

Langlade County Public Property Committee Minutes

Date of Meeting: March 4, 2013, at 6:00 pm

Place: Resource Center – Eau Claire River Room

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

Members Absent: None

Others Present: Robin Stowe, Nate Heuss, Dave Tlusty, Don Schroeder, Pam Jankowski, Robin Stowe, Don Schroeder, Charlie Bauer, Gary Olson, and Terrance Schultz.

1. The meeting was called to order by Chairman Robert Benishek at 6:00 p.m., in the Eau Claire River Room – Resource Center, Antigo. The Pledge of Allegiance was recited.

2. **Approve/amend the minutes of the previous meeting held on February 4, 2013:** Motion to approve the minutes from the February 4, 2013 meeting by Vern Cahak, Seconded by Jeff Zalewski, all ayes, Motion carried.

3. **Discuss fee schedule for facility use policy and proceeds from the sale of county vehicles – Gary Olsen:** Finance Director Gary Olsen informed the Committee that when a vehicle is sold at the Public Surplus Auction the proceeds go back into the general fund, not to the department that may have had the vehicle prior to selling it. This was for clarification only. Facility Use Policy – Olsen stated the Weight Watchers Group and Experience Works have been approved to rent space in County Buildings. Olsen stated a flat fee for utilities will be charged to Experience Works because exact usage would not be possible to calculate. They are renting office space full time in the Department of Social Services. The County has a Facility Use Policy and it states that Commercial Use of meeting rooms will be charged \$25.00 if used over 4 hours and \$10.00 if used under 4 hours. Weekly Use for Commercial is \$25.00 a week. Non-Profit use as in the case of Experience Works will be charged a flat \$40.00 per month (\$10.00 per week according to the policy) and that will cover the space and utilities. The Weight Watchers group will need to be invoiced on a monthly basis and they will advise Pam Jankowski how many times they met in a given month. They will be charged \$25.00 per week. Motion to follow the Facility Use Policy and Fee Schedule when renting County Facilities by Dave Solin, Seconded by Vern Cahak, all ayes, Motion carried.

4. **Permission to use proceeds from sale of Old GPS Equipment on EBAY to purchase new GPS equipment – Dave Tlusty:** Dave Tlusty was present and would like approval for the proceeds from the sale of the old GPS equipment to purchase the new equipment. Motion by Doug Nonnenmacher to allow the proceeds from the sale of the Old GPS Equipment to purchase the new equipment, Seconded by Zalewski, all ayes, Motion carried.

5. At approximately 6:20 pm consider moving into closed session pursuant to Sec. 19.85 (1)(e), Wis. Stats., to deliberate or negotiate the acquisition of public improvements to the fairgrounds and/or the racetrack with representatives of the Mole Lake Tribe/Casino:

Closed Session not needed at this meeting. This item is put on the Agenda every month.

6. Return to open session with possible action on any matters discussed in closed session:

Not Applicable.

7. Discuss scheduling at the Fairgrounds: Jeff Zalewski and Robin Stowe explained some of the Fairground scheduling issues and some conflicts that are resolved. Stowe explained the new policy that is in effect regarding all users of the Fairgrounds to meet with the Fairground Advisory Committee (FAC) before their event can be confirmed. Jerry Olson is a new user and he had scheduled various dates throughout this summer. The FAC has met with Jerry Olson and they are in the process of resolving the event schedule. The FAC has recommended that Pam Jankowski take over the scheduling responsibilities. Pam is a full time Maintenance employee and is currently the recording secretary for the Public Property and Fairgrounds Advisory Committee meetings. If this committee approves this change, she would be in charge of the Fairground Scheduling and the Electronic Advertising sign. Motion by Solin to turn these duties over to Pam Jankowski. Dave Solin suggested publicizing these changes in the newspaper so the public is aware and Benishek also suggested a write up on the Fairgrounds Advisory Committee and all they have accomplished.

8. Report from Fairgrounds Advisory Committee Zalewski stated that they are working on trying to simplify the billing form and gave a brief report on the Committee Meeting. Zalewski stated that Ron Barger would like to be included in making the policy for the new barn. The FAC is also working on an informational checklist to be completed by fairgrounds users and considered by the FAC in the confirmation of events.

9. Discuss Edison Street lot and alternate locations for storage building for Sheriff's

Department: Stowe stated that the City has two different properties they would be willing to exchange instead of the property at 4th and Edison. One site is on Arctic Street and the other on Deleglise Street. Nate Heuss stated the Deleglise property would be the site the County would be obtaining. Stowe has prepared a resolution to go to the Finance and Land Sales Committees to approve the exchange. Upon approval this will go for full approval from the County Board.

