

Langlade County Public Property Committee Minutes

Date of Meeting: July 5, 2016 at 3:30 pm

Place: Veterans Memorial Park – Jack Lake Beach Shelter
Deerbrook, WI 54424

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

Members Absent: None

Others Present: Kathy Boksa, Barbara Lehrer, Judy Theilman, Bill Ingram, Pat Novak, Charley Brinkmeier, Nate Heuss, and Pam Jankowski

1. The meeting was called to order by Chairman Larry Poltrock at 3:30 p.m. at the Veterans Memorial Park – Jack Lake Beach Shelter, Deerbrook. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on June 6, 2016:** Motion by Vern Cahak, to approve the previous meeting minutes, Seconded by Doug Nonnenmacher, 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 comments or agenda items to be added to a future agenda.
4. **Request from Retired Educators Association to remove items from School House:** A request was submitted by the Retired Educators Association asking to remove books and papers that are not related to the School House that have been there for years. An organ is also housed in the School House and they would like to donate it to the Historical Society. Motion by Bob Benishek to allow the removal of items from the School House and if something is questionable to contact Nate Heuss for direction, Seconded by Nonnenmacher, all ayes, Motion Carried.
5. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Benishek advised that they are currently working on overnight camping policies. He mentioned the racetrack is being graded for weed reduction.
 - a. **Landscaping donation request submittal to Remington Foundation:** No Discussion.
6. **Request for Senior Center signage:** The Senior Center representatives would like signage outside the building for their members and the community to find them. A new Health

Service Center sign is currently being designed and the “Senior Center” can be incorporated on this sign. This may take a few months which was not a problem with the Senior Center representatives. Motion to approve the appropriate signage for the Senior Center by Benishek, Seconded by Sam Hardin, all ayes, Motion Carried.

7. **Discuss thru street on Fairgrounds/Highway Department:** Charley Brinkmeier from the City suggested closing the gates on the grounds to prohibit public traffic if traffic is an issue thru the grounds. The gates are sometimes closed for events but to have them closed on a daily basis would not be feasible for Fairground users, employees and the public who may need assistance. An Ad Hoc Committee has been formed for the Highway Department Renovations. Members include Larry Poltrock, Doug Nonnenmacher, Dave Solin, Arlene Bonacci, and Richard Hurlburt. Motion to refer this item to that Committee by Nonnenmacher, Seconded by Cahak, all ayes, Motion Carried.
8. **Update on Maintenance repairs for Buildings at Camp Susan:** The kitchen wall has been repaired; new siding installed and stained (wall repair area). Decaying logs will be replaced in the Fall of 2016.
9. **Highway Department building renovations update:** Ad Hoc Committee has been formed. No meetings have been scheduled yet.
10. **Livestock Pavilion Donor Signs:** The donor signs in the Pavilion are bowing. Eleven signs need repairing; the cost would be approximately \$100.00. Motion by Hardin to repair the signs, Seconded by Benishek, all ayes, Motion Carried.
11. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of June. (See attached)

The new outside Resource Center sign has been installed. Motion to get quotes on a similar sign for the Health Service Center by Benishek, Seconded by Cahak, all ayes, Motion Carried.

Benishek inquired about the Pre-Fair Walk Thru inspection. He would like someone from this Committee to be present. Larry Poltrock offered to attend. This will take place on Wednesday, July 27th.

Portable lighting for the North Parking lot discussed. This item will be on the next Fairgrounds Promotional Committee agenda.

- a. **Jack Lake Shelter – Shelter Doors & Fireplace update:** The doors have been installed; the glass windows will be installed. Sam Hardin questioned the single windows in the doors on the east side. The Fireplace is substantially complete.
- b. **Safety Building Roof Replacement update:** This project is in process.

- c. **Antigo Public Library carpet replacement:** Construction schedule created. Pre-Construction meeting is scheduled for July 26th.
- d. **County Parking Lots Update:** Parking lots have been re-striped. Health Service Center lot has been seal coated.
- e. **Courthouse Elevator Cylinder replacement:** Replacement scheduled for August 8th with an approximate shut down period of 3 weeks. Coordination meeting is scheduled with Department Heads on July 6th.
- f. **Race Track:** Not discussed
- g. **Senior Center at HCC:** Not discussed.
- h. **Fairgrounds Landscaping update:** Not discussed.
- i. **Fairgrounds Grandstands:** Steel columns need repair. Gutter and sealant replacement is needed. Gutter replacement is a priority because water is currently leaking into the building.

Motion to accept the Maintenance Report by Benishek, Seconded by Cahak, all ayes, Motion Carried.

- 12. **Approve Disposal of County Equipment:** None at this time.
- 13. **Review Budget Summary:** Committee Members received the Budget Summary for review.
- 14. **Verify Date of Next Meeting:** The next regular meeting will be Tuesday, August 2, 2016 at 3:15 p.m. at Wolf River Room
- 15. **Adjourn:** Motion to adjourn at 4:18 p.m. by Hardin, Seconded by Cahak, all ayes, Motion Carried.

