

# Langlade County Public Property Committee Minutes

**Date of Meeting:** April 1, 2013, at 6:00 pm

**Place:** Resource Center – Wolf River Room

**Members Present:** Chairman Robert Benishek, Vernon Cahak, David Solin  
Doug Nonnenmacher and Jeffrey Zalewski

**Members Absent:** None

**Others Present:** Nate Heuss, Gary Olson, Duane Haakenson, Keith Wilson, Ora  
Monegar, Jerry Olson and Pam Jankowski.

1. The meeting was called to order by Chairman Robert Benishek at 6:00 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 March 4, 2013:** The previous minutes gave the impression that Pam Jankowski was a full-time clerical employee for the Maintenance Department. Gary Olsen would like the minutes amended to reflect that Pam Jankowski is 50% Finance Department and 50% Maintenance Department. Her office is located in the Maintenance Building; however, her job duties consist of various Finance duties as well. Motion by Vern Cahak to amend and approve the previous minutes of March 4th as stated, Seconded by Dave Solin, all ayes, Motion carried.
3. **Discuss providing office space at the HCC for Menominee Transit to have a presence in the County for administering the County's 85.21 Transportation grant.** Gary Olsen presented discussion regarding office space in the Health Care Center for Menominee Transit. The office space that was formerly used by the Transportation program is currently vacant and they have expressed an interest in utilizing that space. Olsen stated they would not be charged rent and they would be supplied a phone and internet service due to the fact that they are implementing our grant and any fees would be charged back to the County. Motion by Solin, Seconded by Cahak, to allow this space to be used by Menominee Transit, all ayes, Motion carried.
4. **Consider moving into closed session pursuant to Sec. 19.85(1) (e), Wis. Stats., to deliberate or negotiate the acquisition of public improvements to the fairgrounds and/or the racetrack with representatives of the Mole Lake Tribe/Casino:** No discussion for closed session at this time, Olsen explained there is a new Tribal Counsel and this item this can be put back on the agenda when we know they will be attending a meeting.
5. **Return to open session with possible action on any matters discussed in closed session:** No closed session was taken.

6. **Discuss scheduling at the Fairgrounds:** Gary Olsen explains that Pam Jankowski has taken over the Fairgrounds Scheduling and provided the Committee with new forms and procedures that she has worked on with the Fairgrounds Advisory Committee. Olsen explained that the Fairgrounds has its own Department page on the Langlade County website. Pam Jankowski explained the new calendar she is working on that is web based and can be found on our website. She stated this should be available on-line by April 8<sup>th</sup>. Zalewski stated that Pam along with their committee has worked very hard to come up with the new policy and they are making progress and working towards making using the fairgrounds a “user friendly” experience. The Committee will go into closed session next month regarding scheduling concerns.
  
7. **Report from Fairgrounds Advisory Committee** Zalewski discussed the sanitation issues regarding the cattle barn. Cirrinity has the Wi-Fi capability available in the Multi Purpose Building. Ron Barger, Director of the Health Department had sent a report with his recommendations regarding a sanitation policy, he suggested no food while animals are present in the barn. Ten days after the barn has been cleaned it should be safe for food again. Signage needs to be posted and a Policy needs to be written for Public Property Approval. Robin Stowe is currently working on the Fairgrounds Policy/Agreement and he may be able to incorporate the sanitation policy into that. Zalewski stated the Maintenance Department inquired about the possibility of insulating the Commercial Building and if his Committee thought it would be beneficial in terms of revenue. The Fairgrounds Advisory Committee agreed this would definitely be beneficial. Heuss stated this project will be delayed until next year and they will discuss insulating the building again at that time. Robin Stowe would like an agenda item for next month to discuss giving the Fairgrounds Advisory Committee more authority in decision making.
  