10. Discuss Racing Proposal by Jerry Olson-USAC (2013): Stowe stated the FAC met with Jerry Olson and are working with him and his schedule for the fairgrounds. He has tentatively scheduled 8 racing dates and 8 rain dates. This will be reviewed by the FAC.

11. Review Resource Center HVAC CIP Project: Heuss reviewed a written summary of the bidding process (see attached). Preliminary Bids did not meet budget, so controls work was removed from the scope of work and the project was rebid. Antigo Refrigeration & Heating was the low bid on the first bid; however their second bid was \$10,000 higher than anticipated after subtracting controls work from the scope of work. Bauer Plumbing and Heating of Aniwa was the low bidder. Bids were due on January 14. The low bid was approved on February 4 and the work is now under contract. Method of controls is still being determined.

Terrence Schulz of Antigo Refrigeration and Heating attended the meeting. Terrence spoke about how he felt that the original bid should have been awarded to his company. Terrence believes that his designers would have produced a better design than the project as bid. Letters from Terrence were received on approximately February 14 and again on February 19 outlining what he feels would have been the correct action to take.

Heuss stated that in addition to Terrence there are several other local contractors that would like to design the HVAC work for the County. In fairness to all bidders, all that the County can do is hire a design consultant that they are comfortable with and move forward with what they believe is the correct course of action. Bids were received on January 14 and the work is now under contract. Heuss shared a letter written by the County's HVAC consultant that outlines why decisions were made the way that they were.

Stowe summarized the review of the bidding process and stated that the decisions made by the Committee were in accordance with the rules.

12. Discuss bids for Resource Center/Health Care Center cleaning contracts: Heuss stated he has one bid for the Resource Center/HCC cleaning contract. Benishek opened the bid and stated it was from Soft Touch for \$14.50 per hour. Motion to accept this bid by Solin, Seconded by Cahak, all ayes, Motion carried.

13. Request for increase of Maintenance Employee's Credit Card Limit: Heuss requested an increase on Dewey Chrudimsky's credit card limit. Dewey purchases supplies for the Safety Building and he presently has a limit of \$250.00. Benishek suggested \$500.00. Motion to increase the limit to \$500.00 by Zalewski, Seconded by Nonnenmacher, all ayes, Motion carried.

14. Review Status of Projects:

a. Animal Barn:

1. **Update from Fundraising Committee:** No update at this time
2. **Organize upcoming Open House Event:** Don Schroeder updates this Committee with the ideas for this event that the Barn Event Committee is working on. Approximately \$3,500 is needed to finish the restrooms in the barn, all other materials have been donated. Chris Degraives has offered to lay block with volunteers to help out. Benishek suggested asking Finance for a loan to be paid back when the funds become available. Solin agrees to check with Finance. The barn has been named and an announcement will be made at the Grand Opening of the Barn Event scheduled for June 9, 2013. Motion to accept this new name by Cahak, Seconded by Zalewski, 4 ayes, 1 nay (Nonnenmacher) Motion carried.

15. Review Maintenance Projects: Heuss presented his report for February and the Committee accepted this report. Maintenance plan for retention pond was discussed. The pond is to be checked each week from April – November.

- a. **Resource Center HVAC Alterations:** This will commence in March.

- b. **HCC Generator:** This is nearing completion. A Company Representative will be coming for start-up.
- c. **HCC Re-Roof:** This will be bid in March. Heuss presented information to the Committee for this project.

16. Approve Disposal of County Equipment: List presented, Motion to approve list by Solin, Seconded by Cahak, all ayes, Motion carried. See Attached.

17. Approve Office Equipment/Furniture Purchases: None at this time.

18. Review Budget Summary: Committee Members reviewed the Budget Summary Report. Motion by Nonnenmacher to approve this report, Seconded by Zalewski, all ayes, Motion carried.

19. Review paid bills: Committee Members reviewed the Disbursement History Report for bills paid in February. Motion by Nonnenmacher to approve this report, Seconded by Cahak, all ayes, Motion carried.

20. Verify Date of Next Meeting: The next regular meeting will be Monday, April 1, 2013 at 6:00 pm at the Resource Center, Wolf River Room.

21. Adjourn: Motion by Nonnenmacher, Seconded by Solin to adjourn at 7:40 pm, all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT
Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409

Nate Heuss
 Director of Facilities Management

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Review of Bid Process – Resource Center HVAC Alterations
 March 4, 2013

1. PROJECT BUDGET

- a. Project Budget was set at \$100,000.
- b. If project costs exceed \$100,000, state wage rates will be required. This would increase the labor costs for the project by approximately 30%.
- c. After allowing for Engineering fees and allowing a Construction Contingency, the maximum Construction Bid that should be accepted would be in the range of \$90,000 - \$95,000.

