

## Langlade County Public Property Committee Minutes

**Date of Meeting:** January 5, 2015 at 5:00 pm

**Place:** Maintenance Building

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

**Members Absent:** None

**Others Present:** Robin Stowe, Gary Olsen, Kim VanHoof, Pete Pennington, Brad Henricks, Shane Lund, Nate Heuss, and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 5:00 p.m. in Maintenance Building, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on December 1, 2014:** Motion by Doug Nonnenmacher, to approve the previous minutes, Seconded by Larry Poltrock, all ayes, Motion carried.
3. **Review Fairgrounds Budget:** Gary Olsen discussed the Fairgrounds Budget. The Water Bill increased from last year as well as overall repairs. The final numbers will not be known until the books are closed in February for 2014. Presently there is \$4,269 excess revenue. \$9,000 is needed to carry forward for repairing the School House. Total Project will be approximately \$15,000. \$5,000 has been earmarked for a dump station from 2013 revenue. This however, will not cover the whole project. The PA system for the grounds may not need upgrading this year. Maintenance Department is under budget for the year and there may be some available funds. The Committee requested an update when the books are completed. Olsen to be invited to the March meeting.
4. **Request from Social Services to purchase office equipment with grant funding:** Kim VanHoof is requesting approval to spend grant funds on equipment for the front desk area of Social Services. She would like to purchase a Kangaroo Monitor Stand for Dual Monitors for the desk area. The current set up of this space is not conducive for the clerical staff. The cost is \$799.00. The funds are coming from the Affordable Care Act Grant and need to be used by March 30, 2015. Motion to approve spending up to \$1,000 of the grant funding contingent on Maintenance Department approval by Sam Harden, Seconded by Larry Poltrock, all ayes, Motion Carried.
5. **Approve contract for WPS staging area at Fairgrounds in the event of a natural disaster:** Brad Henricks, Emergency Management Director, agrees that this is a good resource to have locally. Contract has been drafted. This staging area would be located on the paved portion of the Fairgrounds and would include the Multi Purpose Building to enable

use of the showers, restrooms and the Clover Room. Motion to approve the contract by Nonnenmacher, Seconded by Solin, all ayes, Motion Carried. Robin Stowe reported that he had reviewed and approved the form of the proposed contract.

6. **Discuss PA System located in County Board Rom:** Gary Olsen presented information on a new PA System from Camera Corner. The County Board room's system needs upgrading. Due to today's digital age, cell phones play havoc on the current system. Oconto County is upgrading their system and we would be able to purchase their equipment for \$5,591.00. Currently the funds are available for this project. This would be a hard wired system instead of wireless and would not be disrupted by cell phone usage at the meetings. Discussion presented about including a voting system as well. The Committee would like more information and pricing of a new PA system along with a voting system. A ceiling mounted projector was discussed and Larry Poltrock will check at NTC to see if they have any they may be auctioning. This item will be held over for further information.
7. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Robin Stowe briefly discussed Peaceful Valley and the City waiving event fees. The County does not waive fees due to revenues being budgeted.
8. **Review of Accessibility Study – County Buildings:** Nate Heuss presented the Accessibility Review Study to the Committee. The purpose of this study is to identify existing barriers to Accessibility, estimate cost to remove Accessibility barriers, and produce a Funding & Implementation Plan for projects that will remove barriers to Accessibility in Langlade County Facilities. Motion to accept report and proceed as time and funding permit, by Solin, Seconded by Harden, all ayes, Motion Carried.
9. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of December and also presented his Project Review for 2014. (See attached)
  - a. **Impound Building Renovations:** Ventilation work is nearly complete, new utility sink installed with pump and supplies, new rooms framed in and sheeted, new interior doors installed, exterior doors replaced, overhead doors repaired, new lights installed. The Committee would like to tour this building next month.
  - b. **Clerk of Court Security Glass Project:** Nearly complete.
10. **Approve Disposal of County Equipment:** None at this time.
11. **Review Budget Summary:** Committee Members received the Budget Summary for review.
12. **Verify Date of Next Meeting:** The next regular meeting will be February 2, 2015 at 5:00 p.m. at the Resource Center - Wolf River Room.
13. **Adjourn:** This portion of the meeting was concluded at 6:31 p.m.

**14. Tour Multi-Purpose Building Restrooms at the Fairgrounds:** The Committee proceeded to the Multi-Purpose Building at the Fairgrounds to discuss possible renovations.

