

Langlade County Public Property Committee Minutes

Date of Meeting: February 3, 2014 at 5:00 pm

Place: Resource Center – Wolf River Room

Members Present: Chairman Robert Benishek, Vernon Cahak, Dave Solin, Jeff Zalewski and Doug Nonnenmacher

Members Absent: None

Others Present: Nate Heuss, Robin Stowe, Sarah Repp, Charlie Brinkmeier, 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 January 6, 2014:** Motion by Vern Cahak to approve the previous minutes, Seconded by, Jeff Zalewski, all ayes, Motion carried.
3. **Discuss Fairgrounds Promotional Committee's previous meeting minutes with questions if any:** Pam Jankowski presented the Committee Members with binders containing the new 2014 Fairgrounds Policies and Procedures.
4. **City of Antigo Proposed Bike Path Easement thru the Fairgrounds:** Sarah Repp and Charlie Brinkmeier from the City of Antigo are requesting an easement from the County to create a bike path. The City will relocate the fence along the east side of the Fairgrounds. Robin Stowe presented the easement drafted by the City attorney. The City is applying for a grant from the DNR and needs to acquire the rights for this recreational path in the form of an easement. Motion to grant this easement and send to County Board for approval by Dave Solin, Seconded by Vern Cahak, all ayes, Motion carried.
5. **Update on items submitted for possible improvements that may qualify for funding under the MOU for distribution under gaming compacts between local Tribes and the State:** Stowe reported that he has not received any response from the Tribes regarding the request for funding for Fairgrounds improvements. If and when a response is received, this information will be shared with the Committee. It was noted that the County did receive funding in the form of an MOU from the Mole Lake Tribe. The County received \$21,500 of which the County retained \$3,000 for services provided by the Langlade County Highway Department for signage, and the remainder was allocated to local ATV clubs and lake districts under the terms of the MOU.

6. **Update on contingent offer to purchase the McKenna Warehouse:** Regarding the contingent offer submitted on behalf of the Committee, Stowe reported that he received a response from Kevin McKenna. Although Kevin indicated a willingness to complete environmental testing, he had some questions regarding the scope of testing requested by the County. Robin reviewed the scope of testing that was included as a condition of the County's two previous offers to purchase this property in 2005 and 2008. After discussion of this issue, the Committee decided that the County still would like to have both a Phase I and Phase II Environmental Site Assessment conducted. Motion by Solin, Seconded by Nonnenmacher to request that both phases of testing be completed and paid for by the seller, all ayes, Motion Carried. Robin will report this decision back to Kevin McKenna. The Committee also requested Robin to obtain a timetable from Kevin regarding when the testing would be completed.
7. **Carry Forward Requests:** Nate Heuss presented the Committee with projects he is requesting to be carried over into 2014. Motion by Zalewski to approve carry forward requests, Seconded by Solin, all ayes, Motion carried.
8. **Review options for Jail shower repairs with possible action:** Heuss stated work needs to be done on the Jail showers per the Annual Jail Inspection. Heuss has researched the work that needs to be done and presented 3 quotes. The Committee would like this project to be bid out. Motion to bid this project by Solin, Seconded by Cahak, all ayes, Motion Carried.
9. **Request for use of tables and chairs for Breakfast on the Farm (June 22, 2014):** Heuss stated that Butch Maly is requesting the use of 70 tables 600 chairs for the Dairy Breakfast at Nagel Farms. Motion by Solin to allow the use of the tables and chairs under supervision by a responsible party to protect against damages, Seconded by Nonnenmacher, all ayes Motion Carried.
10. **Review Maintenance Projects/Monthly Report:** Heuss reviewed his report with the Committee for the month of January and was accepted. (See attached)
 - a. **Jack Lake Restroom Project:** This project is approximately 90% complete.
 - b. **Digital Controls at HCC:** This project is nearly complete.

Heuss presented the Committee with his Year End Review report. (see attached) The Committee commended Heuss on saving tax dollars by having his staff complete work that would otherwise have to be hired out. Heuss provided Architectural services for two years worth of CIP projects in 2013. Also by participating in the Focus on Energy Grant, the County received over \$60,000 additional funding for energy efficiency improvements and will save \$19,500 per year in electricity from the improvements. Heuss commended Maintenance Staff on their willingness to help out and good skills in dealing with people. Motion to accept the Year End Review report by Zalewski, Seconded by Cahak, all ayes, Motion Carried.

