

## **Langlade County Public Property Committee Minutes**

**Date of Meeting:** June 6, 2011; 6:15 p.m.

**Place:** Wolf River Room, Resource Center

**Members Present:** Chairman Douglas Nonnenmacher, Robert Benishek, David Solin, and Jeffrey Zalewski

**Members Absent:** Vernon Cahak

**Others Present:** Robin Stowe, Jim Jansen, Nate Heuss, Gary Olsen, Don Schroeder, Keith Wolf, Roy Dieck, Ted Smith, Ora Monegar, Beau Gabriel, Tom Schultz, Dan Zupon, Keith Wilson, Terry Poltrock, and interested spectators

The meeting was called to order by Chairman Nonnenmacher at 6:15 p.m., in the Wolf River Room, Resource Center. Motion by Benishek, seconded by Zalewski to approve the minutes of the May 2 and 23, 2011 meetings. All ayes. Motion carried.

**Consider Amending the Policy for Inventorying and Disposing of County Property with regard to Selling Property via On-line Auction Sites:** Olsen addressed the committee regarding their wishes for disposing of surplus property. Olsen stated that he had spoken with Heuss and there are many surplus property items to be sold at this time so a live auction would be best so that the items could be sold before the commercial building needed to be set up for the fair. After that Olsen will talk with Heuss and as there are items to be disposed of, this will be done via on-line auction. Olsen then asked which on-line auction site should be used, Public Surplus or EBay. Olsen explained that with Public Surplus there are no shipping costs as all items need to be picked up. Also, Public Surplus only charges a 7% fee. After discussion, motion by Solin, seconded by Zalewski to have a live auction for the surplus property currently to be sold and then to only use Public Surplus for on-line auctions for a six month trial basis by all departments. All ayes. Motion carried.

**Set Date for Auction:** The auction will be held Wednesday, July 13 at 9:00 a.m. A memo will be sent to all department heads regarding surplus property.

**Discuss Cell Phone Contract:** Olsen informed the committee that Arlen's will honor the same two-year Cellcom contract. All contract language will stay the same. They will offer a free Samsung phone, a \$39.00 phone, and a \$79.00 phone. The County also has three Blackberries. Olsen suggested that under the new contract when the battery dies in the cell phone, the employee will get a new phone. Olsen also stated that two phones have been turned in, but our contract states that Langlade County must have 50 phones. Social Services has requested the two additional phones for employees to use when they are out on the road. Motion by Benishek, seconded by Nonnenmacher to continue the status quo with the Cellcom contract and to allow Social Services to take over the two turned in phones. All ayes. Motion carried.

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**Discuss Lock Cylinder Replacement and Card Access Project:** Olsen informed the committee that there is \$40,000 budgeted for this project; and even in times of tight budgets, some projects should be completed. Olsen stated that particularly at the courthouse that all the lock cylinders should be changed as the doors are very old. Olsen also stated that the County has been concerned about security of County buildings and this should alleviate this concern. Heuss stated that in order to lower costs lock cylinders would only be changed on exterior doors at the Health Care Center and Resource Center, and all doors at the Courthouse. Three card readers will be installed at both the Health Care Center and the Resource Center, and one card reader at the Courthouse. These cost savings should bring the total cost of this project to \$20,000. Motion by Solin, seconded by Zalewski to move forward with the lock cylinder replacement and installation of card readers. All ayes. Motion carried.

**Discuss Air Conditioner for Food Stand:** Beau Gabriel addressed the committee requesting that an air conditioning unit in the 4-H food stand be considered for the 2012 budget. Gabriel provided a quote of approximately \$12,000 for two wall units. Information only.

**Review Status of Projects – Open Bids for Cattle Barn Reroof and Structural Improvements:** The following bids were opened and read aloud:

<b>Bidder</b>	<b>Base Bid No. 1</b>	<b>Alternate Bid No. 1</b>	<b>BB/CC</b>
McNeil West Construction, Inc.	\$174,000	\$187,000	BB
Tradewell Construction	\$168,000	\$195,000	BB
Decker Lumber & Supply, Inc.	\$149,600	\$149,800	BB
JAS Construction	\$175,900	\$188,300	BB
S.D. Ellenbecker, Inc.	\$192,774	\$195,104	BB
Erickson Roofing & Remodeling	\$155,500	\$180,650	

Tradewell Construction also provided an alternate of \$16,000 to remove the north and south wings and install new. After much discussion, motion by Benishek, seconded by Zalewski to have Heuss review the bids and report back at the July meeting. After additional discussion regarding the reroof and structural improvements vs. a new structure, motion by Benishek, seconded by Nonnenmacher to allow Dan Zupon to investigate costs for a new pole building (wings only, existing center to remain) of similar appearance and report his findings to Heuss and the committee. All ayes. Motion carried.

