

Langlade County Public Property Committee Minutes

Date of Meeting: January 7, 2013, at 5:00 pm

Place: Resource Center – Wolf River Room

Members Present: Chairman Robert Benishek, Vernon Cahak, David Solin
Jeffrey Zalewski and Doug Nonnenmacher

Members Absent: None

Others Present: Robin Stowe, Nate Heuss, Doug Below, Sheriff William Greening,
Gary Olson, Steve Wilder, and Pam Jankowski.

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.

Motion to approve the minutes from the December 3, 2012 meeting by Dave Solin, Seconded by Vern Cahak, all ayes, Motion carried.

Request from IS Department for Probation and Parole space in Safety Building:

Gary Olsen explained that he would like to move the Information Services Office from the Courthouse and utilize that space as a meeting room. Olsen would also like to move his Finance Staff that is now located in the Health Service Center Building to the space being vacated by Probation and Parole. Sheriff Greening stated he would like some storage space in that area also and is in agreement with Olsen to allow the IS and Finance Departments to utilize the office space as long as he is provided a storage area. Doug Nonnenmacher requested documentation showing the layouts of the buildings and which offices are utilized by which departments. Bob Benishek agreed this would be nice to have. Motion by Dave Solin to allow this space vacated when Probation and Parole moves to the IS and Finance Department with the provision that the Sheriff retain some storage space. Seconded by Jeff Zalewski, all ayes, Motion carried.

Discuss Racing Proposal by Jerry Olson-USAC (2013): Zalewski stated due to health issues Mr. Olson is having he hasn't been able to attend these meetings. If the Committee has any questions, Zalewski can relay the information and get answers if they so desire.

Discuss Apartment Building parking at the Resource Center: Nate Heuss stated he met with Steve Wilder, Manager of the Apartment Building and discussed possible solutions to the snow issues to try to prevent the melting snow in the Spring from causing ice issues in their garage. Maintenance has erected a 15 min parking sign to help curb the parking issues. The Committee does not think selling any of the county parking lot area to the Apartment Building owners is in

the best interests of Langelade County. Heuss suggested the manager contact the City to get a variance to add 3 parking spaces to the Apartment Building Parking lot.

Review Status of Projects:

Animal Barn: Nothing new to update at this time.

Update from Fundraising Committee: Nothing new to update at this time.

Organize upcoming Open House Event: Preliminary meeting coming up Thursday, January 10, 2013.

Probation and Parole Lease and future use of these office spaces: This item was previously discussed under Request from IS Department for Probation and Parole space in Safety Building. The County will lose approximately \$36,000 in annual revenues as a result of the termination of this lease. The US Forest Service was also leasing space in the Resource Center and that lease has now been terminated due to the untimely death of Paul Sweeny. Olsen presented a Carry Forward information handout to the Committee with maintenance projects to carry over to cover the lost revenue in the Maintenance Department budget from the termination of these leases. (Information Only) See Attached.

Discuss US Forest Service Cancellation of Lease: The US Forest Service request cancellation of this lease as it no longer plans to have a local office here in Langelade County. They have presented a letter requesting to cancel and terminate the lease due to the death of Paul Sweeny. Motion by Solin to honor this request and terminate the lease, Seconded by Cahak, all ayes, motion carried.

Discuss Status of Storage Building for Sheriff's Department at Edison Street Location: Stowe stated the County needs City approval to build a storage building on this site. A meeting is scheduled for January 8, 2013 and Heuss and Stowe will be in attendance to request approval. Stowe has contacted the DNR to review the known contamination that exists on this property for which the County will need to estimate the clean-up costs in the event the building site is approved. This property located along Edison Street and Fourth Avenue (consisting of three lots) was taken by tax deed and being a government entity, we are exempt from environmental liability as long as there is no change in present use. The County has retained ownership of Lot 2 while the Station House Apts own Lots 1 & 3. Sheriff Greening feels this constructing a storage facility on Lot 2 would be the best course of action given the close proximity to the Sheriff's Department.

Review Maintenance Projects: Heuss briefly reviewed the Maintenance Projects with Committee, see attached report.

Dog Sled Race crossing part of Fairgrounds: These races have been postponed due to lack of snow.

Resource Center HVAC Re-Bid Update: Monday, January 14th, the bids are due for this project. Cahak will be attending the bid opening in the Forestry Office Conference Room at 12:15 pm.

ADRC Remodeling: Doug Below, Quality Manager from the ADRC appears and Heuss explained that ADRC wants to relocate their front office with a service window. Below stated the area his receptionist is presently located in is too crowded with staff trying to use the copier and locate files etc. The plan is to take the window out of the existing reception area and move it into the hallway lobby area of DSS and the Health Department. The receptionist would move her office to that area and the public can better be served at this location. Labor is the only cost and the Maintenance Department can do this work. Motion by Zalewski to move the ADRC reception area to the main lobby and have Below check into reimbursement costs from the ADRC for labor and materials, Seconded by Nonnenmacher, all ayes, Motion carried.

