

Langlade County Public Property Committee Minutes

Date of Meeting: May 4, 2015 at 5:00 pm

Place: Resource Center – Wolf River Room

Members Present: Chairman Robert Benishek, Dave Solin, Doug Nonnenmacher, & Larry Poltrock.

Members Absent: Sam Hardin

Others Present: Nate Heuss, Gary Olsen, Charley Brinkmeier, Bill Greening, Mark Desotell, Robin Stowe, Vern Cahak, Drew Kelly and Pam Jankowski.

1. The meeting was called to order by Chairman Robert Benishek at 5:00 p.m. in Wolf River Room at the Resource Center, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on April 7, 2015:** Motion by Doug Nonnenmacher, to approve the previous meeting minutes, Seconded by Larry Poltrock all ayes, Motion carried.

Information Only: The Public Property Minutes from December 1, 2014 reflect rent for office space in the Social Services Department as \$521.24 and the rent is actually \$561.24.

3. **Discuss set up for voting system in County Board Room:** Gary Olsen reported on the Sound & Voting System. Discussion presented to restructure the layout of the room. New tables are needed and may be purchased by the end of this year.
4. **Discuss options to store Red Robin Transit Buses:** Menominee would like to store the buses at Wolf River Valley Seed Company which is located on Edison Street by the Courthouse. The cost would be \$250.00 per month plus utilities. A savings would be made by storing them there as opposed to Mallette Bus Company; therefore, no services would be cut. Motion to allow renting with Wolf River Valley Seed Company with a 3-year lease by Dave Solin, Seconded by Nonnenmacher, all ayes, Motion Carried. (Executive Committee will need to approve this item also)
5. **Discuss ventilation project for Livestock Pavilion for bus storage:** The cost to ventilate the Livestock Pavilion is approximately \$21,323. The cost to ventilate the Commercial Building is approximately \$16,700. \$15,000 is available to use to ventilate a portion of the Livestock Pavilion which may be a better option due to the fact that if the Livestock Pavilion is ventilated, motorized vehicles can be stored over winter generating additional revenue. Heuss to obtain proposals to ventilate a portion of the Livestock Pavilion.

6. **Storm Water Runoff charges at the Fairgrounds:** Mark Desotell and Charley Brinkmeier on behalf of the City discuss options to lower these charges. Credits cannot exceed 50% of the charges. In 2010 the County applied for a re-evaluation and credits were applied then. Since then the detention pond has been enlarged and this may be re-evaluated again. This will be on the next agenda for an update and to discuss further options.
7. **Review costs on securing the west side of the Impound Building:** Sheriff Bill Greening is not opposed to an alarm system for added security; however, he is opposed to renting out the east portion of the Impound Building to the public. This building needs to be secured. He is not opposed to County Departments needing space for storage. Motion by Solin to allow installing an alarm system in the Impound Building, Seconded by Poltrock, all ayes, Motion Carried.
8. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Bob Benishek updates this Committee on the April meeting of the Fairgrounds Promotional Committee.
9. **Review and approve CIP:** The Committee ranked projects for 2016.
 1. Energy Efficiency Improvements.
 2. ADA Upgrades to County Buildings.
 3. Hydraulic Cylinder Replacement – Courthouse Elevator.
 4. Exhibition Building Roof Replacement.
 5. Concrete Replacement – County Buildings
 6. Carpet Replacement – Courthouse, Resource Center

Robin Stowe advised the Committee that the Investiture for Judge Elect John Rhode is scheduled for August 7th from 2:00 – 4:30 p.m. in the Courtroom. Rhode would like to use the 2nd floor rotunda as a reception area. The Committee had no objections.

10. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of April. (See attached)
 - a. **Impound Building Renovations:** Security cameras are functional. Concrete work to be completed by the west door, exterior lighting, infill doors & windows at former office area.
 - b. **Clerk of Court Service Counter Project – Office Furniture:** Desk partitions have been delivered, installation and wiring next.
 - c. **Jack Lake Shelter & Restroom Building:** Shop drawings completed/Product Submittals/Color selections with Forestry.
 - d. **Public Library Carpet Replacement:** Joint Committee meeting scheduled for May 6th.

- e. **Multi-Purpose Building restroom improvements:** Five Proposals have been submitted. Heinzen Plumbing and Heating had the low proposal of \$13,840. Motion to accept the low proposal from Heinzen by Poltrock, Seconded by Nonnenmacher, all ayes, Motion Carried. Upon further review, sales tax had been added to Bauer Plumbing & Heating's proposal which after deducted, they actually had the low proposal of \$13,395. Motion withdrawn by Poltrock accepting the Heinzen proposal. Poltrock makes a Motion to accept the Bauer proposal being the lowest, Seconded by Nonnenmacher, all ayes Motion Carried.

Motion by Nonnenmacher to accept the Maintenance Report, Seconded by Poltrock, all ayes, Motion Carried.

