

**WEDNESDAY, JANUARY 8, 2020 – 9:00 A.M.**  
**PUBLIC PROPERTY COMMITTEE OF**  
**OCONTO COUNTY BOARD OF SUPERVISORS**  
**CONFERENCE ROOM #2119 – 2ND FLOOR COURTHOUSE BLDG “C”**  
**301 WASHINGTON STREET, OCONTO, WI 54153-1699**

*(Draft minutes, not approved by Committee)*

COMMITTEE PRESENT: Doug McMahon, Karl Ballestad, Bart Schindel, Ken Linzmeyer, John Matravers

COMMITTEE ABSENT: None

OTHERS PRESENT: Kevin Noack, Maintenance Engineer; Kathy Goldschmidt, Deputy County Clerk; Maria Roberts and Jenny Frewerd, Clean Right Janitorial LLC; Pat Virtues, Zoning Administrator; and Betty Bickel, Business Manager

1. Approval of Agenda
  - A. Change of Sequence – None.
  - B. Removal of Items – None.Motion by McMahon/Linzmeyer to approve the agenda as presented. The motion was voted on and carried.
2. Approval of Minutes of Previous Meeting 12/4/2019  
Motion by Matravers/Schindel to approve the December 4, 2019 minutes. The motion was voted on and carried.
3. Meet with Zoning Administrator Regarding Office Areas in the Planning & Zoning Department  
Pat Virtues, Zoning Administrator updated the committee on temperatures in the Planning & Zoning Department, stated have been better since raising the temperatures. Also discussed office space and removal of filing cabinets after scanning project is complete to hopefully allow for better air circulation. Committee discussed possibly insulating the south and west walls on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of Building A.
4. Discuss Replacement of Carpet in Zoning Department (Enc.)  
Motion by Linzmeyer/McMahon to recommend to county board contract with H.J. Martin in the amount of \$10,695.00 to replace the carpet in the Planning & Zoning Department. The motion was voted on and carried.
5. Communications  
Update was given on two building use applications submitted for 2020.
6. Contract Cleaning Update  
Kevin Noack, Maintenance Engineer reviewed items that need attention by Clean Right Janitorial LLC: Court Room A & B need to be dusted and cleaning of Assistant District Attorney's office, cleaning crew to contact office for work schedule. Clean Right Janitorial LLC did not purchase tile cleaner, not cost effective when used for only one company. Floors not waxed by end of year due to family emergency, will try to complete by the end of January.
7. On-Call Log  
There was one call-in for the month of December: 12/25/19 – Pod 19 A&B both toilets plugged.
8. Approval of Department Requests for Office Furniture/Equipment, If Any - None
9. Beyer Home Property  
Noack updated committee waiting for frost to remove tree.
10. Discuss Temperatures in Courthouse  
Maintenance Department checked values in the Health & Humans Services Department since increasing temperatures. There were some problems with a few valves, 2 windows have a slight crack and windows shifted due to subtle vibration in the building. Over all less complaints.
11. Update on Health & Human Services Counter  
Three company's showed up for the mandatory walk through, bids will be opened at the next committee meeting February 5, 2020.
12. Update on Building B Heating System  
Controllers shorted out on the Building B Heating System, upgrade was complete.

13. Update on Key Replacement Sheriff Department  
Key replacement project is complete, project cost \$3,493.00. If situation ever occurs again back up plan includes space for expansion.
14. Update on Surge Protectors – Courthouse  
No surge protectors can be placed on Wisconsin Public Service end. Northern Electric Incorporated (NEI) is submitting quote to place surge protectors on all sub feeder lines, committee will discuss at their next meeting.
15. Approve Carry Over for Account #100-26-51610-52420  
Following discussion, motion by Schindel/McMahon to request to the Finance/Insurance Committee to carry over funds from Account #100-26-51610-52420, balance as of December 31, 2019 was \$41,351.91. The motion was voted on and carried.
16. Update on Sidewalk Replacement  
Concrete for sidewalk has been poured, Noack will keep skid steer off until next year and minimize salt until can be sealed.
17. Review Prior Months Vendor Payments  
Committee reviewed prior month's vendor payments.
18. Announcements/General Information (No action to be taken)
  - \* Noack gave update on 2019 vacation balance.
  - \* Skid Steer was fixed and is running good.
  - \* Lighting on the East and North ends of Building C were replaced with LED lights for \$8,585.00.
19. Set Next Meeting Date  
Next regular meeting is scheduled for February 5, 2020 at 9:00 a.m.
20. Adjournment  
Motion by Linzmeyer/Matravers to adjourn meeting at 10:52 a.m. The motion was voted on and carried.

Kathy Goldschmidt, Deputy County Clerk, Recorder

Posted: 1/9/20