Langlade County
Public Property Committee Minutes

Date of Meeting:	**June 6, 2016 at 3:15 pm**
Place:	**Langlade County Resource Center** **Wolf River Room**
Members Present:	Chairman Larry Poltrock, Vern Cahak, Sam Hardin, Doug Nonnenmacher and Bob Benishek
Members Absent:	None
Others Present:	Nate Heuss, Gary Olsen, Rhonda Klement, Don Moyle, Pete Pennington, Krista Otto and Pam Jankowski

1. The meeting was called to order by Chairman Larry Poltrock at 3:15 p.m. at the Langlade County Resource Center – Wolf River Room, Antigo. The Pledge of Allegiance was recited.

2. **Approve/amend the minutes of the previous meeting held on May 2, 2016:** Motion by Sam Hardin, 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. **Approve Safety Building 2017 Rent for the City:** Contract is up for renewal. Operational portion of the contract can only increase by 1% and the Capital Improvement Project portion of the contract is capped at a 5% increase. The total increase to the City for 2017 would be $935.00 if the maximum percents are used. Bob Benishek would like to negotiate this because he thinks the increase is not large enough. This would have had to have been negotiated prior to June 1st if they wanted a larger increase than what was in the contract. Gary Olsen suggests the increase of $935.00 be approved. Hardin makes a motion to approve the maximum dollar allowed under the current contract for the 2017 rent of the Safety Building from the City, Seconded by Larry Poltrock, 3 Ayes, 2 No (Benishek and Nonnenmacher) Motion Carried. The Committee requested that this item be added to the April committee agenda so that the Committee can consider looking at the contract and request a larger increase for 2018.

5. **Office Supply and Printing Contracts:** Clermont Printing presently has the printing contract for the County. They are willing to renew for 2 years without a price increase. Motion by Hardin, Seconded by Nonnenmacher to continue extend the printing contract with Clermont for another two years , all ayes Motion Carried. Olsen explained that the

office supply contract is currently with Clermont and he requested that this not be bid out anymore, because the County has not found other companies who will bid on the contract. Olsen requested that he be allowed to negotiate the office supply costs with Clermont and also allow departments to utilize other avenues such as Office Depot. Motion by Nonnenmacher to approve not bidding out the office supply contract and to allow Olsen to negotiate for the best prices, Seconded by Hardin, all ayes, Motion Carried.

6. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:**

   a. **Landscaping Proposal:**
   Rhonda Klement explained the proposal from Apple Valley Nursery to landscape the Livestock Pavilion area and also the sign bed under the electronic sign by the highway. They are willing to donate 100% of their labor but would request the County pay for ½ of the supplies. The current proposal is for $16,000 with the County cost being $8,000. An addition to the proposal would be a stone wall at the entrance bed area of the Pavilion which would add an additional $2,000 to the County costs. Funding is discussed. Robin Stowe is requested to contact The Remington Foundation to see if they are interested in donating towards the landscaping. Maintenance will landscape the sign bed if donations are not obtained at this time. Motion to table this to see if we can get donations by Benishek, Seconded by Hardin, 4 ayes, 1 no (Cahak) Motion Carried.

7. **Request to Waive Insurance Requirement for use of the County Board room:** According to our Facility Use Policy, regarding public use of meeting rooms, one of the requirements is a Certificate of Liability Insurance be obtained and placed on file. The Committee has the authority to waive this requirement. Craig Osborn is requesting this waiver due to his group being small and it would not be financially feasible for them to obtain this insurance. Motion to waive the insurance requirement by Poltrock, Seconded by Nonnenmacher, 4 ayes, 1 No, (Benishek) Motion Carried.

8. **Update on Highway Department building renovations:** Heuss discussed constructing a 80'x148' building south of the shop near the scale building. Soil borings have been done and the results show a significant amount of fill. This would add cost to the project to remedy this for a construction area. An Ad Hoc Committee will be formed consisting of 2 members from the Highway Department and 2 members from this Committee and 1 member from the Finance Committee. Poltrock, Hardin, Nonnenmacher and Cahak have expressed interest in sitting on the Ad Hoc Committee. Chairman Dave Solin will make a decision and appoint members. The roof will be patched on the truck storage building and maintenance will be done on the shop building roof; starting next week.

9. **Discuss thru street on Fairgrounds/Highway Department:** Motion by Benishek, Seconded by Cahak to table this item until more information is obtained and to discuss this in July, all ayes, Motion Carried.

10. **Discuss Maintenance repairs for Buildings at Camp Susan:** Heuss obtained an estimate log repairs to Dorm A and Dorm B. Heuss is requesting direction on getting these repairs completed. Motion by Benishek to use Maintenance Department funding if available, Seconded by Hardin, all ayes, Motion Carried. This work will not occur before Fall 2016.

11. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of May. (See attached)

    a. **Jack Lake Shelter – Shelter Doors:** This is ongoing thru Spring 2016.

    b. **Jack Lake Shelter Fireplace:** This is 75% complete.

    c. **Safety Building Roof Replacement:** This project has started and will continue for approximately 6 weeks.

    d. **Antigo Public Library carpet replacement:** Contractor coordination meeting upcoming.

    e. **County Parking Lots:** The Health Care Center parking lot will be seal coated and all parking lots will be re-striped.

    f. **Review cleaning schedule for Jail:** A cleaning schedule was provided for approval. (See attached) This schedule was developed in conjunction with the Sheriff's Department. Cleaning schedule has been agreed to, inmates have scheduled areas they will clean; Maintenance will clean areas where inmates are not allowed. Motion to approve Jail cleaning schedule by Benishek, Seconded by Cahak, all ayes, Motion Carried.

    g. **Race Track:** The Forestry Department has sprayed the track for weeds. The track clay continues to erode.

    h. **Senior Center at HCC:** No updates at this time.

