

Langlade County Public Property Committee Minutes

Date of Meeting: November 7, 2016 at 3:15 pm

Place: Langlade County Resource Center – Wolf River Room
837 Clermont Street, Antigo, WI 54409

Members Present: Chairman Larry Poltrock, Vern Cahak, Sam Hardin, Doug Nonnenmacher and Bob Benishek

Members Absent: None

Others Present: Nate Heuss, Ron Barger, Robin Stowe, Chris Berry, and Pam Jankowski

1. The meeting was called to order by Chairman Larry Poltrock at 3:15 p.m. at the Resource Center – Wolf River Room. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on October 3, 2016:** Motion by Bob Benishek, to approve the previous meeting minutes, Seconded by Vern Cahak, all ayes, Motion carried.
3. **Recognition of others present and public comments on agenda items or to request an item be added to a future agenda:** Robin Stowe would like an item added to the December Agenda regarding the Facility Use Agreement for Weight Watchers.
4. **Discuss Fairgrounds Promotional Committee’s previous meeting with questions if any:**
 - a. **Request for approval of the “Love Locks” being placed on the Fairgrounds fence.** Benishek explained what Love Locks are to the Committee. This is a worldwide trend intended to bring tourism to the Community. People place small locks on the fence sometimes with names and dates inscribed, they then throw away the keys and the “Love Lock” remains forever. Heuss will review whether the weight of the locks will be too much for the fence and discuss at the next meeting.
 - b. **Towable light unit request.** Rhonda Klement has requested the County to purchase one because the Fair uses the North Parking Lot which has no lighting and it is a safety hazard. The cost is approximately \$4,500. This item was denied by the Finance Committee. Emergency Management and Sheriff’s Department would use it if available. The consensus of the Finance Committee was that in the few situations the County would need one; it would be cheaper to just rent. This will be discussed at the next Fairgrounds Promotional Committee meeting.

5. **Wisconsin Economic Development Corp (WEDC) Lease Renewal:** Chris Berry is requesting her lease be renewed for rental of office space at the Resource Center at the present rate of \$250 a month. Motion to allow the renewal of the lease at the rate of \$250 per month by Benishek, Seconded by Sam Hardin, all ayes motion carried.
6. **Update on additional Senior Center space in the Health Service Center:** Ron Barger has studied the building looking for more space for the Senior Center. There is no additional space to offer them. He feels the space they have could be utilized better to fit their needs. The Senior Center Officers had previously requested to re-paint the auditorium. Heuss offered to purchase paint for them according to our Paint Policy and they have chosen not to paint.
7. **Policy Clarification: Loaning tables and chairs out to private parties or organizations that are not County related:** This was requested by Maintenance to clarify the policy. Typically tables and chairs are loaned out for Breakfast on the Farm, Airport Fly-In, and 4-H affiliated events such as brat fries. The Fairgrounds Promotional Committee has added the following verbiage to the Fairgrounds Rules:

County Owned Equipment: All county-owned equipment, including tables and chairs located on the fairgrounds will not be allowed off the premises except for use by other county agencies.

The 4-H is considered a County Agency and will continue to be allowed to utilize tables and chairs. Request should be made through the 4-H Agent.
8. **Review Office paint color policy:** Nate drafted a policy for the Committee to review and approve. Motion by Benishek to approve Policy, Seconded by Hardin, all ayes, Motion Carried. (Policy Attached)
9. **Request to have Maintenance remove rabbit shelving and cages in Exhibition Building:** Heuss will review with Holly Luerrsen, Rabbit Project 4-H Leader and report back at the December meeting.
10. **Highway Department renovations update:** Heuss is proceeding with progress drawings and structural evaluation of the 1958 truck building and 1937 shop. December will be the next meeting of the Ad Hoc Committee.
11. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of October. (See attached)

Heuss's Performance Review is scheduled for the December meeting.

Heuss distributed a summary of the Racetrack Pond Emergency Policy that is in place.

RJ Weitz stepped down as Chairman of The Health and Wellness Committee – Heuss was asked to be Chairman and wanted to inform the Committee, no objections. Information only.

The Committee reviewed and discussed the Comprehensive Study for the Fairgrounds that was prepared in 1981. A long term plan is to be developed with input from the Fairgrounds Promotional Committee and the Public.

Bob Benishek added that Mr. Dieck approached him regarding a property he has for sale West of the Fairgrounds. Information only.

- a. **Grandstands Repairs:** Rust removal and welding is complete and epoxy paint installed. Gutter replacement is a priority for 2017. Existing gutter leaks water into the building.
- b. **Airport Entrance Renovations:** The Airport Entrance Alterations project bid was rejected by the Airport Committee. The Committee is requesting that the Maintenance Department do the work. Heuss will work this project in with the help of the Maintenance LTE.
- c. **Safety Building/Health Care Center Signage:** These signs have been installed.
- d. **Camp Susan:** Contractor to repair building logs before 2017 camping season.