11. **Approve Disposal of County Equipment:** None at this time.

12. **Review Budget Summary:** Committee Members received the Budget Summary for review.
13. **Verify Date of Next Meeting:** The next regular meeting will be Monday, March 3, 2014 at 5:00 pm at the Resource Center, Wolf River Room.
14. **Adjourn:** Motion by Nonnenmacher, Seconded by Zalewski to adjourn at 6:10 p.m., 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

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February 3, 2014 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: unplug sinks & showers at jail, replace sprinkler head in cell, water heater and boiler maintenance for running on fuel oil, install door closer on computer room door, replaced day/night lights jail, changed oil in washing machine / maintenance on 2 dryers. Install jack and wall mount plate for jail kitchen phone, repair storage room lights at jail kitchen,
- RC: Have stored snow hauled away, moved all furniture/soda machine out of break room to allow for tile installation, replaced flooring in entrance stairway and break room. Changed 3 ballasts; installed new restroom exhaust fan.
- HCC: Make 3 signs for NCH, remove old heating controls and tubing, haul out scrap material from old heating control system, move 14 offices for NCH, pull wires for 2 air handlers and boilers, patch & paint office in NCH and automatic door vestibule, install 13 exit lights, complete frequency drives, hung mirrors and bulletin boards, put in countertop for ADRC, made box for emergency generator.
- CH: Install new lock for break room, work on frozen cabinet heater in east vestibule (twice), moved old desk out of Register of Deeds office.
- Fairgrounds: Replace photocell for Maintenance Shop wall pack lights, replace ballast in multi-purpose building, repaired 2 door closers and replace 1 closer (multi purpose building), removed snow from east overhead door to allow repair of clover room furnace.
- General: Frequent snow removal at all buildings & fairgrounds midway, salt & shovel sidewalks for several snow events, weld and repair snow plows, cleaned and organized auto shop, change oil in red ¾ ton plow truck, plowed at County gun range for Sheriff's Department.

2. ADMINISTRATION

- Jack Lake South Restrooms construction completion in spring.
- Jack Lake beach area shelter & restroom – kickoff meeting February 7.
- HCC controls project & focus on energy projects nearly complete.
- Accessibility Study –ADA study of County buildings.
- Courthouse Parking Lot – Reminder Memo sent out.

3. FACILITY STATUS

- Livestock Pavilion
 - Possible use for camper & boat storage (waiting to hear).
- Health Care Center
 - HVAC Controls modernization nearing completion.
- Courthouse
 - Assist DA office with moving Victim Witness Coordinator into former I.S. area.
- Safety Building
 - Waiting for direction on Impound Building (New or Existing).
- Resource Center
 - Completing interior drywall and painting in land conservation (new windows).

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LANGLADE COUNTY MAINTENANCE DEPARTMENT
Project Review of 2013

COMPLETED TWO YEARS OF C.I.P. PROJECTS: At the request of Finance Committee, Maintenance C.I.P. projects for 2013 & 2014 were completed in 2013. (There will be minimal C.I.P. projects in 2014.)

LIVESTOCK PAVILION ELECTRICAL: Winter / Spring 2013 - Maintenance Department staff installed \$22,000 worth of electrical materials, saving the cost of labor (\$40,000 savings).

RESOURCE CENTER HVAC: Upgraded heating / cooling system to meet state code for air exchanges and resolve longstanding employee comfort issues. Maintenance staff pulled control system wires to save money (\$6,000 savings).

FAIRGROUNDS MIDWAY ASPHALT REPLACEMENT: Replaced asphalt east of Fairgrounds road (Midway area and around Livestock Pavilion) and replaced Fairgrounds road. This included removal of a significant amount of unsuitable subgrade. Used sand fill from east side of fairgrounds to save cost. Saved significant money due to lower asphalt costs and using one (1) 2" lift instead of (2) 1-1/2" lifts.

HEALTH CARE CENTER A/C UNIT: Replaced 35 year old 13 ton air conditioning unit at HCC with new high efficiency digital scroll compressor unit. This will have major energy savings.

HEALTH CARE CENTER ROOF REPLACEMENT: Replaced existing ballasted roof (40,000 square foot building) with new mechanically fastened PVC roof (20 year non pro rated warranty). Increased roof r-value from 15 to 25. New roof will save energy and be easier to inspect, lower maintenance costs.