Heuss conducted a walk thru with the Committee and discussed the Beach Shelter.

Respectfully submitted,

Pamela Jankowski,
Recording Secretary

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

Nate Heuss, AIA
Director of Facilities Management

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

July 5, 2016 – Public Property Committee Report

1. COMPLETED WORK

- SB/Jail: Replace controller for dispatch damper, patch roof about NS block, repair track lighting in dispatch, patch water leak above dispatch, replace booking area camera, programmed controller #2 in jail pod, install 4 air packs, unplug sinks in PP block, replace smoke alarm in MH block, repair water damage leak, clean ceiling vents in 5 Huber dorms, cleaned jail pod / hallway diffusers, change light ballast in jail cell, check out lighting problem in dispatch.
- CH: Install and test 5 panic buttons in Register of Deeds, hung pictures in clerk of courts, made necessary moves/changes in probate office, replaced ballasts, wired in thermostat & fan relay (this was never done when stats were installed in meeting room 2nd floor).
- RC: Install new sign, clean gutters, replaced lights and wiring for planter/sign at resource center.
- HCC: Clean carpets: NCH waiting room, north side main corridors, clean VAV box in office 78, add analog phone line to front office for credit card machine, spray for bugs, spray weeds, repair faucets in kitchen and bathroom #97, remove cabinets and paint room 75 (NCH), make 2 signs for health department, change belts on 3 rooftop exhaust fans, access all rooftop units & schedule cleaning of the condensers, make several office signs, rebuild faucets on 5 restroom sinks, review of all equipment, mechanical rooms, orientation.
- Fairgrounds: event setup at fairgrounds, check out P.A. problems, go through P.A. system before Fair, setup/cleanup for rabbit show, calculate price for 30 amp receptacles in barn, built stage for music in the park, setup temporary campground location, modify dump station sign, inspect electrical pedestals at camping areas, construct 20 new sawhorses for Fairgrounds use.
 - Maintenance Shop: Relocate intercom screen for door control.
 - Forestry Office: Change filters, thaw/clean evaporator on AC unit.
- General: 7 Diggers Hotline locates, haul & shred paper, replace 2 wall packs at Jack Lake, replace cords on table saw and compressor, install new doors at Jack Lake shelter, fix electrical problem at sites #32 & #33, locked / inspected tax deed homes

2. ADMINISTRATION

- Antigo Public Library – Create Construction Schedule / Gantt Chart. Coordinate with carpet installer, painter, moving contractor, elec., and library. Pre Construction mtg July 26.
- Highway Department: Plan renovation project.
- Budget: update small projects/review with Finance Director. Plan 2017 budget.

3. FACILITY STATUS

- Courthouse
 - Elevator Cylinder Replacement – scheduled for August 8, 2016. Approx. 3 weeks shutdown. Coordination Meeting w/ Department Heads July 6.
 - Parking lot replacement 2017. Parking lot re-stripped.
 - Small Courtroom renovations 2017.
- Safety Building / Impound Building
 - Roof replacement project proceeding. Visiting site / answering questions.
 - Cleaning: Jail Cleaning Schedule is being implemented. Housekeeper is cleaning non-inmate areas (Jail Control, restrooms, Admin. Office, Booking, Nurse)
 - Planning new exterior signage for Safety Building
 - Generator repaired / serviced.
- Highway Building
 - Reviewed building location with Commissioner.
 - Soil borings done in location of proposed new building / price on soil improvement.
 - Temporary patch on truck storage building. Maintenance on shop membrane roof.

- Jack Lake
 - Beach Shelter
 - Doors have been fabricated and installed. Proceeding with glass.
 - Fireplace substantially complete.
- Camp Susan
 - Stained new siding outside kitchen (wall repair)
 - Directed Contractor to proceed with log repairs (Fall 2016).
- Fairgrounds
 - Sent out memo requesting any repairs or improvements for Fair.
 - Livestock Pavilion
 - Walkthrough with Rhonda Klement. Produced list to do before Fair.
 - Met with Kathy Packard to review potential speakers. Determined speakers will not work with our system and her system does not have an amplifier. Kathy will use radio station portable PA during livestock auction.
 - Met with Jason Nagel to review electrical needs for beef wing. Obtained materials estimate from Graybar electric. Funding source not available. Will install electrical drops for center of beef wing before 2016 Fair.
 - Replacing ceiling tile in Clover Room (after Fair).
 - Clover room furnace is old and will need replacement
 - 1983 Grandstands
 - Steel column repairs
 - Budget for gutter replacement & sealant replacement.
- Resource Center
 - New exterior building sign has been installed.
 - Parking lot re-striped.
- Health Care Center
 - Electrical Worker orientation is complete.
 - New exterior building sign is needed.
 - Parking lot sealcoating is done. Parking lot re-striped.
 - Generator repaired / serviced.

End of Monthly Public Property Committee Report