

Langlade County Public Property Committee Minutes

Date of Meeting: November 2, 2015 at 3:30 pm

Place: County Board Room – Safety Building

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

Members Absent: None

Others Present: Nate Heuss, Gary Olsen, Dennis Mattmiller, Brad Henricks, Robin Stowe, RJ Weitz, Judy Nagel, Drew Kelly and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 3:30 p.m. in the County Board Room – Safety Building, Antigo. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on October 5, 2015:** Motion by Larry Poltrock, to approve the previous meeting minutes, Seconded by Dave Solin all ayes, Motion carried.
3. **Discuss display screens for the County Board Room:** Gary Olsen provided costs for a new projector and mounting kit in the amount of \$781.00. A new 65" Television could be purchased for approximately \$850. Motion to purchase the 65" Television to be used as a display screen for the County Board Room by Doug Nonnenmacher, Seconded by Sam Hardin, all ayes, Motion Carried. The wireless microphones used at meetings seem to not hold a good battery charge. It was suggested purchasing 3 more microphones at a cost of \$2,745. Information only, this item will be on the agenda for December.
4. **Discuss changing the Policy for Purchasing Office Equipment/Supplies and Computer Equipment:** Gary Olsen requested that section 3(b) of the Office Equipment/Supplies and Computer Equipment policy be removed. This sections states that the approval of Public Property and Finance Committees is required to transfer funds within an existing department account to the Office Equipment Outlay Account to purchase any general office equipment item. This part of the policy does not match up to the budgeting policy that allows department heads and the Finance Director to approve these types of transfers. Motion to remove 3b of the Policy by Solin, Seconded by Nonnenmacher, all ayes, Motion Carried.
5. **Request for proceeds from the sale of the Hazmat Trailer to go to the Emergency Management Budget:** The Hazmat trailer that is currently on the Public Surplus Auction was originally purchased with Federal funds. Langlade County contracts with Oneida County for Hazmat services; therefore, does not need this unit. Brad Henricks, Emergency Management Director is requesting the proceeds from the sale be returned to his budget for future expenses if Oneida County's services are needed. Motion to allow the proceeds to be

put back in the Emergency Management budget by Poltrock, Seconded by Sam Hardin, all ayes, Motion Carried.

6. **Review request for the County to pay for the cost of Livestock Pavilion donor signs:** Robin Stowe reviews status of the request for the County to pay for the cost of the Livestock Pavilion donor signs. The funds would come from the Contingency Account - total amount being \$6,512.28. This would have to pass at Finance and then at County Board in order to be approved. Discussion presented. Motion by Solin to take this item to the Finance Committee, Seconded by Nonnenmacher, all ayes, Motion Carried.
 - a. **Review status of Livestock Pavilion and fund raising efforts:** Currently a UTV raffle is in place. Other fund raising efforts are in the works.
7. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Bob Benishek reviews the on going dump station improvements and discusses future plans for camping at the Fairgrounds. Approximately \$7,000 has been received for Winter Storage fees in the Livestock Pavilion. Robin Stowe reviewed 2 policy changes the Fairgrounds Promotional Committee approved. The Livestock Pavilion Sanitation policy was changed regarding power washing between events. During the winter months the only events that take place are in the Dairy Wing with the animal weigh ins. Between these events, power washing does not have to take place, but must be power washed by April 5th to allow time for Spring Events. Clarification in the policy regarding charges for the restrooms to read for the "Multi Purpose Building" only. No restroom charges will apply to the Livestock Pavilion, Commercial Building or Exhibition Building. These policy changes will be discussed at the December meeting for approval.
8. **Approve replacement pickup truck purchase for the Maintenance Department:** One of the Maintenance plow trucks has been deemed unsafe and needs replacing. Doug Nonnenmacher is assisting the Department in finding a replacement truck. Heuss is requesting \$20,000 to purchase a ¾ ton plow truck. This was an unplanned expense, carry forward funds could be used per Olsen. Motion to approve up to \$20,000 for the purchase of a truck and put on the Agenda for the next Finance Committee meeting for approval by Nonnenmacher, Seconded by Poltrock, all ayes, Motion carried.
9. **Approve Waste Management Contract:** The current contract for waste disposal expires December 2015. Waste Management currently provides this service and has agreed to extend services for 2 years at a slightly lower cost. Monthly costs will be \$1,176.42 per month and includes: Airport, Maintenance Shop, Health Care Center, Highway Department, Pickerel Meal Site, Safety Building, Fairgrounds and Veterans Memorial locations. Motion to approve the renewal of the Waste Management 2-year contract by Solin, Seconded by Nonnenmacher, all ayes, Motion Carried.
10. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of October. (See attached)

- a. **Jack Lake Shelter – Shelter Doors:** Construction of the shelter doors will take place over Winter.
- b. **Safety Building Roof Replacement:** Scheduled for Spring 2016
- c. **Racetrack pond clay removal:** No discussion
- d. **Jack Lake Ski Chalet:** Heuss produced scope design for this project. Currently under construction, Heuss is advising only.
- e. **Livestock Pavilion Ventilation Improvements:** Currently under construction.
- f. **Airport Repairs:** 8 Dusk to dawn lights repaired.
- g. **Small Courtroom Renovations:** Concept plan complete, Heuss working with District Court Administrator on renovations. This project will need approval to be added to the C.I.P. and would likely occur no earlier than 2018.
- h. **Highway Building renovations:** Scope of work may include: Evaluate roof and existing facilities. ADA issues need to be corrected, correct lack of insulation, and update finishes. Heuss will meet with Highway Committee to determine scope.
- i. **HVAC Study at Safety Building:** Heuss obtained 2 quotes from Engineering Firms. Low quote is from Pearl Engineering. Quote is \$7,525 and meets the requirements. Study goals are to execute potential electricity/gas savings projects and to plan for long term equipment replacement/upgrades. This building uses over \$50,000/year in natural gas and over \$75,000/year in electricity. We are pre-approved by Focus on Energy and they will pay half the costs, approximately \$3,762.00. Motion to approve the proposal from Pearl Engineering by Solin, Seconded by Poltrock, all ayes, Motion Carried.
- j. **Resource Center Sign:** Custom Murals submitted a quote for the Resource Center Sign. They have done work for the Forestry Department as well as other entities in our surrounding area. Their quote was \$1,444.80 plus if a wildlife graphic is added the cost would be approximately \$200.00 more. No action taken, the Committee would like to proceed with the sign from Super Lettering in Weston, which came in at \$1,200.