Respectfully submitted,

Pamela Jankowski  
Recording Secretary

**LANGLADE COUNTY MAINTENANCE DEPARTMENT**  
**Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409**

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Nate Heuss  
Director of Facilities Management

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January 5, 2015 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Replaced door switch in J Block, replaced ballast, repaired air doors in NS & PP blocks. Performed maintenance on Air doors. Unplug drain in jail kitchen, adjust dampers for AHU-3, replace finance office lock cylinder, unplug sinks / toilets in Jail. Work on impound building electrical: Install new chain-hung fluorescent lights, new metallic conduit, new box, power for ventilation fans, interior hollow metal doors & locks. Relocate jail control fax/phone lines and network connections. Install door hardware / frame and sheet walls for impound building, move snowbanks from parking areas with loader.
- RC: Haul 8 boxes from zoning to IS, assisted with sewer pit pump repairs, set up new humidifier for zoning, push back snow banks, clean stain in child support, install steel roof over a/c units.
- CH: Repair courtroom microphone, set up Christmas tree, set up for employee pot luck.
- HCC: Adjust/test non functional damper in room 119, install replacement boiler pump, move out tables/chairs/soda machine from DD lounge for new floor tile, mop/wax new floor tile, install new glides on 9 tables, replace toilet filler unit, Check exit/emergency lights / order and replace 7 batteries, clean 3 office chairs, check blown breaker / find underground short in back parking lot. Move file cabinets for NCH. Install keypad lockset for transportation offices, made sign for Veteran's office.
- Fairgrounds: Install covers on exterior drinking fountains,
- General: Snow plowing / Shoveling, clean up maintenance shop,

2. ADMINISTRATION

- Jack Lake Beach Shelter 2015
- Clerk of Courts Counter – Project Closeout
- Accessibility Improvements – Improvements 2015.
- Carry Forward Requests 2015

3. FACILITY STATUS

- Impound Building
  - Ventilation work nearly complete (electrical hookup & misc. remains)
  - New utility sink installed with pump and supplies.
  - New rooms framed in and sheeted, new interior doors installed, exterior doors replaced, overhead doors repaired. Old debris cleaned out. New lights installed. Electrical work proceeding.
- Fairgrounds
  - 2015: Schoolhouse siding plan / cost estimate; RV dump station
  - Horse Barn: Cost study for H&P project (New or repair existing). Schedule permitting.
  - WPS evaluation of Fairgrounds for emergency power restoration staging area
  - Replacing one sink in MP building.
- Courthouse
  - Clerk of Courts Service Counter work proceeding.
    - Partitions for work stations.
  - Memorial bench assembled. Waiting for concrete pour spring 2015.
- Health Care Center
  - Veterans entrance area work complete.
  - Vinyl tile replaced in DD lunch room.
- Airport
  - Tuckpointing is complete. Elastomeric paint spring 2015. Repair flashing. Possibly add gutters.

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**LANGLADE COUNTY MAINTENANCE DEPARTMENT**

**Project Review of 2014**

January 5, 2014

ACCESSIBILITY STUDY - LANGLADE COUNTY FACILITIES: Reviewed Langlade County Facilities for accessibility / compliance with ADA 2010. First accessibility review in more than 20 years (1993). Review of 10 primary County office buildings / 250,000 square feet of enclosed space, plus over 10 additional buildings at 4H Camp Susan and Veterans' Park at Jack Lake. Report includes estimated costs and multi-year replacement plan.

COMMERCIAL BUILDING SIDING REPLACEMENT & ELECTRICAL REPLACEMENT: Replaced 50 year old metal siding on 8,500 square foot pre-engineered steel Fairgrounds building ("Blue" Building). Added base of masonry block for durability and fiberglass insulation for future winter use of the building. Completely removed and replaced electrical components in the building to allow siding replacement and correct longstanding electrical problems for Youth Fair.

CLERK OF COURTS SECURITY GLASS: Alteration of existing Clerk of Courts counter in historic 1905 Courthouse building. Reconfigured furniture to allow visual control of new counter layout. Provided security wall to 7'-6" height with laminated security glass in openings. Designed renovations to meet Clerk of Courts needs and obtained approval from Wisconsin Historical Society (Building is on National Register of Historic Places).

IMPOUND BUILDING RENOVATIONS: Evaluation for purchase of existing 13,000 square foot warehouse building for use as vehicle storage / evidence storage building for Sheriff's Department. Worked with Sheriff's Department to design renovations and produce cost estimate for approval. Submitted drawings to state for plan approval. Maintenance Department cleaned out building, performed electrical renovations, added rooms. Replaced exterior doors, added interior overhead doors / repaired exterior overhead doors. Bid / reviewed HVAC work to meet state code requirements for vehicle storage.

