

Langlade County Public Property Committee Minutes

Date of Meeting: January 9, 2017 at 3:15 p.m.

Place: Langlade County Resource Center – Wolf River Room
837 Clermont Street, Antigo, WI 54409

Members Present: Chairman Larry Poltrock, Vern Cahak, Sam Hardin, Doug Nonnenmacher and Bob Benishek

Members Absent: None

Others Present: Nate Heuss, Judy Nagel, Tammy Wilhelm, Judge John Rhode, Dave Solin, Becky McPhail, and Pam Jankowski

1. The meeting was called to order by Chairman Larry Poltrock at 3:15 p.m. at the Resource Center – Wolf River Room. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on December 5, 2016:** Motion by Bob Benishek, to approve the previous meeting minutes, Seconded by Vern Cahak, 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 others present at this time. Later in the meeting Judge John Rhode was present to get acquainted with the members of the Committee. He would like to be involved with decisions regarding the Courthouse.
4. **Request for ceiling fans in the Treasurer and County Clerk offices:** These departments have requested ceiling fans in their offices for air circulation. Heuss has checked with the Historical Society because the Courthouse is on the Historical Registry and they would allow this improvement. The fans will be approximately \$150 each. Heuss would use funds from the Courthouse Maintenance & Repairs Budget. Motion by Cahak to allow purchase and installation of one ceiling fan in each office not to exceed \$200, Seconded by Benishek, all ayes Motion carried.
5. **Facility Use Request – Humane Society:** The Humane Society has submitted a 2017 Facility Use Request for the meeting room they have used in the past. The revised policy states a Security Deposit and a Certificate of Insurance need to be filed when meetings are held more than 5 times per year. Motion by Doug Nonnenmacher to waive the Security Deposit and any facility fees along with the Certificate of Insurance, Seconded by Sam Hardin, all ayes, Motion carried.
6. **Alterations to Safety Building administrative lobby:** Requested by Interim Sheriff, John Schunke, Heuss submitted a draft of the proposed revision to the doorway on the upper level

of the lobby. (See attached) The upper level area where the Administrative Assistant's office is located should be closed off for security purposes and not accessible to the public. An existing door would be relocated to the proposed location. The estimated cost is approximately less than \$500. Motion by Benishek to proceed with this revision to close off public access to the Administrative Assistant's office area, Seconded by Hardin, all ayes, Motion carried.

7. **Office Paint Policy:** Policy is amended to allow one accent wall of an approved color and the 3 remaining walls to be the standard office paint color. Becky McPhail, Child Support Office Coordinator suggested allowing 2 adjoining walls being a different color than the standard color. Motion by Benishek and Seconded by Cahak to allow one accent wall. Hardin amends the Motion to allow 2 adjoining accent walls. After discussion, Nonnenmacher seconds the Motion. 2 ayes in favor of amendment (Nonnenmacher, Hardin), 3 opposed. Amendment fails. Original Motion, 3 ayes in favor of only 1 accent wall. 2 opposed, (Nonnenmacher and Hardin) Motion carried. (one accent wall only approved)
8. **Child Support Office paint colors:** Request to use alternate paint color in Child Support Office & Waiting Area. McPhail explains the studies regarding the color of a room to help soothe children who would have had trauma in their life. Stark white as in a hospital setting or typical office setting is not calming for children. McPhail has a sample of the paint color she would like to use. This color is acceptable to Maintenance. Motion to accept this paint color choice by Benishek, Seconded by Nonnenmacher, all ayes Motion carried. Note: Color choices can be approved by Maintenance and do not have to be brought to this Committee for approval.
9. **Energy policy for County Buildings:** Heuss is building a team to review the Energy Policy with representatives from each building and from Focus on Energy. Representatives must attend 2-3 meetings and share information with their Departments.
10. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of December. (See attached)
 - a. **Airport Entrance Renovations:** Work has started. Gary Roetteger has installed door frame and studded in walls.
 - b. **Highway Department renovations:** Building tours, Structural review of existing buildings and Soil Borings for new building completed. Building Ad Hoc Committee meeting scheduled for January 26, 2017.
 - c. **Safety Building and Courthouse cleaning:** Discussion regarding Courthouse and Safety Building cleaning. This item will be added to the next agenda.

