

Langlade County Public Property Committee Minutes

Date of Meeting: April 7, 2014 at 5:00 pm

Place: Resource Center – Wolf River Room

Members Present: Chairman Robert Benishek, Vernon Cahak, Dave Solin, Jeff Zalewski and Doug Nonnenmacher

Members Absent: None

Others Present: Gary Olsen, Pete Pennington, Robin Stowe, John Schunke, Diane Baker, Angie Close and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 5:00 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 3, 2014:** Motion by Vern Cahak, to approve the previous minutes, Seconded by, Jeff Zalewski, all ayes, Motion carried.
3. **Discuss Fairgrounds Promotional Committee's previous meeting minutes with questions if any:** Doug Nonnenmacher wanted to know the result of the request for reduction of fees for the Pro-Vintage Snowmobile race event. Robin Stowe advised the request was denied. Stowe makes this Committee aware of the problems there have been with the 2 events we have had so far under the new Policy. Deposits, Certificates of Insurance, and general paperwork are not being presented in a timely manner and in the future this may result in “last minute” revocations of scheduled events. The Committee agrees that the rules of the Policy need to be adhered to and ramifications may take place if needed.
4. **Request to print Fairgrounds Brochures from Fairgrounds Promotional Committee:** Angie Close, a member of the Fairgrounds Promotional Committee, presented the Fairgrounds Brochure and is requesting permission to order 250 for a cost of \$170.00 from Bina Impressions Printing. They would like to distribute brochures by mail and have copies to pass out to interested prospects for leasing the grounds. It was suggested that they could ask for sponsorship for the printing costs of the brochure next time they need printing. Motion by Dave Solin to fund the printing of the brochure from fairgrounds revenue, Seconded by Jeff Zalewski, all ayes, Motion carried.
5. **Referral from Personnel Committee to consider available office space in the Courthouse or Safety Building for the Family Court Commissioner:** Family Court Commissioner, Melina Olsen is requesting office space. While she is working on a part time basis, she would like to have an office either in the Courthouse or the Safety Building. Stowe stated that he has explored several possibilities and the only space available would be in the Resource Center.

The Committee decided that Olsen can schedule time in advance in the Law Library for use as office space which is located in the Courthouse and if for some reason the Law Library is not available, then meeting rooms can be reserved as office space in the Resource Center.

6. **Open Proposals for Jail Shower Repair Project:** One proposal was received for this project from Eco Chic Coatings, from Bessemer Michigan, which was opened and read by Bob Benishek. Their proposal was in the amount of \$18,958.00 and included (6) - 3'x3'x8' tile shower restorations along with additional surface prep outside of showers and curb installation. Other proposals were previously solicited and this proposal is the least expensive option. Diane Baker explained the need for this work at the Jail and this item was one in need of repair per the State Inspection. Motion to approve the proposal and allow this work if Nate Heuss is agreeable with this contractor and quote, by Zalewski, Seconded by Solin, all ayes, Motion carried.
7. **Information update regarding the McKenna Warehouse:** Stowe reported that McKenna has made arrangements to complete Phase I and II environmental testing and after testing is complete the County previously agreed to submit a request for the General Liability Clarification Letter at a cost of \$700. McKenna has requested Stowe to submit a formal Offer to Purchase and has asked for the following considerations: increase the County's offer by the amount of \$640 as McKenna to reflect the cost of removing some wood partitions in the West portion of the building; a donation in the same amount as the County's offer to reflect that the County is acquiring twice the space that it has specified for a storage building; and excluding the a portion of the land lying to the west where firewood is currently being stored (but granting the County a right of first refusal to acquire in the near future). The Committee is in agreement to these conditions except the Committee will not agree to exempt any land for this purchase as it may be necessary for the County to install security fencing around the perimeter of the property. The Committee will allow Kevin McKenna will sufficient time to remove the firewood.
8. **At approximately 5:45 p.m. consider moving into closed session pursuant to Wis. Stats. Sec 19.85(1) (c) to consider performance evaluation data and compensation for employment positions in the Maintenance Department.** Motion to go into closed session by Solin, Seconded by Zalewski, roll call vote, Solin-aye, Benishek-aye, Cahak-aye, Nonnenmacher-no, Zalewski-aye. The Committee proceeds in closed session at 5:55 p.m.
9. **At approximately 6:00 pm return to open session with possible action taken on any matters discussed in closed session.** Motion to return to open session at 6:19 p.m. by Solin, Seconded by Nonnenmacher all ayes, Motion Carried. No action taken. This item will be put on the May agenda in open session.
10. **Discuss photo contest for photos for the Resource Center Conference Rooms:** Pam Jankowski explained having a photo contest for Employees to submit photos of the various rivers for the conference rooms in the Resource Center. The members of the Committee took a vote as to whether to make this contest public and on a 4-1 vote, the contest will remain open for Langlade County Employees only. Prizes were discussed. Nonnenmacher suggested \$100.00 first place prize money for each conference room. Motion by Solin to allow the contest with \$100.00 first place prize money, (using County Employees photos), for each