JAIL SHOWER REPAIRS: 14 jail showers refinished with high performance coating to correct longstanding moisture problems. Problems included paint peeling from concrete, missing shower tiles, unsanitary shower environment. Improved annual state jail inspection report by correcting this and other issues.

HCC EAST DOOR:

Replaced deteriorated east entrance door with new aluminum door and sidelight. Relocated interior door to create functional airlock for this entrance. Added two low energy automatic door operators. Greatly improved access to this entrance for disabled or elderly accessing adjacent Veterans' Office.

**ADDITIONAL 2014 WORK**

**LIBRARY ROOF IMPROVEMENTS**

Assisted in installation of heat tape in areas of roof prone to icing.

**SALARY MATRIX**

Called / Interviewed 18 County Maintenance Directors for information on comparable positions. Prepared for and attended 10+ meetings. Worked with matrix committee to update salary matrix for maintenance department employees.

## VETERANS MEMORIAL PARK RESTROOMS

Campgrounds Restroom Closeout: Resolve punchlist issues including sticking flush valves (sandy well water), replace cracked septic tanks (saturated ground / 100 year winter), replace pressure tank.

Beach Restrooms / Shelter: Design Development / Cost Estimating for new 1,500 square foot restroom / shelter building for beach area.

## RESOURCE CENTER ROOF MAINTENANCE / ALTERATIONS

Extended life of roof membrane by having roof maintenance work done. Added snow stops above north and south entrances and A/C units to address long standing problem of snow sliding off the roof.

Replaced existing stone with new landscape block to improve appearance and maintenance of building landscaping.

## MAINTENANCE SHOP

Replaced deteriorated first floor windows with new vinyl windows.

## AIRPORT WORK

Snow stop installed above main entrance. Replaced water damaged carpet with hard tile near water leak area. Had masonry tuckpointed to reduce water infiltration and will paint with elastomeric paint in spring 2015.

## COURTHOUSE PARKING LOT

Sealed and re-striped courthouse parking lot. Designated employee parking spaces in blue striping.

Ground down tripping hazards in sidewalks and building approaches.

## ENERGY EFFICIENCY PROJECTS

Completed installation of energy efficiency projects in early 2014, including exterior LED lighting, installation of Variable Frequency Drives, etc. Health Care Center electric bill went down by 1/3 and WPS has switched the building off of demand charges.

## FAIRGROUNDS TREES

Discussed long term tree plan with Public Property Committee. Removal of 17 dead or diseased trees.

Replacement with new 8' tall white pine and red pine.

## EMPLOYEE TRAINING

Metal Roofing Seminar, ADA compliance seminar, Building Mechanical Systems seminar.

## EMPLOYEE REVIEWS

Conducted employee performance evaluations with all Department employees using new format.

Discussed employee strengths, suggestions for Department improvement, and ways for employees to improve. Facilitated first Department Head review by oversight committee in many years.

## ADDITIONAL PROJECTS - OVERVIEW:

Administrative Staff: Sold \$28,600 on public surplus sales. Added land sales to public surplus website. Used credit card for larger purchases when possible to earn incentive. Conducted employee photo contest.

Flooring: New flooring at HCC DD lunch room, added emergency outlets in gym (backup site for clerk of courts), new vinyl tile in RC break room.

Clover Room: Replaced bottom 2' of wall with FRP panel to correct long-standing damage; completely repainted room.

Historic Winter: Dealt with snow removal / pipe thawing / running on backup heating oil and numerous other cold-related issues in coldest winter since 1904.

Updating Equipment: Replaced aging truck with 2011 ¾ ton pickup with new V-plow and lift gate. Re-bid uniform service contracts. Courtroom locks, electrical work at Jack Lake and for Highway Department. Many other projects as listed in P.P.C. minutes.

Fairgrounds: Maintenance Staff assisted with many Fairgrounds events, including snowmobile races, Sport & Home Show, Gun Show, Circus, Magic Show, Avail Recycling, State Rabbit Show, Flea Markets, Customer Appreciation, Oktoberfest, Horse Shows, Craft Show, St. John's International Food Festival, 4H Youth Fair, Demolition Derby, Motor Home Rally, CoVantage loan rally, Hockey Camp.

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