Bid documents for the Courthouse Parking Lot Replacement are presented. It is possible to add 7 parking spaces to the south end of the Courthouse parking lot. One tree would need to be cut down. The Memorial Bench would remain. The parking lot is being replaced this year

and this would be the time to expand it. \$75,000 is set aside in the CIP for the parking lot and these additional spaces should come in under that budget as well. The Committee would like Heuss to investigate adding the additional spaces.

The Exhibition Building roof will be replaced this year as part of the C.I.P. Bid documents are presented.

Heuss submitted his Year End Project Review. (See attached)

Heuss asked to be excused from the meeting, Motion by Benishek, Seconded by Hardin to excuse Heuss at 4:16 pm, all ayes, Motion carried.

11. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:**

Benishek reviews previous meeting regarding new events coming in 2017. He commends the Fairgrounds Promotional Committee (FPC) for the work they do to eliminate lengthy meetings for the Public Property Committee. Benishek contacted a representative from the Badgerland Classic Car Show to entice them in coming back to the Fairgrounds to host their annual event. The FPC would like a budget to work with to allocate funds for projects on the grounds without having to bring to the Public Property Committee for approval. This will be discussed at the next meeting when the Finance Director discusses the surplus revenue from 2016. Nonnenmacher stated that the Committee would have to have more than one County Board member in order to make decisions regarding spending money.

Hardin questioned why the Multi Purpose Building parking lot has never been striped for parking spaces. This item will be discussed at the next FPC meeting.

12. **Discuss changes to the Purchasing Policy and the Inventory & Disposal of County Property Polices:** Policy wording reviewed. Motion to approve the revised Policy by Hardin, Seconded by Cahak, all ayes, Motion carried. (See attached)

13. **Approve disposal of County Equipment:** Pam Jankowski presented a list of County Surplus to be put on the Auction. Motion to approve disposal of surplus items by Benishek, Seconded by Hardin, all ayes, Motion carried.

