

Langlade County Public Property Committee Minutes

Date of Meeting: October 5, 2015 at 3:30 pm

Place: Wolf River Room – Resource Center

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

Members Absent: None

Others Present: Nate Heuss, Gary Olsen, Robin Stowe, Vern Cahak, Charlie Brinkmeier, Beth McCarthy, Judy Nagel, Marilyn Baraniak, Chris Berry, Drew Kelly and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 3:30 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 September 8, 2015:** Motion by Doug Nonnenmacher, to approve the previous meeting minutes, Seconded by Larry Poltrock, all ayes, Motion carried.
3. **Discuss purchasing display screens for the County Board Room:** Gary Olsen requested to purchase a 65” screen TV for the County Board room to be used as a display screen. Using this in conjunction with the projector would result in everyone being able to view the voting results. Walmart has one that would be appropriate for \$699.99. Larry Poltrock offered his 61” TV to try and see if this is what they want before purchasing a new one. The Committee agreed to try this at the next meeting.
4. **Discuss Lease for WEDC in the Resource Center:** The State currently rents office space in the Resource Center for the WEDC Director and is only willing to pay \$250.00 per month. Motion to approve a new lease with a 30 day termination clause and a monthly rate of \$250.00, by Dave Solin, Seconded by Nonnenmacher, all ayes, Motion Carried. Chris Berry, WEDC Director, is in agreement with the revised lease agreement.
5. **Request County to pay for the cost of Livestock Pavilion donor signs:** The Contingency fund does have funds to pay for these signs. Robin Stowe has requested a list of work that was done outside the scope of the original project. Dennis Mattmiller of added value projects, such as: restrooms, milk house equipment, insulation, just to mention a few. The Committee would like this list and documentation of the donor sign costs provided for the next meeting. Once this information is obtained, the Committee can proceed. This item is held over for documentation to be provided.

- a. **Review status of Livestock Pavilion and fund raising efforts:** No one from this committee was present to review this.
6. **Update on Storm Water Runoff charges at the Fairgrounds:** Charlie Brinkmeier and Beth McCarthy from the City have been reviewing the property regarding the storm water runoff fees. The parking lot runoff is where the expense is coming from. The pond is not designed to hold run off from the parking lot. The County is already receiving the maximum credit allowable for the racetrack area. No adjustment will be made. It would be prohibitively expensive to construct storm water ponds.
7. **Update on options and quotes for Resource Center Sign:** Heuss reviewed quotes and sample proofs of signs from several vendors. Funding has already been approved. After discussion, the Committee authorized Heuss to move forward with proposal from Superlettering & Signs, Inc., located in Schofield WI.
8. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** Benishek reviews the minutes from the previous meeting. Pam Jankowski reported on the Winter Storage in the Livestock Pavilion. Several spaces have been rented and it is anticipated the building will be to capacity. Ag and Extension equipment usually is stored in the Pavilion. Heuss is asking for direction on this issue. Dave Solin will check on this to see if Ag and Extension can store their own equipment.
9. **Permission to post NO SMOKING signs in the Grandstand:** Motion by Solin to purchase "No Smoking" signs and install them, Seconded by Poltrock, all ayes, Motion Carried.
10. **Fair Report:** None at this time.
11. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of September. (See attached)
 - a. **Jack Lake Shelter & Restroom Building – Construction Update:** Final Punchlist items. Closeout items remain. Shelter doors are being constructed.
 - b. **Safety Building Roof Replacement:** This work will be done Spring 2016.
 - c. **Racetrack pond clay removal:** This has been partly completed.
 - d. **Horse Barn Repairs & Painting:** New gates built and stained, stain has been applied to the barn. Arena fence needs replacing in 2016.
 - e. **Jack Lake Ski Chalet:** Concept design completed for Forestry. Forestry is handling construction administration.
 - f. **Courthouse office options:** No discussion
 - g. **Livestock Pavilion Ventilation:** Proceeding mid October.