8. **Discuss reimbursement to Keith Wilson for 4-H Kitchen stove purchase.** Keith Wilson was present and is requesting reimbursement for a stove he bought for the 4-H kitchen. Wilson explained the need for a new one and the opportunity came up and he purchased it for them. The existing stove is extremely old and there have been numerous operational and safety concerns. The cost was \$450. Motion by Cahak to reimburse this cost to Keith Wilson, Seconded by Nonnenmacher, all ayes, Motion carried. Wilson to submit paperwork to the Maintenance Department for payment. This will be reimbursed to him from the Fairgrounds accounts.
  
9. **Discuss Edison Street lot and alternate locations for storage building for Sheriff's Department:** Heuss updated the Committee on the site for this building and has been working with the City regarding this. This was for information purposes only.
  
10. **Request to purchase 30” X 84” addition to an existing desk with funds coming from the Equipment Replace Fund – Land Records:** Duane Haakenson presented the need for a new desk addition for his desk in Land Records. The quote from Clermont printing is \$530. Motion to approve this purchase by Solin, Seconded by Zalewski, 4 ayes, 1 nay (Nonnenmacher) Motion carried.

11. **Discuss Racing Proposal by Jerry Olson-USAC:** Jerry Olson appeared and has made his deposit for his first race coming up April 28<sup>th</sup>. He stated there has been no compromise regarding the July 4<sup>th</sup> race that Antigo Stock Car would like to host.
12. **Courthouse Cleaning Contract:** Heuss presented bids for the Courthouse Cleaning Contract. Trident submitted a bid of \$15.90 per hour and Antigo Building Maintenance submitted a bid of \$15.10 per hour. Antigo Building Maintenance currently holds the contract. Motion by Cahak to accept the low bid from Antigo Building Maintenance, Seconded by Zalewski, all ayes, Motion carried.
13. **Review Status of Animal Barn Project:**
  - a. **Update from Fundraising Committee:** No one is present for an update at this time. This Committee would like someone here at the next meeting to discuss this.
  - b. **Organize upcoming Open House Event:** Bob Benishek updates this Committee on the upcoming Open House Event that is scheduled for June 9<sup>th</sup>.
14. **Review Maintenance Projects:** Heuss gives his report for March and the Committee accepts his report.
  - a. **Resource Center HVAC Alterations:** Bauer Plumbing & Heating has started work on this project. Controls need to be resolved. Proposal for Direct Digital Controls from Automated Logic for \$18,640. Motion by Solin, Seconded by Zalewski to allow Automated Logic's proposal, all ayes, Motion carried.
  - b. **HCC Generator:** The generator is finished and in place. Cummins will be back to resolve an issue with the Generator Unit.
  - c. **HCC Re-Roof:** 4 bids have been received. – see tabulation. Kulps of Stratford-\$168,500 is low bid, alternate price has a deduct of \$14,000 to omit additional insulation. All bids are over the \$160,000 budget. Project could meet budget if added insulation is omitted; however the insulation would allow energy savings over the 20 year life span of the roof. A contingency is needed for disconnecting / reconnecting rooftop A/C units and for replacement of any wet insulation that is found. Motion to take this to County Board to request additional funding by Zalewski, Seconded by Solin, all ayes, Motion carried.
15. **Approve Disposal of County Equipment:** List of items presented to the Committee. Motion to approve list by Zalewski, Seconded by Cahak, all ayes, Motion carried. See Attached.
16. **Approve Office Equipment/Furniture Purchases:** None at this time.