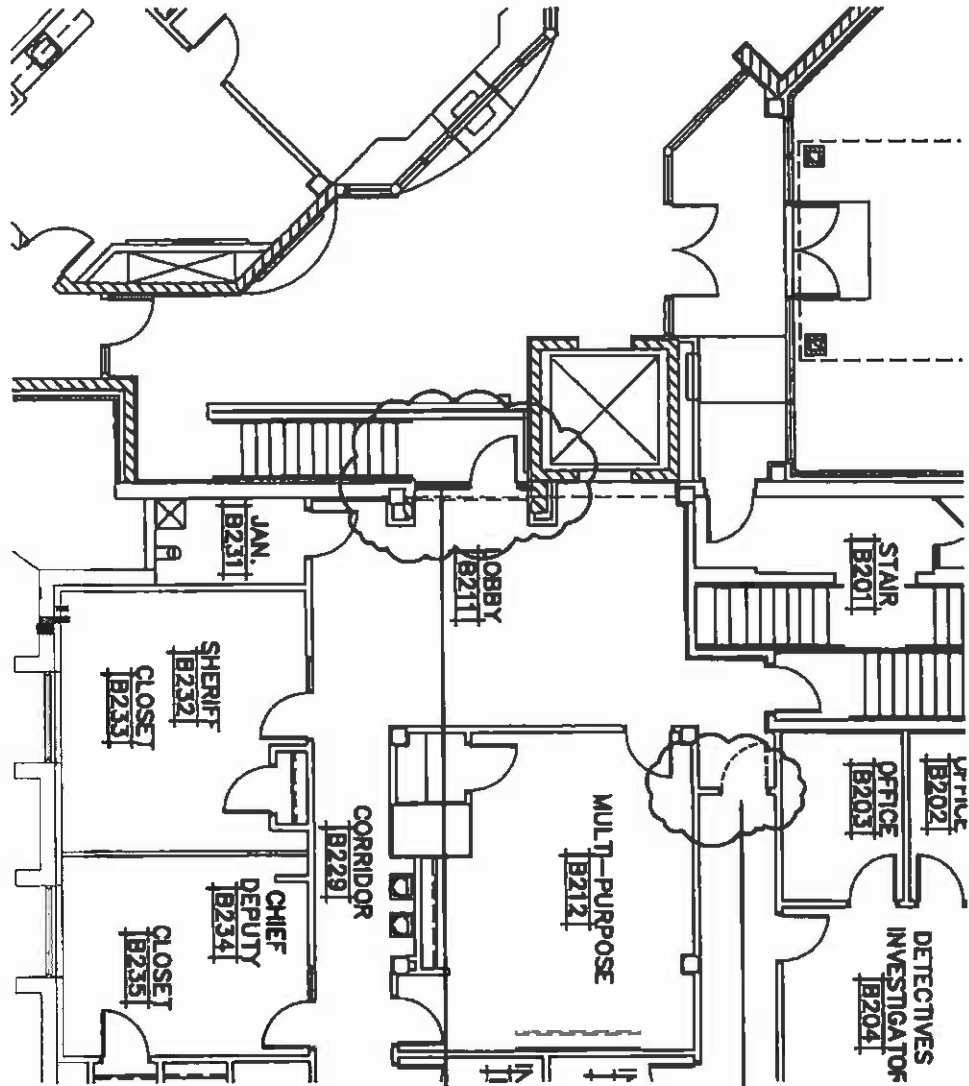
14. **Review Budget Summary:** Committee Members received the Budget Summary for review.

15. **Verify Date of Next Meeting:** The next regular meeting will be Monday, February 6, 2017 at 3:15 p.m. in the Wolf River Room.

16. **Adjourn:** Motion to adjourn at 4:30 p.m. by Benishek, Seconded by Hardin, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski,
Recording Secretary



PARTIAL FLOOR PLAN
 1/8" = 1'-0" N.T.S.



EXISTING DOOR & FRAME TO BE REMOVED & SALVAGED FOR RE-USE. PATCH FLOOR / DOOR OPENING AS REQ'D.

PROPOSED LOCATION:
 GYPSUM BOARD/METAL STUD WALL AND DOOR. INSTALL SALVAGED WOOD DOOR & HOLLOW METAL FRAME.

A	ADMINISTRATIVE LOBBY ALTERATIONS		LANGLADE COUNTY MAINTENANCE DEPARTMENT 1635 NEVA ROAD ANTIGO, WISCONSIN 54409
	LANGLADE COUNTY SAFETY BUILDING	FLOOR PLAN (PROPOSED)	

Date: 1/09/2017

Sheet No.

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

Nate Heuss, AIA
Director of Facilities Management

PHONE - 715-827-6307
FAX - 715-827-6550

OFFICE PAINT POLICY
January 9, 2017

Langlade County facilities interior walls are painted a standard off white color. There are several reasons for this practice, including: Simplicity, cost, ease of repair, time efficiency, and cohesive appearance. The Public Property Committee has decided to allow exceptions to this practice, in accordance with the following rules:

1. Alternate office colors are limited to offices *primarily* serving children.
2. Requesting Department must pay for paint with their own funds and must make request to the PPC in person. Future office requests for the same department must be submitted to the PPC at that time.
3. Alternate colors limited to 2 approved alternate colors per building. (Do not want to end up with wild colors or 13 different colors). These colors will be selected with input from requesting staff & approved by Director of Facilities Management. This is clarified to mean 2 colors total. One color per room, unless granted an exception by the PPC.
4. Offices may have one accent wall that is painted an alternate color. The remaining walls will be painted the standard neutral / off white color.
5. Requesting Department must provide a 4" x 4" sample of a commercially available interior wall paint color that can be purchased at a local paint supplier.
6. Paint shall be in a flat eggshell finish. Gloss or semi-gloss paint is not allowed.
7. Painting of offices can be done by the requesting Department staff. A neat and orderly job must be done, and all mess cleaned up. Drop cloths must be used. Painting by Maintenance Department, if done, is subject to available time and will not be immediate.

