

Langlade County Public Property Committee Minutes

Date of Meeting: April 2, 2012; 6:15 p.m.

Place: Wolf River Room, Resource Center

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

Members Absent: None

Others Present: Robin Stowe, Nate Heuss, Dennis Klement, Don Schroeder, Nick Salm, Dan Zupon, Tim Spiegl, Ora Monegar, Ted Smith, Jason Nagel, Butch Maly, Dennis Mattmiller, and Terry Poltrock

The meeting was called to order by Chairman Nonnenmacher at 6:15 p.m., in the Wolf River Room, Resource Center. Motion by Benishek, seconded by Solin to approve the minutes of the March 8, 2012 meeting. All ayes. Motion carried.

Discuss Request to Use Tables and Chairs for Dairy Breakfast on June 24: Butch Maly of the Dairy Promotion Committee informed the committee that every other year they sponsor a June Dairy Month Breakfast, which will be held June 24. The breakfast will be held at the Schroepfer farm. The Dairy Promotion Committee would like to borrow 50 tables and 300 chairs for the event. They would pick up the tables and chairs and return them. Motion by Benishek, seconded by Cahak to allow the Dairy Promotion Committee to borrow 50 tables and 300 chairs for the Dairy Breakfast on June 24, 2012. All ayes. Motion carried.

Review and Approve Draft of Camp Susan Lease Extension with 4-H: The current Lease entered in 1941 will end December 2, 2040. Given the additional investments that 4-H has made or will be making to Camp Susan, the Leaders Association has requested that the Lease be extended for an additional 50 years from now (or until December 2, 2062). Stowe had provided the Committee with a revised Lease which not only extends the Lease but more clearly represents the rights and responsibilities of the parties. For example, the legal description for the leased premises better describes the actual area encompassed by the buildings and grounds that comprise Camp Susan. Also, provisions from the original Lease were removed since it appeared that some time ago the parties decided not to adhere to them, such as the requirement that Camp Susan activities comply with a plan adopted by the Forestry Committee and a reference that State aids on County forest lands would be set aside for future improvements to Camp Susan, if needed. Also, the language regarding day-to-day maintenance was not changed. Klement inquired if the committee would be willing to include language regarding a formula for repairs over a certain threshold to use as a guideline. The committee felt that the current Lease language has worked very well in the past so felt no need to add language regarding a formula for larger expenses. The 4-H Board of Directors will review the lease on April 19 and it will be brought back to the May Public Property Committee meeting for action.

Review Status of Projects – Storage Building – Update from Fundraising Committee:
Dennis Mattmiller updated the committee on the status of the fundraising for the storage

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building. There is currently \$205,000 in cash, \$20,000 owed for a wing (can be accessed when necessary), \$244,847 from Langlade County, \$6,136 from 4-H, and \$10,000 owed for a wing for a total of \$485,983. Mattmiller also stated that the decorative block is being donated and the cement work labor is being donated. The committee still plans to seek sponsor donations for 80 stalls and may seek sponsor donations for the cupola as well. Also, the wall has been donated for the cattle wash pad.

Review Bids for Storage Building: Heuss stated that the bids had been opened today as 12 noon. He reviewed them with the committee:

Contractor	Base Bid #1-Bldg. Contractor	Base Bid #2- Plumbing	Base Bid #3- HVAC	Alt. Bid #1-Steel Bldg.	Alt. Bid #2- Reduce concrete wall	Alt. Bid #3-Omit coiling doors	Bldg.	Alt. Bid #4 Plbg	HVAC	Voluntary Alternate Bid
S.D. Ellenbecker	\$453,385				(\$2,775)	(\$32,183)	(\$5,071)			
Decker Lumber	\$419,800				(\$3,300)	(\$35,700)	\$7,900			
McNeil-West	\$425,900		\$26,750		(\$3,300)	(\$12,950)	\$8,031		\$1,400	Paint (\$3,090)
Spiegl Construction				\$427,000	(\$920)	(\$12,800)	\$12,600			Glass (\$290)
Heinzen Plumbing		\$29,946						(\$3,372)		Tax & Conc. Tank (\$1,330)
Bauer Plumbing		\$19,000	\$18,172							
Filbrandt Plbg. & Htg.		\$41,000						\$1,700		
Jerome Filbrandt P&H		\$29,931	\$24,737					\$1,000	\$1,300	Combined Bid \$53,000
Northcentral Mechanical			\$21,338						(\$936.00)	

Heuss also stated that there was an irregularity with the Bauer Plumbing bid as bidders were requested to include sales tax in their bid and Bauer did not.

