

Langlade County Public Property Committee Minutes

Date of Meeting: January 4, 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:

Others Present: Nate Heuss, Gary Olsen, Brian Braun, 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 December 7, 2015:** Motion by Larry Poltrock, to approve the previous meeting minutes, Seconded by Sam Hardin, 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. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Bob Benishek informed the Committee that Jeff Zalewski has resigned his seat. Nominations to refill his position will be addressed at the next Fairgrounds Promotional Committee meeting.

Pam Jankowski disbursed binders with the Fairgrounds policies, forms and procedures to the Committee members.

5. **Update on replacement pickup truck purchase for the Maintenance Department:** The purchase has been made, snow plow and salter unit installed and working well. Information only.

6. **2015 Maintenance Department Project Review:** Heuss presented his Project Review Report, see attached.

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

a. **Jack Lake Shelter – Shelter Doors:** These will be constructed over Winter.

- b. **Safety Building Roof Replacement:** Work to proceed Spring 2016.
- c. **Racetrack pond clay removal:** Clay removed, to be completed in early 2016.
- d. **Livestock Pavilion Ventilation Improvements:** Ventilation work is functional. Ductwork drops to be finished.
- e. **Small Courtroom Renovations:** Develop scope of work and include cost in future CIP.
- f. **Highway Building renovations:** The Highway Department needs renovations, including new roof or storage building, restroom updates, and office renovation. Discussion regarding the Duffek building as a possible alternative. Study to be done regarding options. Heuss needs direction on a long term plan. Public Property Committee to oversee the Highway Department Buildings as it does for all Langle County Buildings. This will be put on the April Agenda. Solin, Heuss and Braun will review the Duffek building in the near future. Renovation of the existing Highway Department is believed to be the most cost effective option.
- g. **HVAC Study at Safety Building:** Not Discussed.

Motion to accept the Maintenance Report by Poltrock, Seconded by Dave Solin, all ayes, Motion Carried.

- 8. **Approve Disposal of County Equipment:** None at this time.
- 9. **Review Budget Summary:** Committee Members received the Budget Summary for review.
- 10. **Verify Date of Next Meeting:** The next regular meeting will be Monday, February 8, 2016 at 3:30 p.m. at the Wolf River Room in the Resource Center.
- 11. **Adjourn:** Motion to adjourn at 4:50 p.m. by Doug Nonnenmacher, 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
January 4, 2016 – Public Property Committee Report

PHONE – 715-627-6307
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1. COMPLETED WORK

- SB/Jail: Install sink room heater and light in Impound Building, replace H4 toilet flush valve & spring, replace 5 light ballasts in jail cells, reprogram microphones in County Board room, wax floors, repair pump AHU1, deal with water leak above dispatch, replace lamps in jail cells and Safety Building, replace batteries in Jail Control fire panel, repair water valves in jail cells PP7, SM1, SM2, NS4. Build, insulate, sheet sink room in Impound Building.
- RC: Replace ceiling tile, adjust temperature settings.
- CH: Move furniture in Treasurer and County Clerk office to allow carpet replacement, repair/replace 3 keyboards in DA office and Clerk office, replace lights in jury room, replace circulating pump, hang bulletin boards.
- HCC: Mount and wire new LED wall pack on NE corner of HCC, mount new blinds in Health Department reception window, remove desk from Social Services office and replace with desks from Health Department. Take desk from Social Services to auction, move file cabinets and bookcase in Health Department, remove keyboard trays, make sign for Social Services. Mount 2 hallway mirrors, patch/paint rooms 71, 86, 72, remove wall and base cabinets in room 93, check & repair flex connections on VAV boxes in Health Department.
- Fairgrounds: Set pole, mount and wire lights for dump station.
- General: 3 Diggers Hotline locates, snow and ice removal (plow/shovel/salt), have new salter installed on truck, bring 50 boxes of shredding to shop. Unload 3 pallets of salt, unload paint for Forestry.

2. ADMINISTRATION

- Antigo Public Library – Construction documents complete. Out for bid / open bids February PPC meeting.
- Highway Department: Consider study of options.
 - Office area renovations / Restroom improvements.
 - Replacement roof – North Building - \$120,000 budget.
 - Evaluate Duffek Building.
- Carry Forward Projects – 2016 Small Project list (<\$10,000) - February meeting.

3. FACILITY STATUS

- Courthouse
 - Elevator piston replacement scheduled for 2016.
 - Small courtroom alterations – Develop scope and include cost in future CIP.
- Safety Building / Impound Building
 - Impound Building: Utility sink room completed / water meter installed.
 - Air quality test will be done for Jail
- 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.
 - Possible rental of pits area as utility project staging area winter 2017-18
- Resource Center
 - New sign is on order from Super Lettering.
- Health Care Center
 - Electrical Worker retirement June 2016. Hire replacement one month prior.

End of Monthly Public Property Committee Report

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LANGLADE COUNTY MAINTENANCE DEPARTMENT
Project Review of 2015
January 4, 2016

2015 PROJECTS

VETERANS MEMORIAL PARK:

- Beach Area Shelter: Designed / Bid / Administered construction of \$230,000 shelter/restroom building.
- Ski Chalet: Designed / Artist drawing / advised on construction of building at ski trailhead.

FAIRGROUNDS IMPROVEMENTS:

- New large sinks and decorative floor coating in MP building restrooms.
- Replaced and painted Horse Barn siding boards.
- Installed new RV Dump Station with lighting, signage, security camera as per City of Antigo.
- Schoolhouse lead paint abatement / siding replacement / painting.

