proceeded to the Clerk of Court's Office and the Impound Building to observe renovations. This was concluded at approximately 6:15 p.m.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409

Nate Heuss
Director of Facilities Management

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February 2, 2015 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Replaced ceiling lights in all jail cells, unplug sinks & drains in jail cells, clean smoke detectors, drill new mounting holes in concrete to re-anchor table, replace flush valves in police/sheriff locker rooms. Move snow bank with loader tractor. Check public restroom light and switch. Impound Building: install exit lights, electrical, lighting, build work bench, clean and sweep entire west side.
- RC: Assemble brochure rack and computer stand for extension office, remove Christmas tree, make sign and install door bell for Child Support, move snow bank with loader tractor.
- CH: Built/install coat hooks in 3rd floor restrooms, put Christmas tree and parts away, replace push button lockset on Judge secretary door, build 4 signs for Marilyn's office, pull wires for Clerk of Courts card reader
- HCC: Build 2 signs for DSS, Move 3 offices in DSS (desks, computers, phones), check out generator. Veterans' Office: Hang 3 bulletin boards, move 14 boxes out to garage, move 3 boxes to auction. Change lock codes for Health Department. Move 2 rooms of furniture for North Central Healthcare.
- Fairgrounds: Install new sink in Hockey building / wire receptacle for sink control, burn large brush pile.
- General: Snow plowing / Shoveling / ice removal, clean up maintenance shop, have new v-plows installed on 2 more trucks, install rubber snow shields on new plows. Jack Lake: mount disconnect & boxes in cabin, pull wires, hook up receptacles and connect to power in pedestal. Prints from photo contest framed and waiting for engraved metal title plates.

2. ADMINISTRATION

- Jack Lake Beach Shelter – Producing bid documents
- Highway Department Remodel – start preliminary design late February
- Carry Forward Requests 2015
- Clerk of Courts Counter – Project Closeout
- Accessibility Improvements – Improvements 2015.
- Vehicle: New V-plows are installed. Maintenance Department Decals / #s on Trucks.

3. FACILITY STATUS

- Impound Building
 - Ventilation system is operational. Exit lights are installed. Building useable.
 - Replacing concrete at west doors spring 2015.
- Fairgrounds
 - 2015: Schoolhouse siding plan / cost estimate; RV dump station
 - Horse Barn: Cost study (New or repair existing). Schedule permitting.
 - WPS agreement pending signature.
 - One sink in MP building has been replaced. Price quote for epoxy floor.
- Courthouse
 - Clerk of Courts Service Counter work nearly complete. Waiting for electric strike.
 - Partitions for work stations.
 - Memorial bench assembled. Waiting for concrete pour spring 2015.
- Health Care Center
 - Replacing boiler control – 1990 boiler.
 - Installing Handicapped Accessible Toilet stalls in public restrooms.
- Airport
 - Tuckpointing is complete. Elastomeric paint spring 2015. Repair flashing. Possibly add gutters. Snow stop has been installed above entrance.