End of Office Paint Policy

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January 9, 2017 – Public Property Committee Report

1. COMPLETED WORK

- SB/Jail: Repair lights in jail, check track lighting in dispatch area, trace wire for J Block intercom, replace lamps in cells: NS4 / PP2 / H2, pull sewer hook in huber dorms, install multiplexer power supply / program to controller #2 in Jail Control, Remove bearing in HRU, have air pack tanks filled, remove key cylinder for 2nd floor on elevator, reinstall cables for overhead door in east garage, replace dryer belts in laundry room, replace 24 batteries for UPC, replace main gas valve / power head / leak test at boiler.
- CH: Assembled & put up Christmas Tree, transferred tables & garbage cans for retirement parties, repair 6 window latches, change reader boards, repair 3rd floor door closer, install panic button in D.A. office, install video lines.
- RC: Repair panic buttons in Child Support area, move & replace furniture in 6 offices (entire child support suite) / move large file cabinets to allow carpet replacement, paint main area in child support, replace trap and drain assembly in restroom.
- HCC: Install window at Social Services reception area, change filters in mezzanine air handler / grease motor / check belts, move desks, cabinets, furniture in rooms 10/48/45, pick up & install new refrigerator, plunge & auger toilet in women's restroom, repaired Veterans' area Air Handler / ordered parts, check generator after extended run time following power outage (7 hours). Reset all air handles/motors after power outage of 2 legs of the 3 phase.
- Fairgrounds: Have highway salt / scrape rough snow & ice following melt / freeze. Snow removal.
- General: Snow & ice removal from several snow events, repair snowblower (install new shoes / scraper blade), unload pallets of rock salt. Take plow truck for transmission repairs. Haul lift to airport / have airport overhead door repaired. Repair heat deflector over infrared heaters at airport hangar. Change ballasts and bulbs in hangar. Replace broken coupling & gasket circulation pump in Maintenance Shop. Replace flag and hooks at Forestry office and HCC after windstorm. 3 Digger's Hotline tickets.

2. ADMINISTRATION

- Highway Renovation Project
 - January 26 ad hoc committee meeting
- Airport Entrance Alterations
 - Proceeding with work January / February
- End of 2016
 - Year In Review.
 - Creating 2017 small project / carry forward list.
- LTE Workers – evaluating hours

3. FACILITY STATUS

- Courthouse
 - Parking lot replacement 2017 – Review Bid Documents
 - Small Courtroom renovations 2017.
- Safety Building / Impound Building
 - Administrative Lobby Alterations
- Highway Building
 - Site planning / soil borings for new building / Building Tours
 - Structural review of existing buildings.
- Camp Susan
 - Contractor to repair building logs before 2017 camping season.
 - Review Camp with 4H January 18.

- Fairgrounds
 - Replace Clover Room furnace (2018 CIP).
 - Exposition building roof – 2017 replacement. Currently leaking around dormers.
 - Review bid documents.
 - 1983 Grandstands
 - Replace grout around columns before spring 2017 events.
 - Replace gutters 2017
- Resource Center
 - Carpet replaced in child support suite.
- Health Care Center
 - Social Services waiting room area window installed.

End of Monthly Public Property Committee Report

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LANGLADE COUNTY MAINTENANCE DEPARTMENT
Project Review of 2016
January 9, 2017

2016 PROJECTS

VETERANS MEMORIAL PARK:

- **Beach Area Shelter:**
 - Maintenance Staff constructed and installed (6) large custom doors (7'-6" x 8').
 - Bid / Administered construction of masonry fireplace.
- Complete review / audit / repair of campground electric pedestals by Maintenance Worker.

