

# Langlade County Public Property Committee Minutes

**Date of Meeting:** February 8, 2016 at 3:30 pm

**Place:** Langlade County Resource Center

**Members Present:** Chairman Robert Benishek, Dave Solin, Sam Hardin, Doug Nonnenmacher and Larry Poltrock

**Members Absent:** None

**Others Present:** Nate Heuss, Gary Olsen, Ron Barger, Pete Pennington, Michael Klimoski, Jeremy Noskowiak, Dan VanOoyen, Joe Novak, Brian Braun, Cal Krueger, Vern Cahak, Mark Desotell, Cynthia Taylor, Robin Stowe, and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 3:30 p.m. at the Langlade County Resource Center, Antigo – Wolf River Room. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on January 4, 2016:** Motion by Dave Solin, to approve the previous meeting minutes, Seconded by Larry Poltrock, 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:** Cal Krueger, owner of Duffek Sand and Gravel is requesting the County to consider his buildings for the Highway Department either as an extension of the existing site or for a total move instead of remodeling the existing buildings.
4. **Bid opening for Antigo Public Library Flooring Replacement project:** Cynthia Taylor, Library Director, states Library Board recommends opening proposals/bids. Only one carpet bid was received. Public Property Committee wants more carpet bids and decided to re-bid Flooring, Painting and Electrical. Time is a factor for this project and the Moving Proposals need to be opened. Motion to reject unopened bids and allow rebidding of the flooring, painting and electrical portions of the project by Solin, Seconded by 2<sup>nd</sup> by Poltrock, all ayes motion carried. Bids will be returned to bidders unopened.

Two proposals have been received for the Moving portion of the project. Yerges Van Liners Inc. from Fort Atkinson, WI and C. Coakley Relocation Systems from Madison, WI.

Yerges Van Liners Inc - \$38,576.50

C. Coakley Relocation Systems - \$63,942.00

Proposals exceed estimated cost. Motion to postpone proposal acceptance for possible negotiation by Solin, Seconded by Poltrock, all ayes, Motion Carried.

5. **Rental contract review with CW Solutions for FSET Program 2016:** Ron Barger, Social Services and Health Department Director, distributes a copy of the existing contract. CW Solutions would agree to the rental rate of \$561.90 per month for office space with the provisions stated. They are also requesting use of the conference room that can be added to the contract or they can reserve the room through the Facility Use Policy. Motion to accept the contract with the rental rate of \$561.90 for 1 year by Solin, Seconded by Poltrock, all ayes, motion carried.
6. **Review and approve carry forward projects:** Heuss provides a proposed 2016 Small Project list with \$98,500 to carry over from 2015. Approval from Finance Committee and County Board also needed. Motion to approve up to \$98,500 for Small Projects in 2016 by Sam Hardin, Seconded by Poltrock all ayes, motion carried.
7. **Discuss role of Maintenance Department at Highway Department:** In the past, Highway Department facilities have not been overseen by the Public Property Committee. Heuss has been requested to do a study of the Highway Department for repairs and remodeling. Heuss agrees to advise on projects and planning but the daily maintenance will continue to be done by the Highway Department. Commissioner Brian Braun is in agreement.
8. **Update on Highway Department renovations planning:** Heuss distributes and reviews a Preliminary Draft Evaluation of the existing Highway Shop. Heuss recommends hiring Pearl Engineering to conduct an HVAC and electrical study which would cost approximately \$8,150. Various options discussed regarding remodeling the existing department buildings or purchasing the property that is now owned by Duffek Sand & Gravel. Highway Committee to discuss options and decide how to proceed.
9. **Discuss filling Maintenance Employee position:** An employee is retiring the end of June and it has already been discussed to hire someone in advance for training purposes. Funding is available. An updated job description is being drafted and the job will be advertised soon. This item will be on the next Agenda.
10. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of January. (See attached)
  - a. **Jack Lake Shelter – Shelter Doors:** Construction over winter.
  - b. **Jack Lake Shelter Fireplace:** Installation 2016. Heuss to solicit proposals for Forestry Department.
  - c. **Safety Building Roof Replacement:** Scheduled for Spring 2016.
  - d. **Racetrack pond clay removal:** Clay removal now complete. Discussion regarding track use and permanent removal of red clay. Research the cost to remove clay permanently.