Review of 2012-Maintenance: Heuss presented his year end Project Review report to the Committee. (See attached) The Committee commended Heuss on his management and for the expenses he has saved the county by having his staff do a variety of these projects in house. Solin would like an article submitted to the Antigo Daily Journal regarding the Cattle Barn costs and savings, also the Focus on Energy projects that are being implemented presently.

Report from Fairgrounds Advisory Committee: Jeff Zalewski, Chairman of the Fairgrounds Advisory Committee stated the last meeting was cancelled due to inclement weather. The next meeting is scheduled for January 24, 2013. Detention pond issues will be discussed and a plan made.

Discuss Fairgrounds Key Policy: Stowe stated that a key policy request form is included to users with their rental packets and the keys are to be issued in accordance to that form.

Approve Disposal of County Equipment: List of County Equipment presented for disposal on the County Public Surplus site. Motion to approve list by Solin, Seconded by Nonnenmacher, all ayes, motion carried.

Approve Office Equipment/Furniture Purchases: None at this time

Review Budget Summary: Committee Members reviewed the Budget Summary Report. Motion by Zalewski to approve this report, seconded by Solin, all ayes, motion carried.

Review paid bills: Committee Members reviewed the Disbursement History Report for bills paid in December. Motion by Solin to approve this report, Seconded by Nonnenmacher, all ayes, Motion carried.

Next Meeting Date: The next regular meeting will be Monday, February 4, 2013 at 6:00 pm at the Resource Center, Wolf River Room.

Adjourn: Motion by Cahak, Seconded by Nonnenmacher to adjourn at 6:40 pm, 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

PHONE - 715-627-6307
FAX - 715-627-6550

January 7, 2013 – Public Property Committee Report

1. COMPLETED WORK

- Fairgrounds: Wiring lights in north wing of cattle barn, meeting setup.
- SB / Jail: trace cables for new computer switch in jail, trace cables for dispatch positions, unplug jail toilets, paint kitchen ceiling grid, remove tile & clean kitchen, unplug drain lines in kitchen, replace jail cell light bulbs, salt sidewalks, install new television
- RC: Repaired snowblower, repaired toilet, replaced light ballasts.
- HCC: Repair sink, changed 467 lights and ballasts, set up scaffolding and replaced lights in gym, made trim for new doors,
- CH: Installed mirror for Register of Deeds office, heating system pump repaired.
- General: Snow removal at building & fairgrounds parking lots, Replace GFI receptacle on bring tank at highway shop, set up tables/chairs for "shop with a cop", repairs to plow truck, change oil in plow truck, disassembled old lights for scrap metal, haul and shred paper. Light fixtures replaced at highway department.

2. ADMINISTRATION

- Architectural Work – Jack Lake Toilet Building.
- Focus on Energy grant: Quotes on VFD's for HCC Air Handling Units. Monthly meetings.
- Cleaning Contracts for CH, HCC, RC are 2 years old in 2013 and will need to be bid late winter / spring.

3. FACILITY STATUS

- Cattle Barn
 - Electrical work in progress. Lights are hung. Show ring and east wing are powered and working. Installing lights, outlets, exit signs, emergency lighting.
 - Landscaping work spring 2013. Restrooms need funding before proceeding.
 - HVAC pending available funds. Cannot store vehicles in barn w/out ventilation.
 - Discuss possible storage in north wing of barn this winter.
 - Fundraising is needed to complete the project.
- Health Care Center
 - Emergency generator project – Contractor proceeding w/ work. Delivery this week.
 - Ongoing lighting efficiency project – 467 lights & ballasts replaced.
- Courthouse
 - Lighting efficiency improvements 2013-- vaults & mechanical room remaining.
- Safety Building
 - 7,350 S.F. Impound Building Site – Jan. 8 City of Antigo Plan Commission meeting.
- Resource Center
 - Major HVAC improvements re-bid (Jan 14)
 - Committee to clarify parking policy for apartment residents.
 - Lost rent at Resource Center
- Fairgrounds
 - Sled dog races Jan. 12-13
 - February 23 snowmobile ice races
 - Bid re-pavement project.

Carry Forward Information for Maintenance Department for 2013

<u>Project</u>	<u>Amount</u>	<u>Description</u>
Courthouse: Replace Unit heaters (4)	4,800.00	Project not completed in 2012
Resource Center: Remove single pane windows East side	4,000.00	Project not completed in 2012
Health Care Center: HVAC Improvements	8,000.00	Project not completed in 2012
Courthouse: Replace Unit heaters	4,500.00	Carry forward to help cover loss of revenue
Resource Center: HVAC Improvements	5,000.00	Carry forward to help cover loss of revenue
Health Care Center: HVAC Improvements	5,000.00	Carry forward to help cover loss of revenue
General: Electrical efficiency improvements	5,000.00	Carry forward to help cover loss of revenue
Total	<u>36,300.00</u>	

