

Langlade County Public Property Committee Minutes

Date of Meeting: July 6, 2015 at 5:00 pm

Place: Forestry Building Conference Room

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

Members Absent: None

Others Present: Nate Heuss, Robin Stowe, Kathy Jacob, Judy Nagel, Arlene Bonacci and Pam Jankowski.

1. The meeting was called to order by Chairman Robert Benishek at 5:00 p.m. in Wolf River Room at the Resource Center, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on June 8, 2015:** Motion by Doug Nonnenmacher, to approve the previous meeting minutes, Seconded by Sam Hardin all ayes, Motion carried.
3. **Update on Storm Water Runoff charges at the Fairgrounds:** The Fairgrounds has the largest storm water runoff charges of all the County property. The City of Antigo inspected the detention pond at the fairgrounds in 2010 pursuant to the County's request for consideration of storm water tax credits.
By letter dated November 11, 2010, the City granted tax credits on certain tax parcels which represent the relevant portions of the fairgrounds served by the detention pond. The City also back-dated the tax credits to April of 2010.
After the City granted the tax credits, the County Board in November of 2010 approved funding of \$25,000 to expand the detention pond and grade the surrounding areas to ensure that the water runoff containing the fine red clay sediments would not enter either the City storm water system or the adjacent wetland. This work began in November of 2010 was not fully completed until May of 2011. The capacity of the detention pond was increased dramatically by this work.
On the basis that the City did not consider this improvement (which reduced the amount of storm water runoff at the fairgrounds that would otherwise enter the City's storm water system), the County Public Property Committee would like the City to determine what additional credits may be warranted for the expanded detention pond and recouper of surface water drainage into the pond. The City is requested to review this for credit purposes. This item will be put on the August Agenda.
4. **Authorization to place a plaque by the Mural located in the District Attorney's Office:** Last Fall, Judy Hoffmann came to the Courthouse to view the mural painted on the wall in the District Attorney's Office. She is requesting authorization to place a plaque naming the

members in the painting. The District Attorney is agreeable to this. Motion by Dave Solin to authorize this placement of this plaque, Seconded by Larry Poltrock, all ayes, Motion Carried.

5. **Request to display historical photos in Law Library:** Heuss suggested displaying some historical framed photos in the Law Library. The Committee also suggested having Pam Jankowski research and obtain historical photos of the Fairgrounds for the Forestry Office Conference Room. Due to some possible relocation of offices in the Courthouse, the Committee suggested waiting on the photos for the Law Library.
6. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Bob Benishek updates this Committee on the June meeting of the Fairgrounds Promotional Committee. Alcohol liability riders discussed. Presently we do advise event users who serve alcohol that they need an additional alcohol rider along with their mandatory Certificate of Insurance. It is expensive to obtain for event users and in the past certain organizations were hired to serve alcohol and it was assumed they had this coverage. It was recently discovered that these organizations do have this coverage but only on their premises. The County does have insurance covering the County in case of an alcohol related incident; however, we would like individual event users to obtain their own alcohol coverage.
7. **Create and Adopt a Policy for the Dump Station to incorporate into the Fairgrounds Policies:** The Fairgrounds Promotional Committee referred creating and adopting a policy for the dump station to this Committee. The City does have an ordinance that covers their city sewers and penalties established. Signage to refer to the City Ordinance in case of illegal dumping of foreign substances will be placed by the station. Indemnification clause will also be posted. This item will be on the August Agenda for an update.
8. **Bids for Safety Building Roof replacement:** This project would replace existing ballasted roof with new fully adhered EPDM roof plus 2 inches of additional insulation. Bids have been received for this project:

Kulps of Stratford - \$261,900

Mauer Roofing - \$362,140

Commercial Roofing - \$533,539

The low bid exceeds the budgeted amount of \$235,000. Options discussed regarding the need for additional funding. Heuss stated that the project could be re-bid in January 2016 if additional funding were obtained. The upper mechanical mezzanine roof area could be delayed, if desired. Motion to approve the low bid – Kulps of Stratford for \$261,900 plus the Contingency of \$20,000 for a total of \$281,900 by Nonnenmacher with the condition that the additional funds be approved by the Finance Committee, Seconded by Solin, all ayes, Motion Carried.