- e. **Livestock Pavilion Ventilation Improvements:** Ductwork is finished and ventilation is functional.
- f. **Small Courtroom Renovations:** Develop scope and include costs in CIP.
- g. **Highway Building renovations:** Proceeding with Facility Evaluation.
- h. **HVAC Study at Safety Building:** No discussion

Discussion regarding remodeling the Human Resources Office at the Courthouse to include a second office for the Victim Witness Coordinator. This would allow the existing Victim Witness Coordinator's office to be utilized as a meeting/court hearing room.

Selection of Contractors (repair work under \$5,000): When possible the Maintenance Department utilizes local contractors. Quality of work, availability, and the price most advantageous to the County are the main factors in selection. Contractors interested in County work should make an appointment to see Heuss.

- 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 7, 2016 at 3:30 p.m. at the Airport.
- 14. **Adjourn:** Motion to adjourn at 5:27 p.m. by Harden, Seconded by Poltrock, 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  
February 8, 2016 – Public Property Committee Report

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

- SB/Jail: Repair jail cameras/intercom, replace flush valve in jail cells, assist with air test, repair jail washing machine, replace unit heater fan motor in generator room, repair air valves in jail cell doors, hook up water heater at impound building, mount & cable City Police wireless receiver for squad car downloads, change 2 ballasts, repair 1 network connection.
- RC: Patch/paint walls in Extension Office.
- CH: Repaired laminate in Register of Deeds, take down & put away Christmas tree, heating system problem: repair relay contactors in hot water supply pumps for heating system, inspect / have second floor automatic doors repaired.
- HCC: Remove cabinets/patch & paint walls/carpet for NCH room 93, patch/paint rooms 74/76/84 & 90, Move offices: 74 to 72 / 76 to 74 / 72 to 76, replace water stained ceiling tiles, move keyboard tray for Social Services.
- Fairgrounds: Install LED parking lot lights on midway/grandstand, repair door closer on Forestry building, replace broken lock on ticket booth.
- General: Install weatherstripping around door at Airport, replace cutting blades on plow, shred 6 boxes for child support, move snowbanks with loader at RC/SB, change wear bar on snowblower, widen sidewalks at RC, SB, CH, snow plowing / shoveling / salting at CH/RC/HCC & Fairgrounds, 2 Digger's hotline locates, haul/shred paper from HCC, program Holidays into electronic door lock system.
- Highway Department: Check out boiler pump, repair electrical box on overhead crane.

## 2. ADMINISTRATION

- Antigo Public Library – Conduct pre-bid walkthrough. Answer bidder questions. Receive bids / coordinate with Library.
- Highway Department: Proceeding with Facility Evaluation
- Carry Forward Projects – 2016 Small Project list (<\$10,000) - February meeting.
- Review Contractor Selection

## 3. FACILITY STATUS

- Courthouse
  - Elevator piston replacement scheduled for 2016.
  - Small courtroom alterations –Develop scope and include cost in CIP.
- Safety Building / Impound Building
  - Roof replacement project spring 2016.
  - Impound Building: Utility sink room completed / water meter installed.
  - Waiting for air quality test results. Large filters will be changed out.
- Jack Lake
  - Construction of shelter doors – winter 2015-16
  - Shelter Fireplace installation 2016.
- Fairgrounds
  - Horse Barn / Arena: Arena fence - replace in 2016.
  - Livestock Barn
    - Ventilation work functional. Ductwork is now finished.
  - Possible rental of pits area as utility project staging area winter 2017-18
- Resource Center
  - New sign has been picked up and will be installed spring 2016.
- Health Care Center
  - Electrical Worker retirement end of June 2016. Hire replacement one month prior.

*End of Monthly Public Property Committee Report*