The bid from Speigl Construction is for a steel building, while the other 3 bids are for wood frame pole buildings. Throughout the design process, the steering committee has consistently stated that, if cost is comparable, they would prefer a pre-engineered steel building. A steel building will last longer, have fewer places for birds to nest and have fewer problems with deterioration than a wood pole building. It will also have a thicker gauge of metal roof & wall panels and a more open ceiling space. Since Speigl's bid is competitive with the wood frame bids, the steering committee believes it highly advantageous to accept this bid.

A spreadsheet listing a breakdown of anticipated project costs was distributed and reviewed (see attached). The estimated total project cost remains in the range of \$550,000 - \$600,000.

4-H has stated that they will come up with a reasonable way to address manure stacking.

Heuss asked for clarification from Stowe regarding the application of prevailing wage rates to parts of the project that would be performed by volunteer labor. In the past, DWD has required that all work on a project for which a State wage rate applies must be volunteered in order to

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exempt that work from the wage rates. Stowe will review how the law as revised in July of 2011 addresses volunteer labor. Stowe reminded the Committee that work that can be legitimately considered a separate project, such as the concrete flatwork, may not be subject to the prevailing wage rate law if the project doesn't exceed the new cost thresholds. Additionally, Stowe has forwarded questions regarding the County's liability for volunteers to the County's insurance carriers.

Concerns were raised regarding being able to have a useable building in time for the fair. Tim Spiegl asked for approval to proceed as soon as possible. As has been previously discussed, it is unlikely that the building will be 100% complete by fair time, but it may be possible to have the enclosure built and useable if construction is begun promptly. If the contract can be awarded before April 17th, then each additional day gained toward construction of the new storage building will help. Also, to expedite the approval process to purchase other work and services associated with this project, it would be beneficial for the County Board to delegate additional authority to the Public Property Committee to approve such work to the extent that funding is available from additional donations.

After discussion, motion by Solin, seconded by Benishek to award the contract to Spiegl Construction to construct a pre-engineered steel storage building for \$427,000. All ayes. Motion carried. Also, motion by Benishek, seconded by Zalewski to hold a special county board meeting on Wednesday, April 4 at 6 p.m., to approve awarding the contract to Spiegl Construction for \$427,000 and to give approval for the building construction only as that funding is available. All ayes. Motion carried. Motion by Zalewski, seconded by Benishek to waive irregularities with Bauer Plumbing bid regarding the exclusion of sales tax on his plumbing and HVAC bid and to have Heuss contact the bidder regarding waiving the 30 day bid period and extending bid to 60 to 90 days. All ayes. Motion carried.

Review Bids for Camp Susan Roof Project: Heuss reviewed the bids with the committee that were opened earlier today.

Contractor	Total Bid – All Work
Chapin Construction	\$35,013.17
Decker Lumber	\$50,850.00
McNeil-West	\$55,900.00
Tradewell Construction	\$59,700.00

Motion by Solin, seconded by Benishek to accept the low bid of Chapin Construction of \$35,013.17 for the Camp Susan roof project. All ayes. Motion carried.

Review Maintenance Projects: See attached report.

Discuss the Possible Purchase of the McKenna Warehouse located at 832 Edison Street: Chairman Solin had requested that this item be added to the agenda to discuss the status of the McKenna warehouse as a possible storage building for the Sheriff's department. The Sheriff has been interested in the constructing a new evidence storage building located on County-owned property at the corner of Edison Street and Fourth Avenue. Stowe stated that the McKenna warehouse has approximately 13,000 sq. ft. There have been two additions; one in 1960 and the other in 1980. The County submitted offers to purchase the property in 2004 and

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2008. The Committee directed Nate Heuss to develop a cost-comparison for constructing a new evidence storage or purchasing the existing McKenna warehouse. Information only at this time.

Antigo Stock Car – Discuss the Process Used to Ensure that the Track is Returned to Good Order After Each Use: Antigo Stock Car has had problems in the past when other users have used the race track and it is not returned to its original condition. Pursuant to the Fairgrounds Policy, each user is responsible to return the leased premises to a satisfactory condition. The fairgrounds advisory committee is recommending that the maintenance department inspect the race track before and after each use to ensure that the race track is in proper shape for any and all events. Heuss has agreed that a member of the maintenance staff would be available to take on this task. Antigo Stock Car stated that it costs them approximately \$345 to grade the track after normal use. The cost would be more after the off-road races. The fairgrounds advisory committee will be working on a deposit for race track use for 2013.