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

Nate Heuss
Director of Facilities Management

PHONE – 715-627-6307
FAX - 715-627-6550

LANGLADE COUNTY MAINTENANCE DEPARTMENT
Project Review of 2012

CATTLE BARN: Designed and bid new 18,300 square foot cattle facility funded primarily with donated money. Worked with 4H to allow private donations of over \$300,000 towards the project and allowed in-kind donations of labor to the project. Constructed \$600,000 building at a cost of \$160,000 in budgeted County funds. The many volunteers from 4H deserve the credit for this accomplishment. Design fees for engineering were \$8,000, or less than 2% of construction amount, whereas the typical A/E fee is in the 10% range. As an example, an 8% fee would be \$48,000. We received many positive comments from the users of the building and from the public on the attractiveness of the building. Estimated cost of electrical labor and materials was \$90,000. Maintenance Department is installing \$22,000 worth of electrical materials and saving the cost of labor (labor value estimated at over \$40,000).

HCC A/C UNIT: Replaced 30 year old 50 ton air conditioning unit at HCC with new high efficiency digital scroll compressor unit. This will have major energy savings. *Plan replacement in 15-20 years.*

ENERGY IMPROVEMENT GRANT: Was awarded Focus on Energy grant of \$25,000 for energy improvement. Using this money to replace older, inefficient lighting in Highway Department (41 fixtures replaced), Health Care Center (477 fixtures refurbished). More projects are anticipated.

SAFETY BUILDING PARKING LOT: Replaced parking lot at safety building with new concrete. Replaced old retaining wall and sunken asphalt paving. *Plan replacement in 20 years. Replace old curb in 5 years.*

COURTHOUSE LIGHTING IMPROVEMENT: Completed lighting improvement project at Courthouse building. Changed light fixture diffusers and replaced (220) 32 watt bulbs with just (73) bulbs. *This project will save an estimated \$8/year/bulb or over \$1,700 per year or \$8,500 over 5 years.*

NEW SNOWBLOWER / ZERO TURN MOWER: New Gravely lawn mower / snow blower. Broom cleaning with this machine allowed us to use only 1-1/2 pallets salt compared with normal 6 pallets salt. Also was able to use new machine for mowing all summer. *Plan replacement of older Hustler zero turn mower in 5-7 years.*

PARKING LOT RE-SURFACING: Re-surfaced and cracksealed lots at Resource Center & Health Services Center for improved appearance and extended lifespan of asphalt. *Replacement should be planned for in 5-10 years.*

TIME CLOCK FOR PARKING LOT LIGHTING: Installed time clock and started saving energy by shutting off parking lot light poles from 10 pm to 6 am at Health Care Center, Resource Center and Courthouse. Wall pack and other lighting remains on, so parking lots are not dark. *Estimated Savings = Resource Center,*

\$45/month; Courthouse, \$45/month; Health Care Center, \$100/month (winter months). Approximately \$1,700 per year in savings or \$8,550 for 5 years.

RESOURCE CENTER ROOF DRAINAGE: Corrected roof drainage at back entrance to Resource Center to allow winter use and emergency exiting, which previously was not possible during winter months.

STREAMLINE BID OPENING PROCEDURE: Changed bid opening procedure to streamline public property meetings and increase Contractor attendance of bid openings. Typical procedure is now to open bids at 12:15 at Forestry Conference Room, then review and take action at PPC 6:15 PM.

EMPLOYEE TRAINING: Dewey Chrudimsky attended 2 days of training on boiler maintenance and learned about boiler maintenance. As a result, we will be implementing water treatment and doing routine inspections of boiler interiors.

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

C.A.D. LIBRARY: Established a library of computerized drawing files for County buildings. Obtained CAD files from HGM Architecture, Potter Lawson, and Sommerville Inc of existing and new facilities from previous projects. Adding scans of drawing hard copies as needed. Langlade County previously did not have a library of CAD drawings.

DEVELOP ARCHITECTURAL SPECIFICATIONS & BID DOCUMENTS: Spent significant time developing architectural specifications and bid documents that can be used on future projects. Located, edited, assembled specification sections for larger projects such as cattle barn. Developed short form bid documents for smaller projects.

SAFETY BUILDING MASONRY RESTORATION: Masonry restoration work at safety building. Replacement of 160 decayed brick. Replaced flashings and sealants to restore brickwork and stop ongoing decay of masonry and extend the life of this building.

PROJECT OVERVIEW: Replaced Camp Susan roof, assisted IS with major new phone system cable pulling project, conducted study of Parole expansion into county board room, many other projects as listed in P.P.C. minutes. 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.

(End of report shared with Public Property Committee)

1/14/13 follow-up: Focus On Energy Projects

- Health Care Center lighting project yearly energy savings: *\$3,745/year (\$18,725 savings / 5 years).

- Highway Shop lighting project yearly energy savings: *\$1,805/year (\$9,025 savings / 5 years).

- Savings from 2 Jail Freezer/Cooler motors replaced: * \$240/year (\$1,200 savings / 5 years).

*These numbers are provided by Focus on Energy.

All savings listed in this report are approximate only.