9. **Discuss Building Electrical Worker retirement in June 2016:** Craig Schwartz will be retiring in June, 2016. For training purposes, Heuss would like to have his replacement start

working before Schwartz retires. It was suggested this applicant have electrical or plumbing experience. Heuss to discuss wages with Finance for the 2016 budget. This is for information only. This item will be on the August Agenda.

10. Review Maintenance Projects/Monthly Report: Nate Heuss submitted his report to the Committee for the month of June. (See attached)

- a. **Impound Building Renovations:** Exterior lighting complete. Doors/windows infilled. Burglar alarm installation complete and operational.
- b. **Jack Lake Shelter & Restroom Building – Construction Update:** Concrete footings and foundation walls are complete. Backfilling is complete. Underground electrical and plumbing are complete. Floor slab is poured. Wood arches and wood decking have been delivered. Block/building erection has started.
- c. **Multi-Purpose Building restroom improvements:** Sink replacement is complete. Replaced faulty gate valves in mechanical room. Decorative quartz floor installation to begin July 6th.
- d. **Safety Building Roof Replacement:** See Item #8
- e. **Discuss relocation of Courthouse bookcases:** Several large bookcases line the walls of the Judge's Chambers, Law Library and Small Courtroom that need to be re-located for space needs. This was for information only.
- f. **RV Dump Station:** Security Camera is installed. Dump Station install in progress. Signage ordered. Payment deposit box and envelopes received.
- g. **Schoolhouse Siding/Painting:** Siding replacement and painting are complete.
- h. **Horse Barn/Arena Repairs:** Exterior boards are being replaced. Arena fence has been straightened and repaired. Frost heaving had raised the fence posts and they could not be lowered.
- i. **Jack Lake Ski Chalet:** Drawings provided for proposed ski chalet building.
- j. **Courthouse office study: HR person:** Options presented for office space for a Human Resource person in 2016. One option is to move the Victim Witness Coordinator, who is presently in the Courthouse on 2nd floor, to the Law Library and use her current office for the HR person and meeting room. Another option was in the County Clerk's office which has 2 offices available. Kathy Jacob, County Clerk, stated those offices would not be a good choice due to the confidential nature of an HR office.

Solin suggested relocating the Victim Witness Coordinator's office to the Law Library and allow the new HR Office and meeting room to be located in the former Victim Witness Coordinator's office space. Maintenance will take care of any remodeling if necessary. Heuss stated that if any significant remodeling is needed, Maintenance will need adequate time to schedule the work.

k. **Livestock Pavilion Ventilation:** This project will proceed after the Fair.

Heuss stated the Safety Building roof replacement will begin after September 1st and advised the Committee that some parking spaces in the south west corner of the Courthouse lot will be utilized for equipment and supplies. Crane location will also take some parking spaces. The Committee does not have any concerns regarding this.

Motion by Poltrock to accept the Maintenance Report, Seconded by Hardin, all ayes, Motion Carried.

11. **Approve Disposal of County Equipment:** List of items presented by Pam Jankowski. Motion to approve list by Solin, Seconded by Poltrock, all ayes, Motion Carried.

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

13. **Verify Date of Next Meeting:** The next regular meeting will be Monday, August 3, 2015 at 5:00 p.m. at Law Library at the Courthouse .