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

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

14. **Verify Date of Next Meeting:** The next regular meeting will be Monday, December 5, 2016 at 3:15 p.m. in the Wolf River Room.

15. **Adjourn:** Motion to adjourn at 4: 30 p.m. by Cahak, Seconded by, Nonnenmacher, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski,
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT
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Director of Facilities Management

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OFFICE PAINT POLICY

November 7, 2016

Langlade County facilities interior walls are painted a standard off white color. There are several reasons for this practice, including: Simplicity, cost, ease of repair, time efficiency, and cohesive appearance. The Public Property Committee has decided to allow exceptions to this practice, in accordance with the following rules:

1. Alternate office colors are limited to offices *primarily* serving children.
2. Requesting Department must pay for paint with their own funds and must make request to the PPC in person. Future office requests for the same department must be submitted to the PPC at that time.
3. Alternate colors limited to 2 approved alternate colors. (Do not want to end up with wild colors or 13 different colors). These colors will be selected with input from requesting staff & approved by Director of Facilities Management.
4. Painting of offices can be done by the requesting Department staff. A neat and orderly job must be done, and all mess cleaned up. Drop cloths must be used. Painting by Maintenance Department, if done, is subject to available time and will not be immediate.

End of Office Paint Policy

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November 7, 2016 – Public Property Committee Report

1. COMPLETED WORK

- SB/Jail: Replaced shut-off meter for jail cells, replace water pipe for jail cell toilet, install new camera in R2 Cell, clean/rake leaves around SB & Jail, shred paper for Nurse office, supervise inmate worker on County grounds, repair wiring for jail intercom system in Nurse office, install new outdoor sign.
- CH: Switch over to heat, reprogram all thermostats at courthouse after switching to heat for the winter, patched walls, stairwell walls, prep for painting, replace broken soap dispenser, replace ballasts and lamps in break room. Change 30 fluorescent bulbs in courtroom,
- RC: Move desk in land records.
- HCC: Make office signs for new employees, clean up after painting/put furniture back in offices 30 & 34, keys / fobs for 3 new employees, reset boiler #1 and reprogram with help from ALC, replace 2 ballasts in office 30 / replace bulbs / hang pictures, pull weeds around building & sign, spray roundup, change incandescent bulbs to LED in air handler room, reprogram 2 locks, office 13 repair desk & drawers, hang bulletin board, test all emergency lighting, remove old/install new outdoor sign, unload 1 pallet LED bulbs for HCC, unload supplies for Health Department, remove damaged metal shelf under TV in waiting area, purchase handrails & plan installation, start cleaning out garage, install/program/test new page control for DSS.
- Fairgrounds: Repaired hockey lights (bad obsolete breakers), winterized fairgrounds, setup/cleanup for events (craft fair, Oktoberfest, magic show, color run), repair water cooler in MPB, repair heating system in Maintenance Building, repair/recharge freezer in MPB kitchen, clean out freezer condensate pans (bad smell) in MPB kitchen, emergency repair to clover room furnace (fix shorted wire, replace fuse) before magic show event, unplug toilet/clean mess in restroom, clean gutters on MPB, remove flag for winter / close windows in Livestock Pavilion cupola, put away stages for winter, raise donor signs in Livestock Pavilion, prep for winter RV storage.
- General: Replaced batteries in keyless entry cabinets (all buildings), review safety / use of the scissor lift. Hang white board at Library. Jack Lake (VMP): Test, clean, audit all camper electric pedestals (3 days). Order parts and schedule work to be done. Repair 5 pedestals.

2. ADMINISTRATION

- Plan 2017 projects
- Highway Renovation Project:
 - Proceeding with progress drawings.
 - Structural Evaluation of 1958 Truck Building, 1937 Shop.
- Airport Entrance Alterations
 - Bids Opened. Revised proposal received / shared with Committee.
- Employee Reviews
 - Will complete in November. Department Head review at December meeting.

3. FACILITY STATUS

- Courthouse
 - Parking lot replacement 2017.
 - Small Courtroom renovations 2017.
- Safety Building / Impound Building
 - Replace Impound Building siding east side – Fall 2016.
- Highway Building
 - Site planning / soil borings for new building.
 - Structural review of existing buildings.

- **Camp Susan**
 - Contractor to repair building logs before 2017 camping season.
- **Jack Lake**
 - All campground electric pedestals tested and audited. Repairs currently being done.
- **Fairgrounds**
 - Replacing ceiling tile in Clover Room.
 - Clover room furnace needs replacement (original to building) – In 2018 CIP
 - Exposition building roof – 2017 replacement. Currently leaking around dormers.
 - 1983 Grandstands
 - Rust removal and welding is complete. Epoxy paint installed.
 - Budget for gutter replacement 2017. Sealant replacement low priority.
- **Resource Center**
 - Replacing carpet in Child Support Suite
- **Health Care Center**
 - New exterior sign has been installed.
 - Adding window for Social Service in waiting room area.

End of Monthly Public Property Committee Report