

Langlade County Public Property Committee Minutes

Date of Meeting: June 5, 2012 at 6:15 pm

Place: Wolf River Room, Resource Center

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

Members Absent: Douglas Nonnenmacher

Others Present: Robin Stowe, Gary Olsen, Nate Huess, William Greening
Dennis Mattmiller, Ora Monegar, Ted Smith and Pam Jankowski

The meeting was called to order by Chairman Benishek at 6:15 p.m., in the Wolf River Room, Resource Center. Motion by Cahak, seconded by Zalewski to approve the minutes of the May 9, 2012 meeting. All ayes, Motion carried.

Review Proposals for Printing Contract and Reward Contract for July 1, 2012 to June 30, 2014: The County requested and received proposals from Bina Impressions and Clermont Printing. Bina Impressions proposed \$8,411.06 and Clermont Printing's proposal was \$9,292.73. Bina Impressions has the lower proposal. As a County Board member, Mr. Bina cannot have a contract with the County for over \$15,000 annually. Motion by Benishek to accept the low proposal from Bina Impressions for the Printing Contract and require the vendor to file a report by the end of the year which lists the quantities of printed material for various types of printing services under the Contract. Seconded by Zalewski, all ayes, Motion carried. Olsen added that Kathy Jacob would like the ballots printed at Clermont Printing because they have everything set up for these ballots the way the County would like them printed. The Committee agreed to keep the ballot printing with Clermont Printing.

Office Supply Contract for July 1, 2012 through June 30, 2014: Gary Olsen explained that Clermont Printing would keep our contract the same for 2 years and Clermont Printing is willing to give the County a 1.5% rebate on purchases if we do not pay them by credit card. Clermont Printing incurs a 3% charge when purchases are made by credit card. Olsen stated the County will receive the same benefits we would from the use of the credit card if Clermont Printing gives us this rebate. Motion by Solin to re-up the contract with Clermont Printing, Seconded by Zalewski, all ayes, Motion carried.

Transfer of Funds for Purchase of AutoCAD computer software: Gary Olsen explained the AutoCAD software that Nathan Huess needs for computerized drafting. Huess presently has the "lite" version and he needs the full version to accomplish his tasks. Amy Meeks in Land Records will utilize the existing version of this software. The approximate cost of the full version of AutoCAD is \$3,600. Olsen would like to transfer these funds from the Court House

Building Supply account for this purchase. Motion by Solin, Seconded by Cahak, all ayes, Motion carried.

Discuss Space Needs for the Probation & Parole Offices: Robin Stowe explained that Probation and Parole has requested more space to rent from the County. Presently they utilize part of the lower level of the Safety Building and the County receives approximately \$30,000 per year for rent. Probation and Parole would like to double their rental space. Nathan Huess had drawn up some options for expansion and explained his plans to the Committee. Connie Elbe from the Probation and Parole office informed Huess the plans drawn would not be adequate. This plans included adding office space in a linear fashion by adding space immediately down the existing hallway from Probation and Parole. This linear concept created some traffic flow issues. The Committee discussed whether to offer the County Board room, as this area would address the traffic flow issues and meet the other space needs requested by Probation and Parole. Benishek expressed concerns about putting the “needs” of the County first, including the additional space needs of the Sheriff's Department. Sheriff Greening expressed his concerns buildings that could be used for County Board meetings, for Sheriff's Department storage and/or to re-locate Probation and Parole offices. The Committee directed Huess to submit new plans to the State which include adding the County Board room as additional space available to Probation and Parole.

Cost Comparison: Constructing New Building or Purchase McKenna Warehouse as a follow up from the May meeting: Nathan Huess presented a preliminary review of the suitability of the McKenna Warehouse for use by the Sheriff's Department for storage. That building has an asking price of \$197,000. The proposed cost of constructing a new storage building is estimated at \$182,000 with a 10%. Sheriff Greening would like a 7350 square foot building with “in-floor” heating on concrete. The County already owns vacant property on Edison Street and that could be a possible building site. Greening explained to the Committee that he needs space to store impounded vehicles, evidence and equipment. The City has expressed concern about using this space for a storage facility, they would prefer not to have a building of this type constructed at this location. Greening stated that he already has \$150,000 in his budget for construction of this building. Stowe stated the City is willing to rent 5000 square foot area in the old Yamaha Building for \$100.00 per month. This could be a temporary solution until a decision is made regarding this storage warehouse. Solin makes a motion to proceed with a study for County Building needs for Sheriff's Department with preference to build a new facility, Seconded by Zalewski, all ayes, Motion carried. Robin will arrange a meeting with the City to address concerns about building a storage facility at the Edison Street location. Any decision on building a new storage facility will be deferred until next Spring.

Review Status of Projects:

Update from Fundraising Committee and Review Project Schedule: The Committee reviewed the amount of balance of available project funds to determine when additional contracts may be let on the project, such as the plumbing contract. The Committee has previously accepted additional work to be performed on this project, as funds are available, k Dennis Mattmiller provided an update on fundraising. Gary Olsen will provide Nate with up-to-date project fund balance. Dennis anticipates receiving additional funds within the next week or

two and these additional funds will allow additional contracts to be signed for work on this project. The additional funds include a loan in the amount of \$20,000 from CoVantage Credit Union used to effectuate a donation that was made over a 5 year period. Mattmiller stated that he is going to forward \$20,000 interest free until more stalls are sold, so they can move ahead with the project and get the cement work done. Every attempt will be made to get complete the dairy wing and the milk house by the fair. The County will advise the 4H Board by their next meeting regarding whether they may need to make contingency arrangement for a tent.