**Forestry Garage – Review Change Orders to Project:** Heuss informed the committee that there were three change orders. The first change order is a deduct of \$375.00 as two less pipe bollards were needed. The second change order was to install new hardware (commercial) for \$290.00 as the current door hardware was not re-usable. The third change order was to install a ridge vent at the request of Steve Jackson as often the vehicles are wet when stored and currently the building was airtight. The cost to install the ridge vent was \$885.00. Motion by Benishek, seconded by Solin to approve the first two change orders and to have Heuss investigate the third change order and to approve, if justified. All ayes. Motion carried.

**Multi-Purpose Building Insulation Project:** Heuss informed the committee that Decker Lumber was back and used special caulk to seal the membrane to the steel beam. Heuss will

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review their final warranty work and report back to the committee his findings. Decker Lumber has been responsive to the concerns expressed.

**Consider Replacement of Air Conditioner at Resource Center:** Heuss had informed the committee that there is \$6,000 in the budget for furnace replacement and Filbrandt has looked at the 1984 furnace and recommended that it be replaced. Heuss received quotes and the furnace can be replaced with a high efficiency furnace for \$3,400. Also because of the Focus on Energy training that Heuss attended, a Focus on Energy rebate of \$500 is available. Heuss also informed the committee that he would like to replace the old air conditioner at the Resource Center with a new high efficiency unit for \$3,740. Heuss spoke with Olsen and funding is available. Benishek requested that a third quote be received. Motion by Zalewski, seconded by Solin to approve the low quote for the both the high efficiency furnace and high efficiency air conditioner. All ayes. Motion carried.

**Review Quotes for Carpeting at the Health Care Center and Safety Building:** Heuss informed the committee that there is \$60,000 in the budget for carpeting. Carpeting is needed in the Parole Office in the Safety Building and at the Health Care Center, in the corridors and offices in the south end of the building. Tile is needed in the developmentally disabled work room, and the carpet needs to be replaced in the gym. Carpeting was installed in the gym for the ADRC exercise class and when the developmentally disabled walk in the gym with a walker, they trip and it also is not conducive to wheelchairs. The carpeting in the gym is 1,400 sq. ft. The total of quotes received was \$54,220. Motion by Benishek, seconded by Solin to accept the quote for carpeting. All ayes. Motion carried.

**Discuss Budget Cost for the Fence around the Upper Stock Car Pond:** Heuss provided the committee with pricing for a 6' high fence around the upper stock car pond. The cost would be \$4,715 plus cost of a larger gate, if needed. Currently there is snow fence around this pond. Heuss was requested to put "Danger" signs on the fence. In lieu of purchasing permanent fencing, Heuss was requested to contact the Highway Department to investigate digging out the clay and filling in the hole.

**Antigo Stock Car Update:** Monegar and Smith stated that for the first race the track was too muddy and for the second race, they overcompensated and the track was too dry. Antigo Stock Car chisel plowed on Wednesday and graded Thursday night, and the track was too dry and too dusty. Three complaints were received regarding the dusty conditions. The stock car board meets Tuesday night. Dieck reported that the detention pond is at 2½'. Monegar stated that the kitchen in the multi-purpose building is working very well so they will continue to use it. Dieck stated that the controls on the grill need to be looked at as they need to be turned with a pliers, which is very dangerous. Heuss will look into this matter. Antigo Stock Car also requested that the fee for the use of the well be waived.

**Review Use of Maintenance Department Vehicles:** Heuss requested that maintenance department employees be allowed to use county vehicles to pick up their lunch at a fast food establishment if they are working at outside locations. Currently they are leaving 10 minutes early to drive back to the maintenance shop, if this is approved, they will work until 12 noon and log out and drive to the fast food establishment; therefore saving time and money. After a

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discussion of concerns, such as public perception, motion by Zalewski, seconded by Nonnenmacher to allow the county maintenance staff to use county vehicles to purchase lunch at a near-by fast food establishment on a six month trial basis. 3 ayes, 1 nay. Motion carried.

**Review Electric Bills and Recommendations:** Heuss informed the committee that Langlade County spends over \$130,000 per year for electricity. Heuss would like to investigate some ways to cut down on the County's energy usage. One suggestion to look at is reductions to some lighting at night. Jansen stated that the County insurance company should be contacted first as these are all public facilities and there are lighting requirements for safety. Motion by Benishek, seconded by Zalewski to accept the report and put it on file.

**Consider having Lighting Audit Done of Safety Building and Health Care Center:** Heuss would like to contract with Lighting Design Solutions of Schofield for a lighting audit of the Safety Building and Health Care Center. Lighting makes up about 40% of electricity use and is the most controllable use. A significant amount could be saved by replacing old magnetic ballasts and old T12 bulbs. Also, many rooms are over lit. The audit would cost \$6,320 and would provide options for up to four capital improvement projects. Motion by Solin, seconded by Zalewski to approve the lighting audit of the Safety Building and Health Care Center by Lighting Design Solutions of Schofield if there is an available funding source approved by the Finance Committee. All ayes. Motion carried.