FAIRGROUNDS IMPROVEMENTS:

- Grandstands structural review. Significant decay to column bases observed.
- Welding repairs to base of grandstand columns. Epoxy paint applied over repaired areas.

ANTIGO PUBLIC LIBRARY FLOORING REPLACEMENT

Bid / Re-bid renovation project for public library. Scope of Work included: Library moving, carpet replacement, painting, electrical, casework. Facilitated coordination meeting, answered contractor questions, produced daily schedule for entire month of construction period, visited weekly and reviewed construction progress. Maintenance / City / Library staff disassembled and reassembled furniture in the staff area to save taxpayer money.

SAFETY BUILDING

- Jail & Dispatch Roof: Construction Administration for replacement of 28,000 square feet roof. Added replacement of roof above 1999 east squad garage. Increased R-value of roof. Construction Administration, weekly site visits, answered questions.
- Created Jail Cleaning Schedule.
- Impound Building
 - Replacement of peeling steel siding on east side.
 - Installation of water meter, sink, electric heater to allow clean up sink.
 - Replacement of deteriorated exterior concrete south of original 1955 building.

HIGHWAY DEPARTMENT

- Evaluation / Study of Highway Department Facilities. Cost comparison to purchasing Duffek facility.
- Maintenance of roof on Repair Shop. Temporary patch to roof on Truck Storage building.
- Researched building sites. Had soil borings done, ruled out unsuitable site, decided on alternate site.
- Tours of other County Highway Facilities. Ad Hoc Committee established.

CAMP SUSAN

- Facility review / study completed.
- Repaired & stained kitchen wall. Price quote for structural repairs to decayed logs.

COURTHOUSE:

- Replacement of elevator piston. 3 week shutdown in August.
- Polishing of first floor terrazzo.
- Small Courtroom / Hearing Room renovations planned (room 203).

AIRPORT:

- Assistance provided to Airport Committee
 - Designed / bid renovations to entrance area. Negotiated contractor to reduce scope & cost.
 - Coordinated work to be done in-house by Maintenance department labor.

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ADDITIONAL 2016 WORK

HVAC REPAIRS

Maintenance Department performing HVAC work in house. Hiring of new worker with expertise in Heating, Ventilation, Air Conditioning allowed the Department to save money on service calls.

ENERGY EFFICIENCY PROJECTS

Installed LED exterior lighting on Fairgrounds midway.

PARKING LOT STRIPING:

Re-striped County Parking Lots: Resource Center, Safety Building, Courthouse, Health Care Center.

SIGN REPLACEMENT

Replaced exterior signs for Safety Building, Resource Center, Health Care Center. Average cost of \$1,000 per sign.

FAIRGROUNDS

Maintenance Staff assisted with many Fairgrounds events, including Sport & Home Show, Gun Show, Circus, Magic Show, Avall 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. Apple Valley Landscaping donated landscaping at base of message sign and south of Livestock Pavilion.

MISCELLANEOUS:

Revenue: 2016 auction revenue = \$68,788.85. Over \$9,000 on winter storage rentals in Livestock Pavilion. Used credit card for larger purchases when possible to earn incentive.

Department Budget:

2016 Tax Levy = \$851,112. This is \$44,163 less than the 2010 tax levy, without accounting for inflation.

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.

Flooring: Replaced carpet in Child Support office.

Equipment Replacement:

Using hitch mounted salter for parking lots.

LTEs: Utilized LTE for Safety Building cleaning. Numerous compliments from building occupants. Retired Maintenance Worker is now summer LTE for lawn mowing; has significant knowledge of Maintenance Department work.

Employee Training: Employees attended Training in: Chain Saw Safety, Hazardous Materials, Highway Safety Training.

Retirement / New Hire: Long time Electrical Worker retired June 30, 2016. Hired and trained replacement. New Hire brings Electrical, HVAC, welding, plumbing skills to the Department.

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.

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.

—END OF PROJECT REVIEW—