conference room with the possibility of a stay at Jack Lake as consolation prizes, Seconded by Zalewski, 4 ayes, 1 no (Nonnenmacher), Motion carried.

11. **Review Maintenance Projects/Monthly Report:** Maintenance report submitted to the Committee for the month of March. (See attached) Motion to approve by Solin, Seconded by Nonnenmacher, all ayes, Motion carried. Preliminary drawing of the floor plan for Clerk of Court's Office security glass project given to Committee.

- a. **Jack Lake Restroom Project:** This project is near completion.

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, May 5, 2014 at 5:00 pm at the Resource Center, Wolf River Room.

The Committee commended Jeff Zalewski for his hard work and dedication in serving on the County Board and the Public Property and Fairgrounds Promotional Committees.

15. **Adjourn:** Motion by Zalewski, Seconded by Cahak to adjourn at 6:27p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409

Nate Heuss
Director of Facilities Management

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

April 7, 2014 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Moved snowbanks, install lock on file cabinet in kitchen, unplug urinals & toilets in jail, install TV and monitor button in AD block of jail, remove/repair heating system circulating pump, repair jail cameras, replace ballasts.
- RC: Fixed cabinet door at land records, installed plywood above light well glass to protect from falling snow & ice from roof, cleaned ice out of gutters, repaired ceiling in evergreen river room and hunting river room, replaced 3 desk mats for zoning, painted hunting & evergreen river rooms.
- HCC: Repair push pad/lock on north door, solicit quotes/have roll filters changed to filter racks, install emergency power receptacles in gym area, remove air cooler to dryer and piping. School district took unused air compressors from old pneumatic system for use at school technical shops. Change gym lighting to be on generator, pulled cable/terminated jack for smartboard in board room, remove roll filters, motors, racks from AC1 & AC2 air handlers, helped move desks, prep and paint rooms 45, 46 and hallway in Health Department, install 6 signs and holders for NCHC.
- CH: shoveled top of steps, finished and moved in oak table into Judge area, repair hot/cold water circulating pump, replace water damaged ceiling tile in east entrance, repair 2 locks.
- Fairgrounds: Moved snowbanks, opened frozen drains on midway and next to horse barn, removed ice and closed track gate by hydrant building. MP building: Cleaned entrance mats, scrubbed floor in main room, cleaned floor in clover room and entrance, cleaned grease in kitchen grill, setup for Home Show, plowed snow for Home Show. Remove electrical and plumbing from walls of Blue Building.
- General: Snow & ice removal, salting sidewalks.

2. ADMINISTRATION

- Jack Lake South Restrooms construction completion in spring.
- Jack Lake beach area 2015 shelter & restroom – preliminary "image" sketches / cost estimate. Will produce preliminary floor plan for Forestry Department.
- Accessibility Study Draft – ADA study of County buildings will be completed later in 2014.
- Clerk of Courts – Security glass project. Starting design.
- Building Code Refresher April 7-8 - Madison.
- Prepare C.I.P. Plan 2015-2020 in April
- Complete salary matrix update for Finance Department.

3. FACILITY STATUS

- Health Care Center
 - Installed (4) 20 amp circuits in gym. Now have (3) quad outlets plus lighting that are on emergency power. This is an alternate site for Clerk of Courts.
- Safety Building
 - Waiting for direction on Impound Building (New or Existing).
 - Jail shower repairs out for contractor proposals.
- Resource Center
 - Discuss displaying photograph prints in conference rooms.
- Fairgrounds
 - Upper portion of fairgrounds sign has been refurbished with LED lighting.
 - Multi-Purpose Building - Turn over inspection completed using new forms.
 - Blue building siding replacement project to start week of April 7.
- Courthouse
 - Clerk of Courts security glass in design development phase.
 - Parking lot resurfacing / restriping in 2014.