14. **Adjourn:** Motion to adjourn at 6:13 p.m. by Hardin, Seconded by Solin, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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July 6, 2015 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Check out interview room cameras, switched cables, cameras. Replace bad 50" monitor in jail control, test system found not working / call Accurate Controls, hook up test monitor and multi-plexers not working. Units need replacing, found new monitor not able to work with system. Remove monitor / pack up for return. Reinstall old monitor and waiting for new multiplexers to replace old ones. Install power receptacle on generator backup for Liebert UPS for voice recorder. Install 2 circuits from UPS to Communication room in jail. Change lights in phone room to run on emergency power. Install new camera controller in jail pod. Mount potato slicer in jail kitchen. Replace night lights in Huber cells, unplug sinks / toilets, maintenance on air doors, replace lights in Men's Locker room, Diagnose problem with cameras, clean smoke detectors. Impound Building: Wire outside lights.
- RC: Check heating system computer problem, Make post / bracket for weather station and install (for Emergency Services Dept.).
- CH: Check boiler pump problem / found time clock time wrong, check communication closet receptacle (on emergency power), install bench on sidewalk, replace 3rd floor hall lighting w/ LED, replace pump gasket on cold water circulating pump, repair electronic door strike.
- HCC: Check out/repair 2 locks on Social Services doors. Hang bulletin board for Social Services, patch & paint ADRC office room 56, grease / change air filters in 6 air handlers, spray weeds in flowerbeds, haul files to finance office, trouble shoot old AC1 problems, reset 1 alarm / called Berkovitz / replace high pressure switch. Repair urinal handle leak. Make sign for HCC, make sign for Veteran Office.
- Fairgrounds: Straighten and drag horse arena, begin removal / reinstallation of horse arena exterior boards, unload paint for Forestry Department (with loader), replace storage room ceiling tiles in Multi-Purpose Building, wire new sinks in MPB restrooms, replace gate valve in horse barn.
- General: Replace power pedestal at campground, inspect pedestal for problems, check light fixture in restroom building and replace ballast (Jack Lake), 12 Digger's Hotline Locates, haul / shred paper, move file cabinets from Highway Department for auction. Assist with loading wood furnaces sold at auction, spray for earwigs at all buildings. Setup / cleanup related to Music in the Park (Livestock Pavilion Rain Location), Hockey Camp, Flea Market. Working on Cross Connection inspections due to City of Antigo end of July.

2. ADMINISTRATION

- Construction Administration – Jack Lake Shelter: Site visits to observe construction.
- Safety Building Roof Replacement. Pre-Bid walkthrough June 11. Answer bidding questions. Accept bids / select alternates.
- Schematic Design:
 - Working on small courtroom alterations
 - Space options for possible HR office.
- Jack Lake Ski Chalet: Provided design drawings (plan & 2 elevations) for proposed ski chalet building.

3. FACILITY STATUS

- Safety Building / Impound Building
 - Exterior lighting is done. Doors / windows infilled. Waiting for metal siding panels.
 - Burglar Alarm installation complete and operational.
 - Remaining Work: Planning to have east side of exterior painted. Need to build small room for utility sink in west side of building.

- County Board Room - Carpet Tile = \$5000. Recommend installation of tile to reduce sound transfer issues.
- Jack Lake Shelter
 - Concrete footings and foundation walls complete. Backfilling complete. Underground electrical and plumbing complete. Floor slab is poured.
 - Wood arches and wood decking have been delivered and are stored in building on site.
 - Block / building erection starting.
- Fairgrounds
 - Schoolhouse:
 - Siding replacement is complete. Painting prep / priming and painting is complete.
 - RV dump station
 - Security Camera installation complete.
 - Dump station installation in progress.
 - Light pole / motion sensor installation after dump station install. Components have been ordered and are at maintenance shop.
 - Payment box / envelope have been ordered and received. One sign has been ordered. Second sign listing penalty for grease dumping etc.
 - MPB Restroom Renovations
 - Sink Replacement is complete. Replaced faulty gate valves in mechanical room.
 - Decorative quartz floor installation scheduled to begin July 6. Keeping traffic off floor until July 16.
 - Horse Barn / Arena:
 - Replacing exterior boards (2x6 t&g)
 - Horse arena fence has been straightened but could not be lowered back into the ground. Posts are moving upwards due to frost heaving and will heave again next spring.
 - Livestock Barn
 - Ventilation work to proceed after Fair.
 - Exposition Building
 - Roof repairs /shingle replacement. (Roof replacement moved to 2017).
 - Trees
 - 3 winter stressed white pine have been replace with red pine.
- Courthouse
 - Memorial bench has been installed.
 - South door concrete stoop removed and replaced.
 - Small Courtroom Options
 - HR Office Options
 - Choice #1 – Law Library
 - Choice #2 – Convert Former I.S. office into 2 offices / conference room.
- Resource Center
 - New concrete stoop installed at service entrance to garage.
- Health Care Center
 - Freeze stat tripping issue is believed to be corrected. Air Conditioner programming adjusted.
- Airport
 - Finalize water repairs spring 2015: Add flashing and paint.
 - Masonry tuckpointing done fall 2014 appears to have helped stop the water issue.