

Langlade County Public Property Committee Minutes

Date of Meeting: March 7, 2011; 6:00 p.m.

Place: Wolf River Room, Resource Center

Members Present: Chairman Douglas Nonnenmacher, Robert Benishek, David Solin, Vernon Cahak, and Alison Leaver

Members Absent: Jeffrey Zalewski

Others Present: Ron Hansche, Robin Stowe, Nate Heuss, Don Schroeder, Dean Noskowiak, Jim Kelly, Kevin Crawford, Rhonda Klement, John Wagner, Mary Schmoll, Don Lewis, Bruce Thomae, Brendan Brown, Alex Thomae, Roy Dieck, Ted Smith, Ora Monegar, Antigo Stock Car, Inc., board members, and Terry Poltrock

The meeting was called to order by Chairman Nonnenmacher at 6:10 p.m., in the Wolf River Room, Resource Center. Motion by Cahak, seconded by Benishek to approve the minutes of the February 7, 2011 meeting. All ayes. Motion carried.

Discuss Boy Scout Request Regarding Rent for Kitchen during Gun Show: Bruce Thomae addressed the committee regarding the rent for the kitchen during the spring gun show. This is one of their biggest fund raisers, and they use the proceeds to send the scouts to summer camp. Due to budget constraints, the committee has requested that all user groups pay something and the boy scouts have paid the rent for one day of the three day gun show, which would be \$125.00 for the last two gun shows. Motion by Solin, seconded by Cahak to have the Boy Scouts again pay for one day's rent (\$125.00) of the kitchen for the spring gun show. All ayes. Motion carried.

Open Bids for Cattle Barn Re-Roofing Project – Consider Structural Improvements to North Wing of Cattle Barn Before or Concurrent with Re-Roofing Project: Heuss informed the committee that structural improvements are needed to the north wing of the cattle barn as the footings are moving. Heuss has requested that a structural engineer inspect the cattle barn and give his recommendations. He will then bid out the structural improvements for the cattle barn. It was recommended that the structure of the barn be addressed as component of the re-roofing project. Also, alternatives to the original specifications for the roofing project was discussed and Heuss concurred with the method proposed for re-roofing and insulation.

Discuss 4-H Request for input on Roof Color and Means of Barn Venting: 4-H is requesting 48" ventilation fans instead of a ridge vent. They feel this would provide more ventilation and assist in preventing airborne diseases. 4-H would also like the roof color to be green instead of white.

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Even though there were some concerns about opening the bids due to the requests for changes to the project, Hansche suggested opening the bids so the committee would know what the bids were and the funding that would be available for the structural repairs to the cattle barn. Hansche stated that nine bids had been received for the cattle barn re-roofing project. The bids were as follows:

General Contractors	Base Bid No. 1	Unit Prices	Substitute Bid	BB/CC
Decker Lumber & Supply	\$99,850.00	\$2.00/sq. ft.		BB
Felts Construction	\$193,021.00	\$4.00/sq. ft.		BB
Floors and More	\$144,400.00	\$10.00/sq. ft.	\$4,447.00 deduct \$14,000.00 deduct	BB
JAS Construction	\$141,680.00	\$3.70/sq. ft.	\$7,400.00 deduct	BB
McNeil West Construction	\$134,000.00	\$1.78/sq. ft.		BB
SD Ellenbecker, Inc.	\$109,041.00	\$1.17/sq. ft.		BB
Tradewell Construction	\$151,800.00	\$2.25/sq. ft.		BB
Walsdorf Roofing	\$228,100.00	\$9.00/sq. ft.		BB
Wenger Roofing	\$124,600.00	\$1.54/sq. ft.		BB

Motion by Benishek, seconded by Cahak to have Heuss and Hansche review the bids and report back to the committee at the April meeting. All ayes. Motion carried.

Review the Service Agreement for Cleaning Mats: Heuss updated the committee on mats for the Courthouse, Resource Center, Safety Building and Health Care Center. Mats could be purchased, which would cost \$7,000, but the purchases could be staggered as not all mats need to be replaced. The cost to contract with Aramark would be approximately \$34,000 over a five year period with a 3-6% increase annually. Heuss suggested continuing to have the maintenance staff power wash the mats, but to purchase additional mats so that when a mat is being cleaned, the office would not be without a mat. Motion by Benishek, seconded by Solin to place the information on file. All ayes. Motion carried. Heuss will provide three quotes for purchasing mats for the April meeting.