Dom Hilger from the Hockey Association is requesting to put up sponsor signs. He will be invited to the Fairgrounds Promotional Committee's next meeting to discuss. This item will be put on the May Agenda.

11. **Approve Disposal of County Equipment:** None at this time.
12. **Review Budget Summary:** Committee Members received the Budget Summary for review.
13. **Verify Date of Next Meeting:** The next regular meeting will be Tuesday, June 2, 2015 at 5:00 p.m. at location to be determined.
14. **Adjourn:** Motion to adjourn by 6:43 p.m. by Solin, Seconded by Nonnenmacher, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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May 4, 2015 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Install speakers for new sound system in County Board Room, repair lights in jail kitchen freezer, check power for RTU-1 for jail kitchen, change ballast, clean smoke alarms, install light fixture in Jail Control, pump out kitchen grease trap, repair shower valve Huber Dorm, remove/install repaired boiler pump, landscaping work, unplug toilets / sinks in jail, reinstall metal step safety strip in NS block, replace filters in RTU / HRU / AHU in mechanical mezzanine, repair water meter valve in jail cells.
- RC: Repair lawn damage from snow plowing, rake/clean out flower beds, water newly seeded areas, remove steel roof above A/C units.
- CH: Replace sidewalk light, repair lawn damage from plowing, prepare monument planter for flowers, shut off boiler for the season, move 36 boxes of files between CH & RC, repair electric strike on clerk of courts door.
- HCC: Make signs for Health Department, set up board room tables, patch/paint room 68, install handicapped accessible drinking fountain (repair electrical problem / roof screw through conduit), vacuum up water in carpet / try to locate water source, remove/repair/reinstall exhaust fan, pick up trash around lot, shut down fire alarm for plumbing work in boiler room, make 2 signs / get keys / program access fobs for 2 new employees, move furniture from storeroom to auction, move 30 file cabinets and desk from front office to storage, paint / patch room 70.
- Fairgrounds: Multi-Purpose Building: Scrubbed floor in hockey room, cleaned clover room floor, mop kitchen, setup for Sport & Home show, power wash large rug in entrance, replace batteries in floor scrubber, cleaned floor scrubber, clean out gutters south side, change light fixture ballasts.. Setup / Work / Cleanup for Gun Show, get walk in cooler running for Forestry Department tree seedlings, check P.A. system / ship processor to Lewis Sound, mount/wire P.A. system mixer.
- General: Remove snowblower deck from lawn mower, turn on water at white lake restroom, photograph deer stands / auction items for public surplus auction, send in schoolhouse paint samples for testing. Disposed of 300 pounds of old ballasts and got 55 cents per pound (rather than paying 40 cents per pound for disposal). LTE changed oil in all mowers and trucks. 21 Digger's hotline locates. Snow removal. Replace flags at HCC, RC, CH, Forestry and replace 1 set of hooks. Haul / shred paper. Jack Lake: Finish hooking up 2 disconnects, connect switches / fan and light. Look at garage lights.

2. ADMINISTRATION

- 2016 – 2020 C.I.P. plan
- Accessibility Improvements 2015.
- Construction Administration – Jack Lake Shelter
- Antigo Public Library: Joint Committee Meeting 5/06/15.
 - Scope of Work / Cost estimate / Timeline

3. FACILITY STATUS

- Safety Building / Impound Building
 - Security cameras functional.
 - Remaining work:
 - Concrete work at west door (frost still in ground)
 - Exterior lighting, infill doors & windows at former office area.
 - Review Burglar Alarm.
- Jack Lake Shelter
 - Reviewing Shop Drawings / Product Submittals.
 - Color Selections w/ Forestry.

- Direct Owner Purchase for tax savings / Purchase Order / Change Order to Contract.
- Fairgrounds
 - Schoolhouse:
 - Waiting for lead paint test results.
 - Painting quote.
 - RV dump station quotes. Meeting with City.
 - Sink Replacement: Advertised / walked through / review proposals to replace 3 sinks.
 - Solicit quote for Livestock Barn ventilation.
 - Selected color for decorative quartz floor – MP Restrooms.
 - Horse Barn: Plan repairs to existing barn per 4H.
- Courthouse
 - Clerk of Courts desk partitions have been delivered. Install & wire starting May 8.
 - Memorial bench assembled. Waiting for concrete pour spring 2015.
 - Calculate courtroom capacity for Judge installation summer 2015.
 - Shut off boiler due to warmer weather.
- Health Care Center
 - ADA compliant drinking fountain installed; ADA toilet stalls installed.
- Airport
 - Finalize water repairs spring 2015: Add flashing, gutters, paint.
- General
 - Study – Location for Transportation Buses.
 - Solicit quote for new board room tables.
 - Summer LTE has started work. 2nd LTE to start June 8.