

Langlade County Public Property Committee Minutes

Date of Meeting: November 3, 2014 at 5:00 pm

Place: Resource Center – Wolf River Room

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

Members Absent: None

Others Present: Kim VanHoof, Stephanie Plaster, Nate Heuss, 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 October 6, 2014:** Motion by Dave Solin, to approve the previous minutes, Seconded by Larry Poltrock, all ayes, Motion carried.
3. **Review Lawn Mowing – LTE’s vs. Contracting out:** This item will be on the December Agenda.
4. **Request for Wood County/CW Solutions to rent office space at Health Care Center:** Kim VanHoof is requesting permission to rent an office to Wood County for the Food Share Employment and Training Program for 2015. This program will commence April 1, 2015. Office space is available at the Health Services Center. This training is now mandatory for all able bodied adults without dependants. This item will be on the December Agenda to verify the rental rate.
5. **Discuss Fairgrounds Promotional Committee’s previous meeting with questions if any:**
 - a. **Donation box request from Retired Educators Association to be located in the School House:** Motion by Doug Nonnenmacher to allow a donation box to be placed in the School House by the Retired Educators Association with the condition they provide the box and maintain it. Seconded by Larry Poltrock, all ayes, Motion carried.

Dump Station: Heuss will be consulting with the City to discuss costs involved for the Dump Station. The City will require installing a security camera to view the area in case of contamination. This would be an additional cost of approximately \$2,500. This item will be on the December Agenda.

Craft Show: Nonnenmacher received some complaints from the public regarding the conditions of the restrooms in the Multi-Purpose Building (MPB) during the Craft show. He was told the restrooms were not stocked with paper supplies and they had a few toilets that were not in working order. The restrooms were stocked prior to the event. The event host has access to supplies for the restrooms during an event and we received no complaints regarding the restrooms from the event hosts. Discussion of the condition of the restrooms will be put on the Fairgrounds Promotional Committee Agenda for December.

The Committee would like to take a few tours which include the Airport, Jail, and the Multi-Purpose Building. The next meeting will take place in the Forestry Office Conference Room followed by a tour of the MPB.

6. **Review Uniform Proposals:** Proposals were submitted as follows:

Unifirst - \$43.20/week
Aramark - \$29.13/week
G&K Services - \$31.34/week

This service also includes mops. Aramark submitted the lowest proposal. Heuss will verify that all employees want jeans. Motion by Dave Solin to accept the uniform and mop service proposal with Aramark and to authorize modification of the contract if needed. Seconded by Sam Hardin, all ayes, Motion carried.

7. **Request to purchase a snow plow for 2011 truck:** Heuss requested to purchase one of the three snow plows this year. Three replacement snow plows are in the C.I.P for 2015. Funds are left over from the purchase of the 2011 truck that could be used for the purchase of one plow. The cost is \$5,800. The two remaining plows will be purchased for the same price in 2015. Motion by Poltrock to allow the purchase this year, Seconded by Harden, all ayes, Motion carried.

8. **Langlade County Employee Photo Contest Judging:** Langlade County Employees were asked to participate in a photo contest to take photos of the rivers for 4 of the meeting rooms at the Resource Center. They are Eau Claire River, Wolf River, Hunting River and Spring Brook. Seventy entries were submitted. The Committee reviewed all the photos and selected 1st and 2nd place as well as Honorable Mention.

The winners are:

Eau Claire River: First Place - Molly McKay
Second Place - Pam Jankowski
Honorable Mention - Pam Jankowski & Duane Haakenson

Wolf River: First Place - Pam Jankowski
Second Place - Nate Heuss
Honorable Mention - Duane Haakenson & Nate Heuss

Hunting River: **First Place - Dave Tlusty**
 Second Place - Pam Jankowski
 Honorable Mention - Pam Jankowski & Dave Tlusty

Spring Brook: **First Place - Pam Jankowski**
 Second Place - Molly McKay
 Honorable Mention - Pam Jankowski

First Place Winners will receive \$100 each for each of the 4 rooms and their photo will be enlarged and framed in the respective room at the Resource Center.

Second Place Winners will receive a Certificate for a one-night stay in a cabin at Jack Lake.

9. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of October. (See attached) Motion by Solin, Seconded by Hardin to accept, all ayes, Motion carried.
 - a. **Impound Building Renovations:** Bid opening took place on October 21st and three bids were received: McNeil-West, North Central Mechanical and Joe Filbrandt Plumbing and Heating. Low bid came from Filbrandt in the amount of \$25,181. The bids came in higher than expected. Options are to redesign and ventilate only the west half of the building. The west half of the building can be ventilated for \$16,177. Motion to not rebid the project and proceed on the ventilation for the west half of the building and award the project to Joe Filbrandt Plumbing and Heating for his bid of \$16,177 or less by Poltrock, Seconded by Harden, all ayes, Motion carried.
 - b. **Clerk of Court Security Glass Project:** Tradewell is starting on site work today and will take approximately 2 weeks.
 - c. **School House:** A decision needs to be made on the repairs.
 - d. **Extension/Ag Equipment Storage in Livestock Pavilion:** Heuss advised the Committee that we have 6 camper/boat units presently in the Pavilion as well as numerous items from the Ag Department, 4-H and the Dairy Committee. Equipment from the Ag Department has always been stored in the Barn on the grounds in the past. Heuss is requesting direction for future reference regarding the space. Ag Agent Stephanie Plaster stated their equipment has always for many years been stored here on the grounds. The Committee decided to hold this off until we do have a shortage of space and address it at that point.
 - e. **Dump Station Utility Bills:** This will be put on the December Agenda.

- f. **Airport masonry wall repair:** G&B Masonry is tuck pointing the wall and the wall will be painted with elastomeric paint next spring.

10. **Approve Disposal of County Equipment:** None at this time.

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

12. **Verify Date of Next Meeting:** The next regular meeting will be December 1, 2014 at 5:00 p.m. at the Forestry Office Conference Room located at the Fairgrounds.

13. **Adjourn:** Motion by Nonnenmacher, Seconded by Harden to adjourn at 7:13 p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT
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November 3, 2014 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Locate tripping hazards on sidewalks and mark with orange paint. Coordinate with sidewalk grinding company to have approximately 20 tripping hazards removed. Cleaned smoke detectors in jail, repaired amp for intercom, replace hot water valve actuator H4 block jail, replaced day/night lights in jail, repaired water meter valves in jail, unplug urinal in safety building locker room, repaired dampers in jail heating duct, replaced filters on HRU and AHU in jail and safety building.
- RC: Setup for employee pot luck lunch, hang bulletin board / pictures for Chris Berry, haul landscaping sandstone to Fairgrounds.
- HCC: Move 3 desks, computer and phone in DD workroom for NCH, wire up 2 new door openers at Veteran's Entrance, change filters and oil 8 cabinet heaters, change filters and grease 6 air handlers, pull/terminate/test cables for 5 computer jacks, check & repair 5 rooftop exhaust fans. Relocate doors for new vestibule at east entrance. Repair drywall and trim out with oak.
- CH: Relocate furniture & computer cables for Clerk of Courts office, take care of lights / garbage in John's absence, remove brush/leaves from yard,
- Fairgrounds: Haul safety day material from HCC to Fairgrounds, clean up after safety day, setup for Craft Show. Walkthrough with Hockey Association / Building turned over the AYHA. Coordinate Camper Storage / Rental. Setup for Oktoberfest. Winterize Fairgrounds (have water service disconnected, blow out water lines, antifreeze in toilets/drains. Hung signs in livestock pavilion, move picnic tables under grandstands, clean up MP building for hockey, adjust door at Forestry. Replaced underground water shutoff valve for exposition building.
- General: photograph and list many items on county auction website, 12 Diggers Hotline locates, mow lawns, Disconnect and remove wiring from old overhead door operator at Highway Department / wire new operator, (7) new vinyl windows and trim installed in maintenance shop. Order electrical materials for impound building work. Begin construction of new rooms. Winterize White Lake restrooms.

2. ADMINISTRATION

- Accessibility Study Draft – Complete ADA study of County buildings as schedule permits.
- Jack Lake Beach Shelter 2015 – Design Development this fall.
- Clerk of Courts Counter - on site work starting today.
- Uniform Contract proposals
- 2014 Salary Matrix
- 2011 Pickup Truck - Request to add plow before winter.
 - \$25,000 in C.I.P. - \$16,570.50 purchase price & \$2,332.93 lift gate = \$6,096.57
 - \$5,800 for 9' Boss V-Plow (\$19,500 in C.I.P. for 2015).

3. FACILITY STATUS

- Safety Building
 - State approval obtained / Impound Building Renovations have begun. New exterior doors are installed. Interior rooms are being framed in. Overhead door has been repaired. Ventilation work pending decision on scope.
- Fairgrounds
 - Multi-Purpose building has been turned over to hockey.
 - Horse Barn: Cost study for H&P project (New or repair existing). Schedule permitting.
 - WPS evaluation of Fairgrounds for emergency power restoration staging area
- Resource Center
 - Stone has been replaced with landscape block.
- Courthouse

- Parking lot / employee parking area in use.
 - Memorial bench assembled. Waiting for concrete pour & plaque.
- Health Care Center
 - Automatic operators have been added to Veterans' area doors.
 - Getting prices on Vinyl tile in DD lunch room area.
- Airport
 - Caulking of wall at water leak area. Replaced carpet in water area with ceramic tile. Price on tuckpointing.