Consider a Request from 4-H to Provide Assistance on a Roofing Issue at Camp Susan: Heuss stated that he was contacted by Dennis Klement regarding a building at Camp Susan that needs a new roof. 4-H has requested Heuss’s assistance in preparing a bid package for the roofing project. Motion by Solin, seconded by Benishek to allow Heuss to assist the 4-H with preparing a bid package for the Camp Susan roofing project. All ayes. Motion carried.

Consider Request from 4-H Food Stand Coordinator Requesting Permission to Install Three Screen Doors on the Food Stand Building before the Fair: Heuss informed the committee that he was contacted by Beau Gabriel, and 4-H would like to have three screen doors installed on the 4-H food stand before the fair. 4-H would purchase the screen doors and would like maintenance to install the screen doors. Motion by Solin, seconded by Cahak to have Heuss investigate; and if installation is possible, to have 4-H purchase the screen doors and have maintenance install the screen doors on the 4-H food stand. All ayes. Motion carried.

Approve Request for Credit Card for Director of Facilities Management: Heuss is requesting a credit card with a limit of \$2,000-\$2,500, whichever is the standard limit. Motion

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by Benishek, seconded by Cahak to approve a credit card with a limit of \$2,000-\$2,500 for Nathan Heuss and to forward to the finance committee. All ayes. Motion carried.

Consider Approval to Attend Building Operator Certification through Focus on Energy:

Heuss is requesting to attend Building Operator Certification training through Focus on Energy. Training is over an eight day period from March 10 – June 1. At the training, he will learn how to increase the safety, comfort, and air quality of county facilities, reduce energy costs and unscheduled maintenance, improve customer service to building occupants, and ensure timely compliance with environmental regulations. The cost of the training is \$999 and the sessions are held in Eau Claire. Meals and one hotel stay will also need to be funded. No funds are budgeted in the maintenance budget for training. Motion by Benishek, seconded by Cahak to approve Heuss attending the Building Operator Certification training in Eau Claire. All ayes. Motion carried.

Discuss Program Ranking: Stowe explained that the County is looking to create a strategic budget plan for 2012 and beyond. The Executive Committee is engaged in a process of establishing priorities for the programs and services provided by Langlade County government. The Executive Committee is seeking assistance from oversight committees in answering some important questions about the programs identified on the program evaluation report. The goal of this process is to prepare future budgets based upon funding priorities. This item will be discussed in more detail at the April meeting. The information is due back to the finance department by April 8.

Review Maintenance Projects: Heuss submitted a written monthly report to the Committee. Heuss updated the committee on rekeying all the buildings. New cylinders for all exterior doors would cost \$27,600. A card reader for the courthouse, resource center, and health care center would cost \$10,696. Heuss was requested to check with Olsen to see if sufficient funding would be available as at the February committee meeting only \$30,000 was to be carried forward for this project. Heuss was also informed that per the Langlade County Purchasing Policy this project would need to be bid out as the cost is over \$10,000. Heuss will research further.

Heuss informed the committee that Gary Roettger would be retiring on March 18 and the position will not be filled at this time. The existing building plans have been organized. Roettger is installing a dust collection system in the maintenance shop. Heuss is holding weekly staff meetings. He is working on a key control policy and organizing the keys. Safety stops for the maintenance shop doors will be installed. Maintenance will be purchasing three safety harnesses to be used while working on the lift. Heuss met with the fire chief regarding the Antigo Baseball Foundation event and the maximum capacity of the multi-purpose building, which is 1,980. Discussed changing the cleaning schedule for restrooms on the Monday after an event, if there is not another event scheduled on the weekend to control overtime. Motion by Benishek, seconded by Cahak to accept the report and place it on file. All ayes. Motion carried.