HEALTH CARE CENTER HVAC CONTROLS: Replaced obsolete pneumatic HVAC controls system with modern Direct Digital Controls (DDC) system. Maintenance staff pulled 4 miles of wires (\$20,000 savings), changed dampers to save money. The new DDC system will provide energy savings, improve employee comfort and reduce significant repair expenses.

MAINTENANCE SHOP EXTERIOR RENOVATIONS: Replaced deteriorated shingle roof with metal roof, added siding and insulation over existing concrete block that was in need of repainting & tuckpointing. Covered wood fascia with new metal fascia.

ADDITIONAL 2013 PROJECTS

ENERGY IMPROVEMENT GRANT: Administered \$60,000+ of funds from Focus on Energy for energy efficiency improvements. Replaced older, inefficient lighting in Highway Department (41 fixtures replaced), Health Care Center (477 fixtures refurbished), replaced exterior wall pack lights with LED lights at Safety Building, Fairgrounds, Resource Center. Installed VFDs at Safety Building and Health Care Center. The majority of the installation work was done by Maintenance Electrical Workers. Focus on Energy stated that Langlade County accomplished more with the money than any of the other grant recipients. *These projects will save an estimated \$19,500/year (\$97,500/5 years) in electricity. Over \$60,000 in grant monies were received and used to improve County Facilities.*

SHERIFF'S IMPOUND BUILDING: Produced design & construction documents for new 7,300 square foot evidence & impound storage building for the Sheriff's Department.

LIBRARY ROOF REPLACEMENT: Assisted Antigo Public Library with roof & gutter replacement for 15,000 square foot building with pitched roof. Produced bid specifications and drawings for competitive bidding, pre bid meeting, construction contract writing, construction administration. Bid for metal roof with wage rates & then re-bid for class 4 asphalt shingle roof. Had wage rate decision rescinded due to reduced project scope (saved \$6,000 by not having to use state wage rates). Replaced existing residential gutter system with new heavy duty commercial seamless 6" gutters.

VETERANS MEMORIAL PARK RESTROOMS: Assisted Forestry Department with design, code compliance, bidding and construction administration of masonry flush toilet building for the County-owned campground at Jack Lake. Highly durable construction to match existing shower building. Project is currently 80% complete.

MCKENNA WAREHOUSE STUDY: Extensive study of McKenna warehouse for suitability as an impound storage building. Detailed review of building and components, interviewed building owner, multiple inspections of building, prepared CAD drawings showing existing conditions. Prepared cost estimate of required repairs and cost estimate of proposed impound building.

BID RESULTS OVERVIEW:

- Bidding has usually produced one bid that is significantly lower than the other bids.
- Nearly 100% of the bids have been awarded to local contractors. The only exceptions have been commercial roofing and large scale asphalt paving, which are not represented locally.

EMPLOYEE TRAINING: Dewey Chrudimsky attended training on air conditioning systems. Nate Heuss attended training on REVIT (3D computer drafting).

EMPLOYEE REVIEWS: Conducted employee reviews with all Department employees. Discussed employee strengths, suggestions for department improvement, and ways for employees to improve.

CAD Drawing LIBRARY: Created overall drawing of multi purpose building. Diagrams of Fairgrounds Buildings for user forms.

ADDITIONAL PROJECTS - OVERVIEW:

Administrative Staff: Handled County Auction and took in over \$4,000. Assisted in writing Fairgrounds Policy and scheduling procedures, creating inventory for equipment stored on Fairgrounds, promoting fairgrounds, assisting with Livestock Pavilion grand opening event, created key inventory and system for issuance/return of keys. Used County credit card for larger purchases in order to earn incentive.

Removed existing single pane windows from Resource Center west side offices and replaced with new thermal pane vinyl windows. This addressed a longstanding comfort issue in those offices. Designed / Bid siding replacement on commercial building. Painted Exhibition building. Re-bid cleaning contracts and dumpster contracts. Courtroom locks, electrical work at Jack Lake and for Highway Department. Added low-flow shower heads to 13 jail showers to reduce inmate hot water shower use by 40%. Many other projects as listed in P.P.C. minutes. Maintenance Staff assisted with many Fairgrounds events, including St. John's International Food Festival, 4H Youth Fair and Christian Motorcycle group. Additionally, the Department provides housekeeping for the jail, handles work requests on a daily basis at various buildings, snow removal, and too many other tasks to list here.