

Langlade County Public Property Committee Minutes

Date of Meeting: March 2, 2015 at 5:00 pm

Place: Health Care Center Board Room

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

Members Absent: None

Others Present: Nate Heuss, Marilyn Baraniak, Kim VanHoof, John Schunke, Gary Olsen, Drew Kelly and Pam Jankowski.

1. The meeting was called to order by Chairman Robert Benishek at 5:00 p.m. in Board Room of the Health Services Center, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on February 2, 2015:** Motion by Sam Hardin, to approve the previous minutes, Seconded by Larry Poltrock, all ayes, Motion carried.
3. **Discuss Sound System and Voting Machine for County Board Room:** Gary Olsen discussed options for upgrading the County Board Room sound and voting system. Olsen had received quotes from three companies for the sound system. The main quotes were for wired microphones. The Committee expressed concerns regarding having cords on the tables, and requested Olsen to have the quotes changed to wireless microphones. Olsen also explained that he had worked with Kathy Jacob and Judy Nagel in looking at different voting systems for the County Board room. There are not many companies who sell this technology. The City uses a system from Forseman. The system is inexpensive, but it does not record the votes and would be more time consuming for the County Clerk. The system that is utilized by many counties and is recommended by the WCA is from Rollcall-pro. After seeing a demonstration of this system, it was recommended that the County purchase that system at a cost of \$19,150, with maintenance costs per year of \$1,900. The funds available for the purchase of the voting system have been carried forward in the CIP. There is also a carry forward request going to the Finance Committee for the new sound system. A projector, screen and laptop would be needed additionally for this voting system at an approximate cost of \$2,900. These funds are also part of the carry forward request. Motion by Dave Solin to obtain a quote for wireless mics for the sound system and if it is under \$10,000 to approve that as well as approving the purchase of the Rollcall-pro voting system in the amount of \$19,150.00 and the additional items needed (projector, screen and laptop), Seconded by Sam Hardin, all ayes, Motion carried.

4. **Review Fairgrounds Budget:** Gary Olsen advised that funds for the school house project will be carried over to this year. Olsen will submit a full Fairgrounds budget report at the next meeting.
5. **Review/establish policy on allocating revenue derived from renting office space in County Buildings:** Wood County CWSolutions is renting office space at Social Services for the Fset program which is a food and education training program commencing April 1, 2015. The rent has been set at \$562.90 per month and Kim VanHoof, Director of the Department of Social Services is requesting the rent to be allocated to the department that is generating the revenue. Presently any rents received have gone into the Maintenance Department budget due to building costs coming from that department's budget. There is not a written policy in place directing this revenue to be put in the Maintenance Budget. Solin makes a Motion to continue to follow the procedure as in the past and Gary Olsen will write a policy for the approval of the Public Property Committee and the Finance Committee. This item will be put on the April Agenda.
6. **Discuss potential uses for the East side of the Impound Building:** Chief Deputy John Schunke from the Sheriff's Department reported on this item. The department is pleased with the building and the renovations. Security is an issue regarding the evidence that is to be stored in this building. The Sheriff's Department does not object to County agencies utilizing some storage areas but would prefer no public renters. The department is utilizing some space for training exercises and they would like to leave all their equipment there and set up. Doug Nonnenmacher shared concerns about this building generating revenue, which was the original idea. The Committee would like Heuss to get an estimate on securing the evidence side of the building. Motion to carry this item over until next month for further discussion by Solin, Seconded by Hardin, all ayes, Motion carried.
7. **Discuss partitions for Clerk of Court's Office remodel:** Clerk of Court, Marilyn Baraniak is requesting to purchase partitions for her office with the remaining funds left from her counter area remodeling project. Maintenance Staff will assemble and wire the partitions to save money. Heuss has quotes for these partitions ranging from \$5,700 - \$9,000. Hadley Office Products has the low quote and their product is acceptable. Motion by Larry Poltrock to approve the purchase of these partitions and use the low quote of \$5,700 from Hadley Office Products, Seconded by Hardin, all ayes, Motion carried.
8. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** The minutes from the previous meeting did not reflect that Jeff Zalewski was not present. He in fact was not present, so noted. Benishek discussed the Potato Festival and that a chairperson is needed to head up that committee. Discussion regarding Tribal funds being used to extend the grandstands for additional seating. The dump station also is an item the Committee would like to have installed.
9. **Discuss Cleaning Contracts for County Buildings:** The current cleaning contracts are expiring. Heuss stated that both providers are doing a good job and is satisfied with their services. Motion by Nonnenmacher to renew the contracts, Seconded by Solin, 4 ayes, 1 opposed (Poltrock) Motion carried. Antigo Building Maintenance LLC - hourly rate of \$15.55

for 2 years effective June 1, 2015 - May 31, 2017. Soft Touch Carpet & Upholstery Care LLC-Resource Center and Health Services Center, is requesting an hourly rate of \$15.00 an hour for the first year of the new contract and \$15.50 for the second year. Motion to accept the increased hourly rates and renew the contracts for 2 years by Nonnenmacher, Seconded by Solin, 4 ayes, 1 opposed (Poltrock) Motion carried. The Forestry building is currently being cleaned by Maintenance Staff. Funds are available to hire out this service and utilize skilled Maintenance Staff elsewhere. Motion to allow Heuss to check into cleaning of the Forestry Department and make a decision on using the cleaning services of the vendors we presently utilize or bid out if needed per Nonnenmacher, Seconded by Solin, 4 ayes, Poltrock abstains. Motion carried.

