

Langlade County Public Property Committee Minutes

Date of Meeting: July 1, 2013, at 6:00 pm

Place: Resource Center – Wolf River Room

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

Members Absent: None

Others Present: Nate Heuss, Robin Stowe, Patsy Rolo, Gary Krueger, John Nagel, Ora Monegar, Jim Hill, James Crawford and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 6:00 p.m. in the Wolf River Room – Resource Center, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on June 3, 2013:** Motion by Doug Nonnenmacher to approve the previous minutes of June 3, 2013, Seconded by Dave Solin, all ayes, Motion carried.
3. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Jeff Zalewski reports on the June FPC meeting, Angela Close from Economic Development is creating a brochure promoting the Fairgrounds, Zalewski presented a draft to the Committee for review. Zalewski stated an inventory walk through on the grounds is scheduled for July 10 at 4:00. The Customer Appreciation Event scheduled for August 14 was discussed regarding reduction of the rental rate. The FPC does not want to deviate from the Fairgrounds Policy. This Committee agrees that the rental fee should remain as stated in the policy. Doug Nonnenmacher inquires on whether or not there could be extra lighting, flashing lights or some type of safety measures to signal a pedestrian crosswalk on North Avenue during the Fair. Zalewski stated that Rhonda Klement has discussed extra lighting for safety reasons also and she is checking on this.
4. **Discuss Fairgrounds Racing:** John Nagel and Gary Krueger were present and explained that they are working with the Winged Sprint Car Event taking place on July 26th at the Fair. They are requesting permission to take care of the weeds growing on the track and also white wash the fence at no cost to the County. They also stated the gate at the North End of the Track needs to be closed during this race for safety reasons. Motion by Solin to allow Nagel and Krueger to take care of the weeds on the track and white wash fence, also to have the gate at the North End closed for this race, Seconded by Zalewski, all ayes, Motion carried.

Ora Monegar was present with Jim Hill and James Crawford from Antigo Stock Car Inc. Hill discussed ownership of the registration building and reiterates past issues regarding ASCI. Hill stated ASCI has equipment on the grounds and also stakes a claim to the

registration building in the pit area. Hill was informed to provide receipts for the materials used on this building and to put his questions in writing and submit them to Robin Stowe.

5. **Discuss bids for dumpster service contract for County Facilities:** Nate Heuss stated he has two bids for disposal services, Waste Management and Advance Disposal. The County is currently in a contract with Waste Management for 3 years for the Health Services Center building. Advance Disposal cannot service our Pickerel meal site due to it being out of their area. Motion to reject all bids and to seek other options to lower the cost of the waste disposal services by Solin, Seconded by Nonnenmacher, all ayes, Motion carried.
6. **Update on Library Roof Project:** Heuss discussed project with Committee. This project will be advertised for bids on July 5th and 12th. Bids will be accepted at the August Public Property Committee meeting.
7. **Review Status of Livestock Pavilion project:**
 - a. **Update from Fundraising Committee:** Dennis Mattmiller was not present. This item will be added to the Agenda in August.
 - b. **Report on Open House Event** - Dennis Mattmiller not present. This item will be added to the Agenda in August.
 - c. **Clarification of Sponsorship/payment of expenses of Open House Event:** Motion to have the County pay any expenses incurred from the Open House Event of the Livestock Pavilion that have not been donated or already paid for such as utilities by Nonnenmacher, Seconded by Cahak, all ayes, Motion carried. This is a formality authorizing payment of utilities.
 - d. **Pavilion Recognition:** Benishek suggested recognizing the contributors at County Board. He stated this would be like a symbolic handoff, presenting the County with the Livestock Pavilion.
8. **Review Maintenance Projects/Monthly Report:** Heuss reviewed his report with the Committee for the month of June and was accepted. See attached.

The School house siding is in need of replacement or repair. Cost estimate for painting would be approximately \$2,600. Cost estimate for re-siding would be approximately \$8-9,000. Painting would be a "band-aid" fix due to deterioration of the siding. If the decision is made to re-side the School House, this would take place in 2014 and pre-finished siding with a historical look to it would be used. The Retired Educators Association will be invited to the August meeting to discuss these options.

Heuss is requesting permission from the Committee to dispose of metal door and window frames that were purchased many years ago with the intent to build an addition on to the Maintenance Building. They have been moved around from building to building several times and are very large and heavy. The Maintenance Department does not have a use for

them and they are in the way. They were put on the Public Surplus Auction site several times with no reasonable bids. Heuss may dispose of these items.

Stowe stated there was a lightning strike on June 21st at the Courthouse damaging several electrical equipment items. The County's 911 system was also struck and not operating so the County now has established a dedicated line for 911. Gary Olsen is in the process of submitting an insurance claim for the damages.