2. ORIGINAL BID

- a. Bids were received December 3, 2012:

Jerome Filbrandt	\$128,621
McNeil-West Construction	No Bid
NorthCentral Mechanical	No Bid
Antigo Refrigeration	\$99,777

- b. Because all bids exceeded the amount of money remaining in the project budget, no bid could be accepted. All bids were rejected and the project was to be re-bid.

3. REVISED BID PACKAGE

- a. Goals of Second Bid:

- i. Meet the Project Budget

- 1. Remove the controls system from the Contractor's scope of work. Reduce the scope of work for the Controls Contractor in order to reduce the cost of controls and therefore reduce the overall project cost.
- 2. Try to get more than only two actual bids, potentially reducing project cost.

- b. *Anticipated* Revised Bid Amount

- i. Original Controls Proposal (Automated Logic Controls) = \$33,100. Actual amounts included in original contractor bids are not known (markup unknown).
- ii. After removing the Controls Work, assuming no markup, *anticipated maximum revised bid amounts:*

Jerome Filbrandt	\$95,521
Antigo Refrigeration	\$66,677

- c. Revised Controls Proposal

- i. After reducing the scope, the revised Controls proposal = \$28,400.
- ii. Anticipated low bid + revised controls proposal = \$95,077

4. RE-BID

- a. Bids were received January 14, 2013. The *actual bids received* are as follows:

Jerome Filbrandt	\$83,800	
Antigo Refrigeration	\$76,677	\$5,377 (Manual Controls)
Bauer Plumbing & Heating	\$75,000	\$6,000 (Manual Controls)

- b. The low bid of \$75,000 was accepted at the Public Property Meeting 02-04-13.
 - i. A controls package still needs to be decided on. With the actual bids received, Digital Controls may not meet the project budget. Manual controls will meet the project budget.

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March 4, 2013 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Hang bike rack in east garage; replace jail shower diverter valve, replace lights and ballast in jail, unplug toilets, replace air handling unit filters, unplug drains in east garage, trace / test & cable 2 phone lines to dispatch for power fail phones,
- RC: change ballast in child support office, sign for extension office, repaired drawer, moved offices at zoning,
- HCC: install 5 hand sanitizer dispensers for NCH, move furniture / scrub / wax floor in DD Lounge, adjust water flow in Bradley sink and urinals, replace 9 toilet paper dispensers, run conduit / wires / outlets for computer equipment room generator backup, hang TV, solicit quotes for ADRC service window,
- CH: Check and repair courtroom fobs, locate and record event on DVR system for Clerk of Courts, installed new toilet paper dispensers.
- General: Frequent Snow Removal at all buildings, check / order / replace batteries in 54 exit/emergency lights (all buildings), load / haul junk electronics to be recycled, load 500 lamps and ballasts for recyclers, make signs for Forestry office, hang coat rack in Forestry, repair door lock in Forestry Garage, moved snow for snowmobile races, replace crushed switches and switch box at Highway Department, cleaned mechanics shop, changed snowblower belt, plow repairs.

2. ADMINISTRATION

- Snow Removal was extensive in February and used most of the man hours available.
- Architectural Work – Reviewed Veteran’s Memorial Park Restroom Construction Documents with Forestry Committee.
- Focus on Energy grant: Proceeding with VFD’s for HCC Air Handling Units. LED exterior lighting. Maintenance Shop Lighting. Monthly meetings.
- Cleaning Contracts - Will bid CH during March.
- Painting week: Will paint March or April. Interior Painting not done in many years.

3. FACILITY STATUS

- Cattle Barn
 - Electrical work still needs to be done.
 - Landscaping work May 18, 2013. Restrooms need funding before proceeding.
 - HVAC pending available funds. Cannot store vehicles in barn w/out ventilation.
- Health Care Center
 - Emergency generator project 95% complete. Re-roof project will bid in March.
- Courthouse
 - Re-lamp vaults & mechanical rooms with more efficient lighting.
 - Upcoming relocation of IS department.
- Safety Building
 - 7,350 S.F. Impound Building Site – Site Selection.
 - Finance & IS departments will move into former probation & parole space.
- Resource Center
 - HVAC project will start in March.
 - Replace single pane windows in spring/summer.
- Fairgrounds
 - Bid re-pavement project for work to be done in summer.

Items Ready for Public Surplus Auction

as of March 4, 2013

Qty.	Description	Condition
1	2007 Ford Crown Victory Squad	Fair
1	Palm Pilot	Unknown
1	Walker 7-Ton Air Jack	Fair
	Plastic cups, insulated pots and kitchen odds & ends from the Jail	Fair
	Dinner Trays from Jail Kitchen	Fair

Approved by PP March 4, 2013