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

- a. **Impound Building Renovations:** Ventilation system is functional and building is in use. Remaining Work: Security System Installation, Concrete Work at West Doors, Exterior Lighting, Infill Door and Windows at former office area.
- b. **Clerk of Court Service Counter Project:** Electric Strike and replacement door closer to be installed.
- c. **Shelter & Restroom Building:** This project is currently advertised for bids.
- d. **Highway Office Remodel:** The project will be held off until a new commissioner is hired.
- e. **Public Library Carpet Replacement:** Working on numbers, costs, moving company, carpet representatives, etc.

The re-striping of the Courthouse parking lot was completed this past summer. A policy memo was sent out with the rules as set forth by this Committee. Discussion presented regarding the new policy and if it is being adhered to. Robin Stowe is requested to draft a courtesy letter to anyone not following the policy. The Committee will sign the letter with ramifications of towing if the policy is not complied with.

11. Approve Disposal of County Equipment: Pam Jankowski presented a list of items to sell on the Public Surplus Auction site. Motion to approve by Poltrock, Seconded by Hardin, 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 April 6, 2015 at 5:00 p.m. in the County Board room - Safety Building.

14. **Adjourn:** This portion of the meeting was concluded at 6:39 p.m. Motion to adjourn by Poltrock, Seconded by Hardin, all ayes, Motion Carried.

Heuss demonstrated the capabilities of controlling the heating systems in the County Buildings using the digital control system.

15. **Tour Health Care Center Facilities and review recent improvements:** The Committee proceeded on their tour of the facilities to observe recent improvements. This was concluded at approximately 7:15 p.m.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409

Nate Heuss
Director of Facilities Management

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

March 3, 2015 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Remove pipe & install floor drain in impound building, replace lamps and ballast in east garage, install new soap dispenser in lobby restroom, unplug drains in east garage, replace rollers on AD door in jail, paint in jail kitchen, install soap & towel dispenser in kitchen, replace light bulbs in jail cell secure fixtures, pull hooks in jail cells SM, PP, H4, unplug showers in H5 & H4. Phone Room: help mount equipment in rack, hook up 2 network connections by rack.
- RC: Changed lights, relocate office furniture in extension office, haul 20 bags of paper
- CH: Clerk of Courts Office: Make / Install trim board, drill 2 holes in cabinets for cords, repair lock. Repair salt spreader, install boiler treatment, install new hinges on gate in Treasurer Office, replace stained ceiling tile, add water treatment to boilers.
- HCC: Paint front entry and restrooms, add hangers to water pipes in DD workroom, Add water treatment to boiler, set up tables in board room, patch and paint ADRC conference room. Health Dept: Remove 1 keyboard tray, repair 1 keyboard tray, repair sink in Nurse's office. Northcentral Health: Remove sink in DD work room. Re-setting boiler and checking boiler alarms on weekends.
- Fairgrounds: Made new nameplate for Forestry, remove snow & ice, move 15 tree stands from forestry garage to commercial building for auction.
- General: Remove plow brackets / mount / control wires from red truck, sell plows on auction, snow removal & salting, replace shear pin on snowblower, install switch in Highway Dept. truck garage to bypass time clock, check ceiling fan not working, Haul/shred paper.

2. ADMINISTRATION

- Jack Lake Beach Shelter – Completed bid documents / presented to Forestry Committee. Out for bids. Advertised Wausau / Antigo / Crandon. Bids due March 25. Pre bid walkthrough March 12. Answering bidding questions.
- Highway Department Remodel – Starting work on design. Measure up existing building and produce existing plan.
- Accessibility Improvements – Improvements 2015.
- Antigo Public Library: Researching Carpet / getting cost estimates for moving / carpet.

3. FACILITY STATUS

- Impound Building
 - Ventilation system is functional and building is in use. Remaining work: Security System Installation, concrete work at west doors (spring), exterior lighting, infill doors & windows at former office area.
 - Determine if east building will be used for County storage.
- Fairgrounds
 - 2015: Schoolhouse siding plan / cost estimate; RV dump station.
 - Horse Barn: Cost study (New or repair existing). Schedule permitting.
 - Epoxy floor in MP building restrooms.
- Courthouse
 - Clerk of Courts Service Counter: Electric Strike install March 5. Replacement door closer.
 - Memorial bench assembled. Waiting for concrete pour spring 2015.
- Health Care Center
 - Replacing boiler control – 1990 boiler.
 - Handicapped Accessible Toilet stalls have been installed in public restrooms.
- Airport
 - Finalize water repairs spring 2015: Add flashing, gutters, paint.