Langlade County
Public Property Committee Minutes

Date of Meeting:	**May 5, 2014 at 5:00 pm**
Place:	**Resource Center – Wolf River Room**
Members Present:	Chairman Robert Benishek, Dave Solin, Larry Poltrock and Doug Nonnenmacher, and Sam Hardin
Members Absent:	None
Others Present:	Gary Olsen, Robin Stowe, Joe Novak, Angie Close, Sarah Repp, Nate Heuss, Kevin McKenna, Dan Wolf and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 5:00 p.m. in the Wolf River Room – Resource Center, Antigo. The Pledge of Allegiance was recited.

2. **Approve/amend the minutes of the previous meeting held on April 7, 2014:** Motion by Sam Hardin to approve the previous minutes, Seconded by Dave Solin, all ayes, Motion carried.

   Sam Hardin and Larry Poltrock were welcomed to the Committee.
   Doug Nonnenmacher was nominated for Vice Chairman - Sam Hardin for Secretary.
   No other nominations. Unanimous votes were cast – Nonnenmacher is Vice Chairman and Hardin is Secretary.

3. **Discuss Fairgrounds Promotional Committee's previous meeting minutes with questions if any:** Bob Benishek was appointed as Chairman of this Committee. Jeff Zalewski has resigned his position on County Board resulting in Benishek being appointed. Discussion presented regarding membership of the Committee. Ronn Krueger will be resigning and Jeff Zalewski will be asked to join as a citizen member. Robin Stowe explained the importance of having citizen members on the Committee that have an interest in promoting the use of the fairgrounds.

4. **Discuss long term plan for Horse Barn and adding a gravel wash pad area:** Dan Wolf, Vice President and Kevin McKenna, President of the Horse & Pony Project explained the need for the addition of a wash pad to horse barn. Wolf is requesting permission to construct a 12'X48' wash pad on the east side of horse barn. The building is in need of repairs. Heuss wants direction from the Horse & Pony project on whether they plan to raise funds to construct a new horse barn. Horse & Pony would like Heuss to attend their meeting on June 2 to discuss this matter. The Committee is requesting Horse and Pony to present a 5 year plan for the barn. This item will be on the Agenda next month.

5. **Discuss easement for City bike/Walk Trail through the Fairgrounds:** Sarah Repp explained the requested easement. Stowe further explained the resolution that will be presented to the County Board along with conditions of the easement. Repp presented the brochure created for the City Bike Route and explained the advantages of having a designated bike route which provides safe connections to community amenities through the use of roads and trails. Repp stated that having the easement in place will help the grant process. This resolution will be given to County Board for approval.

6. **At approximately 5:20 p.m. consider moving into closed session pursuant to Wis. Stats. Sec 19.85 (1)(e), the investing of public funds, to discuss the possible purchase of the McKenna Warehouse:** Motion to proceed in closed session at 5:28 p.m. Roll call vote – Solin, aye – Benishek, aye – Hardin, aye – Poltrock, aye - Nonnenmacher, aye. All ayes, Motion carried. Closed session commenced.

7. **At approximately 5:40 p.m. return to open session with possible action taken on any matters discussed in closed session.** Motion to return to open session at 5:41 p.m. by Solin, Seconded by Hardin, all ayes, Motion Carried. Motion to proceed with purchase of McKenna Warehouse, Seconded by Poltrock, all ayes, Motion carried.

8. **Discuss performance evaluation data and compensation for employment positions in the Maintenance Department:** Compensation is requested for the Director of Facilities Management. Nate Heuss is presently in this position and is responsible for Project Management and Architectural services. Prior to hiring Heuss the County contracted with HGM Architecture, Inc. for Architectural Services. An average cost paid to HGM Architecture Inc. over approximately the past 5 years was compiled. Langlade County paid an average of $28,000 annually to HGM. Fair compensation has been established at $13,000 and would be retroactive to January 1, 2014. This will be a line item on the Matrix specific to Architectural Services. Motion by Hardin to approve compensation in the amount of $13,000 for Nate Heuss retroactive to January 1, 2014, Seconded by Solin, all ayes, Motion carried. This item will be on the County Board Agenda in June.

9. **Review and approve CIP:** The Committee ranked projects for 2015.

2014 project ranking as follows:

1. Jail/Dispatch Roof Replacement
2. Replace 1990 Scissor lift
3. Energy Efficiency Improvements
4. Snow Plow Replacements
5. ADA Upgrades to County Buildings
6. Carpet Replacement-Court House & Resource Center

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

    1. **Update on Jail Shower Restoration - Jack Lake Restroom Project:**

       Jack Lake Restroom Project is 95% complete.