Report and Recommendations of Fairgrounds Advisory Committee – AVAIL Computer Recycling – May 4-5, 2012: Zalewski stated that the fairgrounds advisory committee is recommending that the rent be waived for this two-day event as it has been waived in the past as they are providing a community service, which allows these items to be disposed of properly so they are not found in the ditches and the woods. They are also providing an in-kind service to Langlade County as Langlade County has only been charged cost. Motion by Solin, seconded by Cahak to approve waiving the rental fee for AVAIL's Computer and Electronics Recycling on May 4-5, 2012 as they provide an in-kind service to Langlade County in lieu of rent. All ayes. Motion carried.

Zalewski also stated that the committee would like an addition to the fee schedule of an inclement weather fee of \$100/day and this use would be based on availability. Besides Music in the Park, CoVantage Credit Union has used the Clover Room as a rain location for their company picnic. After discussion, motion by Solin, seconded by Benishek to approve adding an inclement weather rental fee of \$100/day to the current fee structure, which would be based on availability. All ayes. Motion carried.

Zalewski also informed the committee that the Wisconsin ATV Association is planning to hold their meeting and trade show at the Langlade County fairgrounds on August 17-18, 2012.

Consider and Approve Revisions to the Purchasing Policy: The current purchasing policy does not provide any direct purchasing authority to department heads, limits the purchasing authority of oversight committees to \$10,000, and requires competitive bids for any purchases over \$25,000. Due to these purchasing limits, oftentimes items that have already been approved by the County Board in the annual operating budget must be re-approved by the County Board before the item or service may be purchased. Stowe is recommending that the current purchasing rules be revised to reduce the steps involved in obtaining approvals to purchase items that have already been approved in departmental budgets and also to enhance the efficiency in the method of purchasing budgeted items. The existing policy does not designate any purchasing authority to department heads (except two dept. heads to purchase replacement parts), Committees lack the direct authority to purchase any item valued over \$10,000 (\$20,000 for Highway), and the policy contemplates that a competitive bidding process will be used unless an exception applies. Stowe has recommended revising the policy to delegate some purchasing

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authority to department heads, to raise the spending authority of committees and to only require competitive bidding when required to do so by law (i.e., for public works projects over \$25,000). The committee recommended delegating purchasing authority of \$5,000 to department heads, and raising the spending authority of committee to \$20,000 for oversight committees and \$40,000 for Highway). Under the revised policy any item (other than a public works project over \$25,000), the committee may select a method of purchase designed to promote fair and reasonable competition and to obtain the lowest practicable price; such as, competitive bids, soliciting requests for proposals (RFPs), or obtain price quotes. Using a method other than competitive bidding, also allows the County to provide discounts to local vendors such as the Buy Local program. Benishek stated that with the changes being discussed that the full county board should be part of this discussion and the committee concurred. Stowe will make these changes and review the policy with the county board in April and take action at the May county board meeting.

Approve Disposal of County Equipment: A list of surplus property was provided by the finance department. Motion by Solin, seconded by Benishek to approve selling the list of surplus property on the Public Surplus site. All ayes. Motion carried. There were also a few items that the county has not been able to sell on the Public Surplus website so they are asking approval to sell them as scrap metal. Motion by Solin, seconded by Benishek to allow the finance department to scrap out items that they are unable to sell on the Public Surplus website. All ayes. Motion carried.

Review Budget Summary: The committee reviewed the maintenance department budget summary as of March 31, 2012. Motion by Cahak, seconded by Zalewski to accept the budget summary. All ayes. Motion carried.

Department Bills: Monthly bills paid in March were reviewed. Motion by Cahak, seconded by Zalewski to approve the bills. All ayes. Motion carried.

Next Meeting: The next regular meeting will be Monday, May 7 at 6:15 p.m., in the Wolf River Room, Resource Center.