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

12. **Approve Disposal of County Equipment:** Pam Jankowski submitted a list of items to be approved for the Public Surplus Auction. Motion to approve by Benishek, Seconded by Nonnenmacher all ayes, Motion Carried.

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, July 5th, 2016 at 3:30 p.m. at Jack Lake.

15. **Adjourn:** Motion to adjourn at 5:00 p.m. by Cahak, Seconded by Hardin, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski,
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409

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Director of Facilities Management

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June 6, 2016 – Public Property Committee Report

1. COMPLETED WORK
    - SB/Jail: Scrub floors, change ballasts and lamps, pull wires from dispatch to leffler recorder, check out crime stoppers phone problem, strip & wax floors on upper level, repair overhead door in jail sallyport, adjust/repair jail cameras, repair jail cell bunks, repair /grout tile in kitchen, spray for bugs, replaced microphone in booking, replaced jail fire sprinkler head (inmate damage), unplug sinks & toilets, paint jail cell for state inspection, repair/adjust glass door on south side of 1970 building, pull wires for phones in dispatch.
    - CH: Plant flowers / prep grounds for Memorial Day ceremony, repaired 14 screens (ice damage), replaced 2 window locks, transitioned building from heating to A/C & replaced 2 center fan relays, sprayed for bugs.
    - RC: Change ballasts, made blocks to lift desk, repaired winter damaged lawn,
    - HCC: Mount bulletin board in gym for senior center, strip floors, clean up broke glass in waiting room, move 3 offices for Social Services, patch/paint room 31, make 3 signs, change combination locks on all doors, scrub and wax gym floor, replace plants in front entry, spray for weeds, shampoo carpets.
    - Fairgrounds: Setup/cleanup after car sale, rabbit fun day, flea market, loan rally, assisted Ticolini Circus, install water meters on all fairgrounds buildings and un-winterize buildings, repair water line leaks. Setup for Cars for a Cause, fix early morning P.A. problem.
    - General: 11 Digger's hotline locates, haul / shred 22 boxes of paper, rewire lights / add light switch to Jack Lake shelter, hauled floor scrubber to airport, fabricating and installing 6 doors at Jack Lake, sweeping at airport, repair oil leak on power broom.
2. ADMINISTRATION
    - Antigo Public Library – Contractor coordination meeting upcoming.
    - Highway Department: Coordinate soil borings.
    - CIP: plan for Finance Department review.
    - Land Sales: reviewed 3 properties for County Clerk office.
3. FACILITY STATUS
    - Courthouse
        - Heating system switched off / AC switched on.
        - Elevator Cylinder Replacement – scheduled for August 8, 2016. Approx. 3 weeks.
        - Parking lot replacement 2017.
    - Safety Building / Impound Building
        - Roof replacement project has started.
        - Review Jail Cleaning Schedule.
        - New exterior signage is needed.
    - Highway Building
        - Reviewed building location with Commissioner.
        - Soil borings done in location of proposed new building.
        - Coordinating 2016 roof patching / maintenance work.
    - Jack Lake
        - Construction of beach shelter doors nearly complete.
        - Shelter Fireplace installation in progress. 75% complete
    - Camp Susan
        - Had lodge kitchen wall repaired and vent installed in root cellar roof.
        - Reviewed facilities with contractor and solicited price quote.
    - Fairgrounds
        - Clover room furnace is old and will need replacement.
        - Replacing ceiling tile in Clover Room.
        - 1983 Grandstands Structural Review.
            - Minor Decay at base of steel columns.

        - Gutter leak / repairs needed.
        - Sealant replacement needed.
- Resource Center
    - New sign will be installed in June.
- Health Care Center
    - Electrical Worker start June 1.
    - New exterior building sign is needed.
- Highway Shop
    - Temporary patch on truck storage building. Maintenance on shop membrane roof.
    - Evaluate electrical equipment for service update.
    - Soil borings have been completed for stand alone building.

End of Monthly Public Property Committee Report

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JAIL CLEANING SCHEDULE – 03-11-16

JAIL CONTROL (Housekeeper)

Control Pod	M	W	F
Staff Restroom:	M	W	F

NURSE OFFICE (Housekeeper)

Mop tile floor	M	W	F
Clean Restrooms	M	W	F
Dust Horizontal Surfaces	Monthly		

BOOKING (no inmates in this area)

Mop floor – Housekeeper	M	W	F
Dust window sills – Housekeeper	Monthly - First week of each month.		
Clean restrooms-Housekeeper	M	W	F

CORRIDORS,ENTRANCE AREAS (Jail Trustee)

Oversight required by Jailers –Cleaning to occur after lockdown (10:30 PM)

Mop floor - Trustee	M	Th	(twice weekly)
Dust window sills	Monthly - Last Tuesday of each month		
Dust above jail doors	Monthly - Last Tuesday of each month		

JAIL CELLS (Jail Trustee)

Oversight required by Jailers –Cleaning to occur after lockdown (10:30 PM)

Dust cell bars - Monthly	First week of each month – Jail Trustee
Clean floors	Daily – Inmates
Clean cells	Daily - Inmates
Clean showers w/ very hot water & dawn dish soap	Weekday evening – Jail Trustee