- h. **Airport Repairs:** Repairing several dusk to dawn lights. Elastomeric paint installed on block
- i. **Exposition Building Water Line Repairs:** No discussion.
- j. **Small Courtroom:** Current small Courtroom is much too small. Several options have been discussed. District Court Administrator is currently reviewing west office site on Courthouse second floor.

The County Clerk has offered two existing offices within her department to be utilized as conference rooms for court purposes.
- k. **Highway Building renovations:** Beginning preliminary design. Restrooms need to meet ADA requirements. Evaluate front office, roof and remaining facility.
- l. **HVAC Study at Safety Building:** Heuss soliciting proposals for HVAC Study. Reviewing long term plan for equipment replacement and checking into energy efficiency options.

One of the Maintenance trucks has been deemed unsafe to drive due to frame deterioration. This is one of the plow trucks and needs to be replaced. The Forestry Department is trading in a 2011 - ½ ton quad cab that is suggested could be used to replace this; however, a ¾ ton would be a better choice for plowing. After discussion, options will be researched to see if this truck would be a good replacement.

The Committee discussed the retirement of an electrician in June of 2016 and is in favor of hiring his replacement a month in advance, provided there is funding.

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

- 12. **Approve Disposal of County Equipment:** List of items presented by Pam Jankowski. Motion to approve list by Nonnenmacher, Seconded by Poltrock all ayes, Motion Carried.
- 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, November 2, 2015 at 3:30 p.m. – location to be determined.
- 15. **Adjourn:** Motion to adjourn at 4:55 p.m. by Sam Hardin, Seconded by Solin, 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
October 5, 2015 – Public Property Committee Report

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1. COMPLETED WORK

- SB / Jail: Replace air filters in dispatch; spray for bugs in jail / safety building / courthouse; remove large county board tables for auction; repair / caulk metal flashing on safety building; spray for weeds at impound building; remove form boards from new concrete at impound & fill with granite; clean/reset smoke alarms in jail; replace water meter valves in cells; clean filters in UPS for 911 system.
- RC: Remove lights from zoning office; move bookcase for land conservation; patch holes in walls.
- CH: Bring 2 large file cabinets to auction; move bookshelf for Judge.
- HCC: Package/ship old fluorescent lamps; haul & shred paper; dig up parking lot light electric cable looking for fault; repair urinals / change light switch / replace sink trap; replace belt on air handler; unload 50 cases of fluoride rinse for health department; caulk expansion joint in wall panels on outside of building; replace 2 thermostats on water heater.
- Fairgrounds: MP Building: Change lights in women's restroom; setup / cleanup for international food festival; setup & cleanup for Kids' Safety Day; remove snow fence & steel posts at clay pit; clean wood chips off pavement by dump station; complete horse barn siding / build 4 corners for horse barn; photograph auction items; setup for Oktoberfest.
- General: 5 Digger's Hotline Locates; paint 3 picnic tables, load up auction items.

2. ADMINISTRATION

- Construction Administration – Jack Lake Shelter - Waiting for final closeout items.
- Safety Building Roof Replacement: Spring 2016
- Small Courtroom: Alterations being discussed.
- Highway Department: Preliminary planning of remodel project

3. FACILITY STATUS

- Courthouse
 - Elevator piston replacement scheduled for 2016.
 - Moving furniture into former Law Library. County Clerk back office to be used for depositions etc.
- Safety Building / Impound Building
 - Safety Building housekeeping update.
 - 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 Shelter
 - Final Punchlist items / closeout items remain.
 - Construction of doors.
- Fairgrounds
 - Horse Barn / Arena:
 - 2 coats of stain have been applied to new board. New gates built and stained white.
 - Arena fence needs to be replaced in 2016.
 - Livestock Barn
 - Ventilation work to proceed mid October.
 - Possible rental of pits area as utility project staging area winter 2017-18
- Resource Center
 - Researching options for new exterior sign.

- Airport
 - Repairing several dusk to dawn lights.
 - Elastomeric paint installed on block.
- Highway Department
 - Evaluate Highway Office area / design renovations Fall 2015. Evaluate roof/existing facilities.

End of Monthly Public Property Committee Report