RJ Weitz, Human Resources Director, thanked the Committee and Maintenance Department for setting up his office and everything they have done in welcoming him to Langlade County.

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 Monday, December 7, 2015 at 3:30 p.m. – Highway Department
14. **Adjourn:** Motion to adjourn at 4:42 p.m. by Poltrock, Seconded by Hardin, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski,
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409

Nate Heuss, AIA
Director of Facilities Management
November 2, 2015 – Public Property Committee Report

PHONE – 715-627-6307
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1. COMPLETED WORK

- SB / Jail: Repair several light fixture ballasts in MH block, relocate furniture from IS office, patch walls/repaint Finance Office, clean filters on slim jim A/C units, replace kitchen steamer, review heating system with Digital Controls provider / replace hot water valve actuators for HVAC system, unplug sinks/toilets, replace air valve NS3 block cell door, repair camera south side jail entrance, replace ballast/lamps in elevator, replace dayroom ceiling lights in cells, grind off rusted panels by urinal in MH block / prime & repaint, supervise inmate weed pulling / cut flowers / clean. Change light switch / trace out receptacle to find breakers. Make 2 signs for Finance Department.
- RC: Repair sink, replace furnace filters, shred paper for child support, repair garage door, replace garage door opener, change lights in back hallway.
- CH: Relocate file cabinets / panic button in Treasurer Office, move keyboard/furniture in County Clerk Office, clean carpet / remove tables & chairs in new HR Office / haul chairs to Fairgrounds, move furniture to HR office from Safety Building, painted Judge's Chambers, move bookcases and tables from Judge's Chambers to Jury Room. Move file cabinet from Commercial Building to Courthouse. Remove all plants around monuments; entire Courthouse block.
- HCC: Check phone line for alarm dialer, test fire alarm, change batteries in computer rack UPS, check all toilet tank water levels / found 2 that can overflow / changed fill valves. Clear out roof drains, grease/change belts on exhaust fans, change filters in all air handlers. Check cabinet heaters / oil motors / change filters, clean waiting room carpet, install TV antenna above NCH waiting room, mount two TV's to wall, clean out garage / take items to auction, make 2 signs for Health Department.
- Fairgrounds: Clean / prepare Multi Purpose building for turnover to Hockey. Prepare rebar/pvc for new light RV dump station light. Winterize all Fairgrounds buildings (blow out water lines, remove water meters, shut off underground water valves, drain toilets and install antifreeze). Finish/install/paint new gates for Horse Barn, photograph auction items. Remove P.A. equipment from hockey rink room and Livestock Pavilion.
 - Setup/Cleanup for Craft show, Pet show, magic show.
- General: 5 Digger's Hotline Locates, haul & shred paper, tried to straighten flagpole at airport / resealed trim, build/install doors for new Jack Lake shelter, replace door knob at Summit Lake tower.
 - Airport Exterior lights: Haul lift to airport. Replace 2 photocells, 1 ballast, 8 lamps, 1 lamp socket (all using scissor lift.) Fasten down computer cable.
 - Highway: Remove electric heater for cleaning. Reinstall unit.

2. ADMINISTRATION

- Construction Administration – Jack Lake Shelter closeout items complete.
- Safety Building Roof Replacement: Work to proceed Spring 2016
- Small Courtroom: Alterations being discussed with District Court Administrator.
- Highway Department: Preliminary planning of remodel project. Need scope approval / direction.
- Library Carpet: Out for Bids January 2016 (Moving companies plan their year in advance)
- LCSB HVAC study – Focus on Energy application.

3. FACILITY STATUS

- Courthouse
 - Elevator piston replacement scheduled for 2016.
 - New HR Office in use.
- Safety Building / Impound Building
 - Solicit HVAC study

- Impound Building
 - Install metal siding panels over infilled door/window area.
 - Remaining Work: Planning to have east side of exterior painted. Need to build small room for utility sink in west side of building.
- Jack Lake
 - Construction of shelter doors – winter 2015-16 (Forestry Committee approved)
 - Ski Chalet currently under construction. Advisory only.
- Fairgrounds
 - All Fairgrounds buildings now winterized.
 - Setup/Cleanup from Several FG events. Hockey now has control of the building.
 - Horse Barn / Arena:
 - Arena fence - replace in 2016.
 - Livestock Barn
 - Ventilation work proceeding. Maintenance providing electrical.
 - Intake of camper units November 5.
 - Possible rental of pits area as utility project staging area winter 2017-18
- Resource Center
 - Research options for new exterior sign.
- Airport
 - 8 Dusk to dawn lights repaired. .
- Highway Department
 - Evaluate Highway Office area / design renovations Fall 2015. Evaluate roof/existing facilities.
 - Need direction from Highway Committee and Public Property Committee.

End of Monthly Public Property Committee Report