17. **Review Budget Summary:** Committee Members reviewed the Budget Summary Report. Motion by Nonnenmacher to approve this report, Seconded by Solin, all ayes, Motion carried.
18. **Review paid bills:** Committee Members reviewed the Disbursement History Report for bills paid in March. Motion by Nonnenmacher to approve this report, Seconded by Solin, all ayes, Motion carried.
19. **Verify Date of Next Meeting:** The next regular meeting will be Monday, May 6, 2013 at 6:00 pm at the Resource Center, Wolf River Room.
20. **Adjourn:** Motion by Zalewski, Seconded by Nonnemacher to adjourn at 7:25 pm, all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski  
Recording Secretary

**LANGLADE COUNTY MAINTENANCE DEPARTMENT**  
**Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409**

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Nate Heuss  
Director of Facilities Management

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April 1, 2013 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Painted visitation room, hung wall files, replaced jail control flooring, replaced carbon filter and scale cartridge in kitchen, unplug sinks/toilets in jail, replace day / night bulbs in jail, repaired intercom at Edison street entrance. Traced wires and hooked up 911 emergency power phones. Change light fixture ballasts.
- RC: Repaired toilet, moved furniture for hvac project, move snowbanks with front end loader, relocated offices for Zoning, rehung coat rack, changed lamps, protect building from falling ice coming off roof.
- HCC: Moved computer equipment from veteran's office to IS, start up on new generator
- CH: Check wiring for D.A. Dictaphone, install lock cylinder,
- General: Barn electrical (priority project), haul & shred paper, repaired floor drain in carpenter shop, install wood blocking for electrical in cattle barn, open frozen storm sewer drains / pipes at Fairgrounds, install lock cylinder in ticket booth, clean floor in multi-purpose building after ice out.

2. ADMINISTRATION

- Architectural Work – Updated Forestry Committee with quotes for Veteran's Park Building. Prepared bid documents for Commercial Building / Food Stand Residing; Maintenance Shop Roofing/Siding. Pre-bid meeting for HCC Roof Replacement.
- Focus on Energy grant: Proceeding with VFD's for HCC Air Handling Units. LED exterior lighting. Maintenance Shop Lighting. Monthly meetings.
- Painting week in April.

3. FACILITY STATUS

- Cattle Barn
  - Electrical work.
  - Landscaping work May 18, 2013. Restrooms need funding before proceeding.
  - HVAC pending available funds. Cannot store vehicles in barn w/out ventilation.
- Health Care Center
  - Emergency Generator project substantially complete. Generator startup March 25.
  - Roof replacement project to start pending approval.
  - Install Digital Controls Fall 2013
- Courthouse
  - Re-lamp vaults & mechanical rooms with more efficient lighting.
  - Upcoming relocation of IS department.
- Safety Building
  - 7,350 S.F. Impound Building Site – Site Selection.
  - Finance & IS departments will move into former probation & parole space.
- Resource Center
  - HVAC project will be starting. Maintenance staff will pull wires for controls.
  - Replace west side single pane windows in spring/summer.
- Fairgrounds
  - Bid re-pavement project for work to be done in summer.
  - Paint rabbit barn and schoolhouse in summer.
  - Maintenance Building Roof

**HCC Roof Replacement Project  
 Bid Opening - April 1, 2013 at 12:15 pm  
 Forestry Office - Langlade Co Fairgrounds**

Name of Bidder	Bid Price #1	Alternate Price #1	Unit Price #1	Voluntary Alternate	Bid Bond	Addenda	Comments
Kulp's Stratford	\$ 168,500.00	\$ 14,000.00	\$ 0.25		Yes	#1	
Maurer Roofing	-----	\$ 17,500.00	\$ 1.00	\$ 206,180.00	Yes	#1	60 mil TPO
Home Insulation	No Bid						
Quality Roofing	\$ 177,554.00	\$ 30,107.00	\$ 2.00	-----	Yes	#1	
Custofam Corp.	\$ 210,930.00	\$ 18,200.00	\$ 2.50	\$ 9,000.00	Yes	#1	

# Items Ready for Public Surplus Auction

as of April 1, 2013

<b>Qty.</b>	<b>Description</b>	<b>Condition</b>
1	Post Drafter	Good
1	Desk Top Printer Lanier 5613 EO Johnson	Good
1	Metal 2 drawer cabinet, approx. 3 ft high and 3.5 ft wide	Fair
7-8	Tree Stands - Forestry	Good