       Heuss gave background on Jail Shower project. Original tile lasted only about 8 years before problems began. Quotes were obtained for tile replacement and for the coating system. Eco Chic gave the most durable and least expensive option. Presently 6 showers are being restored. Diane Baker would like 4 more restored at this time and would like this added to the 6 that are currently being restored. (Total of 10 would be restored). Baker would use Jail Commissary funds for this additional restoration. Motion by Solin to allow this addition to the project using Jail Commissary funds, Seconded by Hardin, all ayes, Motion carried.

    2. **Clerk of Court's Security Glass Project:** This project would mostly be hired out with the assistance of the Maintenance Staff.

    3. **Courthouse parking lot seal coating and restriping:** Drawings are approximately 90% compete.

    4. **Condition of memorial bench on Courthouse grounds:** The memorial bench for Judge James Jansen has been damaged over winter. Heuss will contact the family to see how to proceed.

    5. **Commercial Building re-siding project and disposal of existing siding:** The east side of the building is finished and the lower block on the west side is presently being worked on. Keith Wilson has expressed interest in purchasing some of the old siding. Others have also expressed interest in purchasing also and to be fair, it is suggested this be put on the County Auction for any interested persons to bid on. Motion to put on County Auction by Hardin, Seconded by Solin, all ayes, Motion carried.

11. **Approve Disposal of County Equipment:** Siding from Commercial Building.

12. **Review Budget Summary:** Committee Members received the Budget Summary for review.

13. **Verify Date of Next Meeting:** The next regular meeting will be Monday, June 9, 2014 at 5:00 pm at the Resource Center, Wolf River Room.

14. **Adjourn:** Motion by Hardin, Seconded by Poltrock to adjourn at 7:01 p.m., 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

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

May 5, 2014 – Public Property Committee Report

1. COMPLETED WORK
   - SB / Jail: Strip & wax floors in County Board room / Lower level safety building, repairs to lawn, paint huber dorms in jail, assist/prep for jail shower repair project, unplug jail toilets, replace daytime & night lights in jail cells, replace filters in air handler and in heat recovery unit.
   - RC: Moved 2 file cabinets from RC to SB. Patched walls/ painted Eau Claire River room. Drywall patching in Extension offices / painted 2 offices. Assembled desk in Extension Office, removed heat tape from roof. Repaired file cabinet, removed plywood protection from light well.
   - HCC: Clean carpet in room 120, move ADRC's network phone connections from Room 99 to room C1, Pull cable & terminate for NCH network connection, pull cables for controls up to roof top AC unit, patch/paint room 23, move doorbell from hallway to DD workroom and pull wires to outside door jamb and mount button, pick up trash on lawn.
   - CH: Rigged sump pump to pump water out of boiler room. Replacing existing sump that quit working.
   - Fairgrounds: Modify P.A. rack in MP building so new amps fit properly, install DSP in P.A. rack and test all speakers on fairgrounds. Haul P.H. records to storage in MP building. Repair damaged drywall in Clover Room and repaint. Replace ceiling fan in entrance area. Removed Commercial Building electrical to allow removal of siding. Installing new electrical / outlets after install of new siding.
   - General: 7 locates for Digger's Hotline, pull cables & terminate jacks for WIFI at HCC, RC, CH and mount WIFI units, assemble 2 office chairs, haul old computers to technology services, haul old electronics to recycle event at fairgrounds,
2. ADMINISTRATION
   - Worked on Salary Matrix Update for Finance Department. Called Maintenance Departments in 18 counties and entered information from each county.
   - Prepared Capital Improvements Program (C.I.P.) Plan 2015-2019.
   - Accessibility Study Draft – ADA study of County buildings will be completed later in 2014.
   - Preliminary work on 2015 Jack Lake Beach Shelter Project.

3. FACILITY STATUS
   - Safety Building
     - Waiting for direction on Impound Building (New or Existing).
     - Jail shower repair work has begun.
   - Resource Center
     - Starting photograph contest.
   - Fairgrounds
     - Blue building siding replacement project has started. East side is done.
     - Dying trees will be removed and a price obtained for new trees.
     - Clover room repairs to drywall in progress. Will protect with FRP.
   - Courthouse
     - Clerk of Courts security glass - Draft Drawings & Specifications 90%.
     - Parking lot resurfacing / restriping in 2014.
   - Veterans' Memorial Park
     - Jack Lake South Restrooms construction completion nearing. Some interior painting and other items remain to be done.
     - Jack Lake beach area 2015 shelter & restroom – preliminary "image" sketches / cost estimate. Produced preliminary floor plan for Forestry Department.