Update Committee on Any Issues Regarding the Community Center: Nick Sanchez did not attend the meeting so new information was available. The committee members reported that

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they had not received any complaints from their constituents since the previous meeting, regarding the use of the Community Center.

Review Disposition of Surplus Property Located at the Community Center: Stowe reported that after reviewing the inventory provided by the ADRC-CW in February of this year, the property remaining at the Community Center was included in the sale of the building as it was included in an inventory list dated back to November of 2010. However, the Boys & Girls Club has reported to Stowe that the County is still welcome to reclaim any property at the Community Center that the Club has determined that it doesn't need. Stowe has instructed Nick Sanchez to contact Nate Heuss to examine this surplus property to determine whether the County is interested in removing it from the Community Center.

Review Request to Rent the Multi-purpose Building for the Antigo Spring Fling Event (April 15-17): John Wagner and Dean Noskowiak addressed the committee regarding concerns they might have regarding this event. This will be the third consecutive year for this event, although the event has been expanded to three days. It was clarified that no hard liquor will be served at this event; only beer and wine coolers. The Kiwanis and Elks Club will be assisting with this event. They have met with the fire chief and City of Antigo regarding any concerns they might have. The committee had some questions for Kevin Crawford who is assisting John Wagner and Dean Noskowiak this year is promoting the event and arranging for the bands and food services. It is understood that the individual who signs the fairgrounds agreement is ultimately responsible to make sure that all the terms and conditions are fulfilled (insurance, permits, clean-up, etc.). All questions were answered to the satisfaction of the committee and they thanked them for attending the meeting and wished them good luck with the event.

Antigo Stock Car Update: Dieck stated that he is working on the metering pole for the detention pond. Antigo Stock Car presented their race schedule for 2011. All dates were approved except July 8 and July 29. Antigo Stock Car plans to run only four classes this year so racing should be concluded by 10 p.m. Dieck is planning to have Warner Appraisal complete an appraisal of their equipment. Dieck inquired if the County would be willing to cover the cost of this appraisal. Monegar will sign the contract on Tuesday, March 8 in Stowe's office. Antigo Stock Car will attend meetings monthly to update the committee.

Discuss Pump for Detention Pond: Chairman Nonnenmacher stated that Zalewski was researching a pump for the detention pond. He had provided a quote from Roberts Irrigation of Plover for \$8,188.31. This will be discussed in more detail at the April meeting. Stowe reminded the Committee that under the terms of the revised agreement, the County is responsible to supply the pump for the detention pond.

Discuss Request from ADRC for Cabinet from Transportation: Poltrock informed the committee that she was contacted by Doug Below of the ADRC, who had spoken with Olsen and there is a cabinet from the transportation department that is no longer needed and no other county department was in need of the cabinet. Motion by Cahak, seconded by Nonnenmacher to approve the request from the ADRC for a cabinet from transportation. All ayes. Motion carried.

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Consider Revisions to the Langlade County Purchasing Policy: Stowe had brought to the attention of the committee that some service contracts that exceed \$10,000 a year are not approved by the County Board as required by the Purchasing Policy. For example, the Director of Social Services annually approves service contracts that routinely provide services valued at more than \$10,000 and the Sheriff's Department annually approves contracts to maintain communications equipment. Stowe provided the committee with three options to revise the purchasing policy. Option 1 – to authorize department heads to enter into service agreements included in the departmental budget or Option 2 – exempt a specific listing of service agreements from the policy or Option 3 – no change, which requires all service agreements over \$10,000 to be approved by the County Board. Motion by Solin, seconded by Benishek to approve Option 1 with discussed changes. All ayes. Motion carried.

Review Budget Summary: The committee reviewed the maintenance department budget summary as of February 28, 2011. Motion by Solin, seconded by Benishek to accept the budget summary. All ayes. Motion carried.

Review Comp Time: The committee reviewed the comp time balances. Motion by Solin, seconded by Benishek to accept the comp time report. All ayes. Motion carried.

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

Next Meeting: The next regular meeting will be Monday, April 4 at 6:00 p.m., in the Wolf River Room, Resource Center.

Adjourn: Motion by Benishek, seconded by Cahak to adjourn at 9:10 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock
Recording Secretary