- a. **Update on Resource Center HVAC Alterations:** Bauer Plumbing is finished with this project and start up is scheduled for July 11th. Heuss mentioned a substantial savings for the County of approximately \$6,000 by having Maintenance Staff pull control wires for this project.
- b. **Update on Fairgrounds Asphalt Project:** The paving project is complete and Heuss is satisfied with the job. A significant amount of clay subgrade was removed and replaced with sand fill. Drainage slope is greatly improved and one drain has been added east of Forestry.
- c. **Roof & Siding Maintenance Shop:** This project will commence July 2nd and the siding will be the same color as the Exhibition Building (Rabbit Barn) new paint color.
- d. **Jack Lake Restroom project:** The Forestry Department has received word that they may be receiving a grant of for this project. The contract has not been awarded yet due to time being a factor in obtaining this grant. More information will be available once the grant is confirmed.

9. **Approve Disposal of County Equipment:** None at this time.

10. **Approve Office Equipment/Furniture Purchases:**

a. **New desk for Income Maintenance Worker:** Patsy Rolo, Economic Support Supervisor was present and discussed the need for a new desk and chair for a new Income Maintenance employee. Clermont Printing quoted \$1,736 and Office Enterprises quoted \$1,991. She is requesting the low quote from Clermont Printing to be approved. These items will be funded from the Affordable Care Act. Motion to approve by Solin, Seconded by Zalewski, all ayes, Motion carried.

Stowe explained that Finance Director Gary Olsen could not be present. He is requesting office equipment for The Community Development Block Grant (CDBG) Housing Consortium, Olsen is requesting a fireproof file cabinet, conference table and four chairs. Clermont Printing quoted a total price of \$2,817. Office Supplies 2U quoted a total price of \$2,280.89. Olsen is requesting the low quote from Office Supplies 2U to be approved. These items will be funded with Consortium funds. Motion to accept the low quote of \$2,280.89 from Office Supplies 2U by Nonnenmacher, Seconded by Solin, all ayes, Motion carried.

11. **Review Budget Summary:** Committee Members received the Budget Summary for review.
12. **Verify Date of Next Meeting:** The next regular meeting will be Monday, August 5, 2013 at 5:00 pm at the Resource Center, Wolf River Room.
13. **Adjourn:** Motion by Nonnenmacher, Seconded by Cahak to adjourn at 7:45 p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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July 1, 2013 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Wash AC coil on rooftop chiller, install remanufactured computer board in jail dryer, replaced belts on air handler #3 & heat recovery unit, pulled wires for cameras in squad cars, replaced flush valve on jail toilet, replaced belts on rooftop exhaust fans, spray for ants & bugs, unplug urinal in Huber Block, replaced leaking water shutoff valve & copper pipe. Mounted antenna for sheriff/ ran cat5 cable and terminated.
- RC: Reinstall ceiling tile & patch drywall, pulled approximately 140 cables for HVAC project, mounted all relays and transformers, wired for high voltage. Lower ceiling in child support.
- HCC: Make keys / fobs for Menominee Transportation Employees, relocate electrical for rooftop AC units being raised for additional insulation, adding window for ADRC.
- CH: Check network cable for Treasurer's Office / found bad port on switch, repaired combination lock, removed old desk from Register of Deeds
- Fairgrounds: Locate midway wires multiple times for asphalt project, check lights / PA after ground prep of midway, bury new wire for parking lot lights, pull PA wires from Horse Barn to Livestock Pavilion, replaced ballasts and lamps in Multi Purpose Building, obtained cam locks for fair electrical hookups (bands), build new gate / repair other gates / repair stalls for Horse Barn, repair siding on exhibition building.
- General: 7 Digger's Hotline locates, shredding many boxes of paper, landscape maintenance for all County buildings, setup for events at Fairgrounds (CMA, Barn event).

2. ADMINISTRATION

- Construction Administration – HCC Roof Replacement, Fairgrounds Asphalt, RC HVAC.
- Bid documents for Library Roof Replacement. Jack Lake building start date late summer.
- Focus on Energy grant: meetings continue. LED exterior light installation
- Architectural: Design & Bid Sheriff's Impound Building - July

3. FACILITY STATUS

- Cattle Barn
 - Concrete block walls & doors for restroom have been installed.
 - HVAC pending available funds. Cannot store vehicles in barn w/out ventilation.
- Health Care Center
 - Roof replacement project – south ½ of building in progress. Coordinate AC raising / shutdown. Foam sealing around building perimeter.
 - Air Conditioner Condensing Unit - Installation pending roof progress.
 - Direct Digital Controls Fall 2013 (Maintenance to pull wires)
- Courthouse
 - Security walkthrough with Sheriff's Department.
 - Grinding & cracksealing of parking lot.
- Safety Building
 - 7,350 S.F. Impound Building Site. Design / Construction Doc's July.
 - Finance & IS departments will move into former probation & parole space.
- Resource Center
 - HVAC project: Wire pulling is complete. Start up & air balancing 2nd week July.
 - Replace west side single pane windows.
- Fairgrounds
 - Paving project nearly complete – Highway to pulverize road July 8.
 - Livestock Pavilion landscaping
 - Rabbit Barn painting in progress.
 - Maintenance Building Roof / Siding project under contract.
 - Schoolhouse Siding – repair and paint or new siding.
 - Install power & lights into Livestock Pavilion restroom (before Youth Fair)