ANTIGO PUBLIC LIBRARY FLOORING REPLACEMENT

Defined scope of work / cost estimate / project timeline for carpet replacement at Antigo Public Library. Researched products, produced bid documents. Scope of Work drawing, specifications (flooring replacement), request for proposals (library moving).

SMALL COURTROOM

Reviewed several options and designed future small courtroom. Worked with District Court Administrator to produce design of future renovations. Looked at multiple options and obtained preliminary approval.

ACCESSIBILITY IMPROVEMENTS

Accessibility study of all county facilities reviewed in January 2015. Renovated Health Care Center restrooms to provide wheel chair accessible toilet stall. Provided handicapped accessible drinking fountain in HCC lobby. Working to correct other deficiencies throughout County facilities.

SAFETY BUILDING ROOF REPLACEMENT

Designed, specified and bid 28,000 square foot replacement roof for Dispatch and Jail building. Replacing existing ballasted roof with new fully adhered membrane roof in spring 2016.

WINTER STORAGE EXPANSION

Installed ventilation system in livestock pavilion to allow storage of vehicles with internal combustion engines. 2015 storage revenue = \$9,086.

SAFETY BUILDING HVAC STUDY:

Commissioned study of Safety Building HVAC system. This building is a 24/7/365 occupancy and uses over \$75,000 in electricity and \$50,000 in natural gas annually. HVAC equipment is complex and replacement costs are very high. Study goals are to reduce energy consumption and to produce a long term equipment replacement strategy. 50% of study costs will be paid for by a Focus on Energy grant.

IMPOUND BUILDING PROJECT COMPLETION:

Completed alterations to 13,000 square foot storage building in spring 2015. In addition to 2014 work; Electrical system upgrades, constructed room for utility sink, infilled former office area windows/door, replaced deteriorated exterior concrete, installed security system and new exterior lighting.

ADDITIONAL 2015 WORK

AIRPORT

Water leak issue: Had tuckpointing, painting and caulking done to address poor masonry detailing in 1982 building. Floor is not wet for first time since the 1980's.

HIGHWAY SHOP

Replaced deteriorated Tool Office windows with new vinyl windows.

Preliminary planning of renovations. Address ADA violations, lack of insulation, roof leaks, etc.

CLERK OF COURTS COUNTER

Completed counter project. Ordered / Assembled / Installed system furniture and wired furniture for electricity and data. Installed panic buttons.

ENERGY EFFICIENCY PROJECTS

Replaced exterior wall packs with LED lighting. Installed LED floodlights south of jail, LED wall packs and canopy light at Resource Center, LED exterior lighting at Multi Purpose Building.

EMPLOYEE TRAINING

Metal Roofing Seminar, waterproofing seminar, sealant seminar, safety training

COUNTY BOARD ROOM

Reconfigured County Board room. Solicited quotes for new tables. Picked up tables purchased from NTC auction. Installed tables in alternate configurations. Relocated Chairman stand. Installed projector and large screen TV.

EMPLOYEE REVIEWS

Conducted employee performance evaluations with all Department employees. Discussed employee strengths, suggestions for Department improvement, and ways for employees to improve. Facilitated Department Head review by oversight committee.

MISCELLANEOUS:

Administrative Staff: Public Surplus auction expanded. 2015 auction revenue = \$51,478.89. Over \$9,000 on winter storage rentals in Livestock Pavilion. Used credit card for larger purchases when possible to earn incentive.

Department Budget:

2015 Tax Levy = \$844,539. This is \$50,735 less than the 2010 tax levy, without accounting for inflation.

Transportation Bus Study: Evaluated Wolf River seed shed, Commercial Building and Livestock Pavilion as potential locations for bus storage. Buses drawn to scale in each building. Solicited quotes for ventilation.

Human Resources Office Study: Reviewed several options for HR office. Drew up remodeling options and reviewed associated costs.

Feedback from County Departments: Other Departments have consistently had good things to say about Department employees. Employees work hard to be helpful and take pride in their work.

Health Care Center: Sealed leaking joints in stone wall panels above windows.

Safety Building: Part time casual employee added for cleaning.

Flooring: Replaced carpet in County Clerk office and Treasurer office.

Clover Room: New FRP panel (bottom 2') is performing very well.

Equipment Replacement:

Replaced (1) 15 year old plow truck with 2012 ¾ ton pickup.

(3) new Boss v-plows (CIP) and (1) new hitch mounted salter purchased.

Cross Connection Reports / Inspections

Plumbing reviews and forms completed for all County Buildings as dictated by City of Antigo Building Inspection Department. Installed backflow preventers and other devices as needed.

Courthouse: Installed memorial bench to replace previous bench that was deteriorating.

Fairgrounds: Maintenance Staff assisted with many Fairgrounds events, including Sport & Home Show, Gun Show, Circus, Magic Show, Avail Recycling, Flea Markets, Customer Appreciation, Oktoberfest, Horse Shows, Craft Show, St. John's International Food Festival, 4H Youth Fair, Hockey Camp, Music in the Park, Race Track maintenance / pond clay removal. Underground water line to Exposition Building replaced. Secured fryers to prevent unauthorized use.

General: The Department handles work requests on a daily basis at various buildings, snow removal, lawn mowing and too many other tasks to list here.

Many other projects as listed in P.P.C. minutes.