**Consider Status of Lead Worker Position in the Maintenance Department:** On a 4-1 vote, the Personnel Committee referred the proposal to create a lead worker position back to the Public Property Committee for further study. Stowe reminded the committee that approval for the lead worker position only passed this committee on a 3-2 vote. The Committee once again reviewed the options available for a lead worker position. The creation of a new position would require a 2/3 vote of the County Board. Rather than take this proposal to the County Board at this time, the Committee discussed returning to its original plan to review the status of the interim appointment at its August meeting. Previously, the Committee decided that it would like the new Director to have more experience in the position until at least after the Fair and then review, at that time, the need to continue to assign additional work to an existing position. Stowe advised the Committee that by continuing this interim appointment of a union position would likely result in a grievance filed by the Courthouse Union. Heuss will be providing a report to County Board reviewing the projects that the maintenance staff has been working on and the additional duties he has functioning at the county's architect. After discussion, motion by Solin, seconded by Benishek to continue the status quo with Holup in the interim Range 6 leader worker position until the August meeting. All ayes. Motion carried.

**Approve Casual Employees for Maintenance Department for 2012:** The maintenance department is requesting one casual employee for 2012 for 1,180 hours at \$8.00 and one casual employee for 590 hours at \$7.50, which is the same request as 2011. Motion by Solin, seconded by Benishek to approve the casual employees for the maintenance department for 2012. All ayes. Motion carried.

**Review Maintenance Projects:** Heuss informed the committee that the maintenance staff has been working on storm cleanup, mowing began, and electrical work at Camp Susan. Memorial

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Day preparation and de-winterization of the fairgrounds was also done. The north sidewalk at the Health Care Center is also in progress. Building evaluations are in progress. The security glass at the Health Care Center is ordered and the maintenance staff will install new countertop and pass through. Sprinkler work at the Resource Center has been completed. Tuck pointing and masonry repair on the east side of the Courthouse are needed. An air intake at the safety building will be protected from leaf clogging by the addition of a screen. A meeting was held with CCAP and will order and schedule installment of small courtroom digital voice recorder. Motion by Benishek, seconded by Zalewski to accept the maintenance report and place on file. All ayes. Motion carried.

**Review Comp Time:** Motion by Benishek, seconded by Solin to allow the department head to take care of comp time and only inform the committee if there is an issue. All ayes. Motion carried.

**Update on Pump for Detention Pond:** Zalewski informed the committee that Antigo Machinery Sales has a gas engine pump on a trailer that could be purchased for \$1,800.00. Due to the low level of detention pond, there is not an immediate need to install an electric pump. It was also noted that upon very short notice, the County could rent a pump if the need arose to drain water from the pond. This item will be held in committee at this time.

**Consider Request from the Manager of Courtview Apartments for Agreement to use Parking Area behind the Resource Center Garage:** Stowe informed the committee that he was contacted by the manager of Courtview Apartments and they would like to enter into an agreement that would enable tenants to be able to use the parking area behind the garage. Stowe advised the Committee that employees who work in the Resource Center would still like to be able to park in that area from time-to-time and that during the winter, this area is used to pile snow when the lot is plowed. Heuss will need to check on this area for the winter months. Motion by Benishek, seconded by Nonnenmacher to approve an agreement with Courtview Apartments for use of the parking area behind the Resource Center garage as long as there is no conflict with employees of the Resource Center and snowplowing in the winter. All ayes. Motion carried.

**Transfer the Deeglise Monument to the Langlade County Historical Society:** Stowe reminded the committee that the Deeglise Monument was not included in the sale of the Community Center property to the Boys and Girls Club. The Langlade County Historical Society would like to take possession of the monument and move it to their property. Benishek stated that there may be a time capsule buried below the monument. Motion by Zalewski, seconded by Solin to allow the Langlade County Historical Society to move the Deeglise Monument at their cost, level the ground, and seed. All ayes. Motion carried.

**Update on Fairgrounds Ad Hoc Committee:** Zalewski informed the committee that the Fairgrounds Ad Hoc Committee is going to ask the county board for an extension to October 1 to make their report to the Public Property Committee. They are currently reviewing the fairgrounds use policy.

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**Review Budget Summary:** The committee reviewed the maintenance department budget summary as of May 31, 2011. Motion by Benishek, seconded by Nonnenmacher to accept the budget summary. All ayes. Motion carried.

**Department Bills:** Monthly bills paid in May were reviewed. Motion by Benishek, seconded by Nonnenmacher to approve the bills. All ayes. Motion carried.

**Next Meeting:** The next regular meeting will be Thursday, July 7 at 6:15 p.m., in the Wolf River Room, Resource Center.

**Adjourn:** Motion by Solin, seconded by Benishek to adjourn at 9:00 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock  
Recording Secretary