Update on Camp Susan Roof Project: Nathan Huess presented photos of the Camp Susan Roof Project to the Committee. Overall Huess stated the work was done very well. Completion date for the project is June 30th. David Solin suggested having the next County Board meeting held at Camp Susan. Bob Benishek suggested having an open house to raise funds for Camp Susan and the Barn project. Discussion on various options presented.

Review Maintenance Projects: Nathan Huess submits Maintenance Department Report. (see attachment to these minutes) Huess gives committee a brief overview of changes happening regarding clerical duties for the Maintenance Department.

Report from Fairgrounds Advisory Committee: Jeff Zalewski stated the Committee is working on creating a Survey online for users to comment on after their events. Robin Stowe stated that he has been working with Cirinity (an internet company) for installing Wifi at the Fairgrounds, at no cost to the County. Users would have to pay a fee to use this service and they would pay Cirinity directly. Zalewski stated that there will be more information available next month regarding this issue. Motion by Solin to allow the Committee to present more information next month, Seconded by Zalewski, all ayes, Motion carried. Zalewski discussed Marketing Brochures for advertising the Fairgrounds and the need for donations to get them printed. He would like to get quotes for the cost. Solin made a motion to allow the Committee to get quotes for the cost of printing the brochures. Seconded by Cahak, all ayes, Motion carried. Huess stated the hand dryers for the Hockey Building will cost approximately \$500 each and that 8 units are needed for an approximate cost of \$4,000. This item will be put on the next Agenda for a further discussion.

Antigo Stock Car Update: Ora Monegar and Ted Smith appeared before the Committee. Monegar stated that the Stock Car Board has decided that they will not schedule a race until they have raised \$40,000. Prior to the end of this year, the Committee and the Stock Car Board will need to address the issue of certain components of the race track that remain the property of the Stock Car Association. Previously, Duke Packard has done appraisals on this property.

Approve Disposal of County Equipment: Benishek read the list of equipment to the Committee that needs approval to sell on the County Public Surplus Auction Site. Motion by Cahak to approve disposal, Seconded by Zalewski. All ayes, Motion carried.

Approve Office Equipment/Furniture Purchases: None at this time

Review Budget Summary: Committee Members reviewed the Disbursement History Report for bills paid in May. Motion by Solin to approve the paid bills. Seconded by Cahak, all ayes, Motion carried.

Next Meeting Date: The next regular meeting will be Monday, July 2 at 6:15 pm in the Wolf River Room, Resource Center.

Adjourn: Motion by Cahak, seconded by Zalewski to adjourn at 7:50 pm. All ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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June 5, 2012 – Public Property Committee Report

1. MONTHLY PROJECTS

- Fairgrounds: Removed tables/chairs from Forestry, made new wood doors for electrical service in pits (wind damage), spread topsoil, cut down damaged trees, installed insulation board in milkhouse foundation, installed rock bags to protect storm sewer inlets from construction runoff. Set up and cleaning for demolition derby, car sales rally, circus, horse & pony show events. Inspect & prepare P.A. system for derby. Inspected track after derby. Add'l data line in shop. Coordinated horse barn cleanout.
- SB / Jail: strip/ wax floors, landscape work, replaced water valves (jail), monitored inmates yard work at SB/CH, replaced heat control actuator, replaced bolts rooftop exhaust fans
- HCC: Made stand for UPS (battery backup), inspect AC problem south end of building & coordinate repairs, install new outlet for UPS in phone room, unload/assemble picnic table for NC Health, take down sign.
- CH: Replaced ceiling tile / fixed pipe insulation in D.A. office, repair clerk of courts lock, switch over to air conditioning / reset thermostats, plant flowers / prep grounds / set up P.A. & chairs for Memorial Day ceremony, landscaping work.
- RC: Replaced mulch / plants / repaired planter beds, rearranged furniture in land conservation office, repaired window, sealed tile grout in lobby and restrooms.
- General: Performed underground locates 12 times for county's fiber optic system (diggers hotline requests), hooked up phones, changed cables, checked all phones; hauled and shred confidential papers, inspect lights at Jack Lake restroom building / order parts / repair light.

2. OPERATIONS & PROCEDURES

- Construction Administration / Observation: Visit & Observe Construction at Camp Susan Roof Replacement and Fairgrounds Cattle Barn. Answer questions as needed, write change orders, direct purchase materials and coordinate as required. Review shop drawings & construction for conformance with Construction Documents.
- Probation & Parole: Prepare concept floor plans and review options.
- 1 worker on medical leave
- New Phone system – assisting I.T. with additional work as needed.

3. ONGOING PROJECTS

- Cattle Barn
 - Plan approval for low and moderate hazard storage; seasonal assembly use.
 - Footing & Foundation work is complete except south side of center.
 - Delivery of structural steel anticipated this week.
 - Overall completion September 30. Hope to have 3 wings for fair.
- Health Care Center
 - Carpet Project – Complete pending punchlist
- Courthouse
 - Phone system cable pulling – proceeding with additional work.
 - Lighting efficiency improvements nearly complete – vaults & mechanical room remaining.
- Safety Building
 - Parole needs more space. Fitness room would add offices / toilet room if available.
 - Reviewing Intercom / Video Surveillance upgrades with Diane. (Added to C.I.P.)
 - McKenna Warehouse or 7,350 S.F. Sheriff Building (Barske quote \$181,800)
- Resource Center
 - HVAC system study
- Camp Susan
 - Roof replacement work complete. Structural repairs to Dorm 'B' & gutters remain.