Adjourn: Motion by Solin, seconded by Nonnenmacher to adjourn at 8:15 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1633 Neva Road, Antigo, Wisconsin 54409

STORAGE BUILDING/CATTLE BARN

OPINION OF COST

April 2, 2012

PRE-ENGINEERED STEEL BUILDING COST

BUILDING - As Bid	\$427,000	
<i>(Coiling Doors are \$12,800 of this amount)</i>		

\$427,000

SITE WORK / DEMOLITION

Tipping Fees	\$7,000	
Landscape Restoration (black dirt - Labor by Maintenance)	\$2,500	
Donated topsoil (Meverden)	(\$2,000)	

\$7,500

BUILDING SYSTEMS

Electrical (Materials only - Labor by Maintenance Department)	\$22,500	
Plumbing - As Bid	\$19,000	
Mechanical - As Bid	\$18,200	

\$59,700

CONSTRUCTION SUBTOTAL		\$494,200
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CONSTRUCTION CONTINGENCY	10%	\$49,420
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ESTIMATED CONSTRUCTION TOTAL		\$543,620
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ENGINEERING/PLAN APPROVAL

Structural/Electrical/Plumbing/Mechanical/Geotechnical Engineering	\$11,000	
Architectural Design/Coordination/Administration (Heuss)	\$0	
Site Survey (Tlusty)	\$0	
State Plan Review Fees - plbg, electrical, building/hvac	\$2,500	

\$13,500

ESTIMATED PROJECT COST		\$557,120
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Additional Items

Road Base and Asphalt	\$5,500
Road Patch at North Avenue	\$1,100
Concrete Flatwork & Decorative Block (Materials Only)	\$29,000
Milkhouse Equipment reinstallation	\$3,000
Manure Facility (4H will adress)	\$0
Cattle Wash Pad w/ 4' wall (Materials Only)	\$12,500
Cattle panels (by 4H)	\$0

Subtotal	\$51,100
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LANGLADE COUNTY MAINTENANCE DEPARTMENT
Fairgrounds - 1633 Neva Road, Antigo, Wisconsin 54409

Nate Heuss
Director of Facilities Management

PHONE – 715-627-6307
FAX - 715-627-6550

April 2, 2012 – Public Property Committee Report

1. MONTHLY PROJECTS

- Fairgrounds: Salvaged barn vents, utility shutoff for barn, assistance with barn demolition/site preparation, assisted with survey, calculated electrical materials for new cattle barn/solicited quotes, installed wireless connection between Forestry & Maintenance / added patch panel and terminated / test cables in Maintenance / worked with Camera Corner to get wireless to work, stripped and waxed floor in Multi Purpose building, scrubbed hockey room floor and set up P.A. after rink takedown, worked on tractor.
- SB / Jail: Repair / Replaced 2 phones in Jail, changed jail lock cylinder, painted conference room / moved furniture for new carpeting in conference room and probation / parole, unplug toilets/sinks in jail cells, pulled hooks, unplugged kitchen grease trap drain.
- HCC: Moved 2 offices out / in for carpeting, located multiple roof leaks / had repaired / water cleanup, changed lamps / ballasts , completed installation of emergency exit lighting, installed time clocks for parking lot lights, inspected entire carpet installation and met with installer to review
- CH: Changed lamps & ballasts in law library, Pulled phone cables/ phone system work , building oak table for judge's office
- RC: Documented computer/light loads all offices (HVAC study), moved out old furniture, cleaned out storage for zoning, and removed air conditioning unit covers.
- General: Locate Fiber Optic Cable per Diggers Hotline Requests, shredding paper, cleaned out shop.

2. OPERATIONS & PROCEDURES

- Cattle Barn – Answer bidding questions, issue addenda, demo done / sitework in progress.
- New Phone system cable pulling.
- Focus on Energy BOC level 2 training

3. ONGOING PROJECTS

- Cattle Barn
 - Answer Bidding Questions.
 - Sitework is complete.
 - Construction schedule: Assuming County Board approval April 17, could have contract let within one week. Schedule is contingent upon having enough funds.
- Lock Cylinder Replacement / Card Access
 - Lock cylinder installation – interior locks, floors 1-3.
- Health Care Center
 - Phone system cable pulling (additional scope of work).
 - Carpet Project – Complete pending punchlist items
 - Landscaping / lawn completion next summer.
- Courthouse
 - Phone system cable pulling – proceeding with additional work.
 - Lighting efficiency improvements as time becomes available– work remaining in many other offices at courthouse.
- Safety Building
 - Corridor / Parole carpet is complete.
 - Parole is looking for more space. Have not had time to pursue. Social Services concerns about using HCC space. Sheriff does not want to give up fitness space.
- Resource Center
 - HVAC system study beginning. Documenting heat load in offices (lights / computers)
- Camp Susan
 - Accept re-bid of roofing work. End date changed to June 30.