

Langlade County Public Property Committee Minutes

Date of Meeting: August 6, 2012 at 6:15 pm

Place: Wolf River Room, Resource Center

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

Members Absent: None

Others Present: Robin Stowe, Nate Heuss, Ora Monegar, Don Schroeder, Deena Grabowsky, Amy Stuber, Anne Osborne, Heather Liedtke, Lynda Schroeffer, Dennis Mattmiller, Sheriff William Greening and Pam Jankowski.

The meeting was called to order by Chairman Robert Benishek at 6:15 p.m., in the Wolf River Room, Resource Center. Motion to amend the Agenda to reflect the date of the next County Board meeting at Camp Susan to be August 21, 2012. Doug Nonnenmacher notes an error in the previous minutes from the July 2, 2012 meeting in regards to a Motion awarding the printing contract to Bina Impressions, as based upon the rules of parliamentary procedure; the Chairman cannot make a motion. It is noted that the minutes are not "official" until approved by the Committee. Upon reviewing the audio recording, the recording does not clearly indicate who made the Motion, but only that the motion was seconded by Dave Solin. In the future, the Committee members are advised to announce their names when making/seconding motions. All members are advised that the rules of parliamentary procedure also establish that all procedural defects are waived if no point of order is raised before the meeting adjourns. Motion presented by Solin to approve the amendment to the Agenda and also amending the Minutes from the July 2, 2012 meeting. Seconded by Jeff Zalewski, all ayes, Motion carried.

Discuss Customer Appreciation Event – Aug 15 - Deena Grabowsky: Deena Grabowsky representing the Antigo Chamber of Commerce presented a request to have the rental fee for the use of the Hockey Building for their event lowered to \$100.00 as they have in the past. Discussion presented. The Committee allowed special week-day pricing because the building had not been previously rented to any other user. Motion by Vernon Cahak to rent the Hockey Building to the Chamber for \$100.00 for this event, Seconded by Jeff Zalewski, all ayes, Motion carried.

Request use of the Safety Building Hallway for the Halloween Haunted Hallway Event – Anne Osborne: Anne Osborne requested use of the Safety Building Hallway for this Halloween event scheduled for October 28, 2012 and would like to extend the walk thru to come into the Courthouse and go through the lobby and out the south door where a tent will be erected in the courtyard for the participants. This event had a tremendous turnout last year with over 1000

participants in attendance. Motion by Dave Solin to allow use of the Safety Building and Courthouse for this event, Seconded by Doug Nonnenmacher, all ayes, Motion carried.

Bids on Safety Building Parking Lot Replacement : Nathan Heuss discussed the bids that were due today on the Safety Building Parking Lot Replacement. Bids were received by Whitetails & Woodlands- \$33,487, G & B Concrete- \$27,235, and Duffek - \$30,950. G & B Concrete came in with the lowest bid and supplied bid bond after bid was received. Motion by Zalewski to waive the irregularity of an attached bid bond and award this contract to G & B Concrete, Seconded by Cahak, all ayes, Motion carried.

At approximately 6:30 p.m., consider moving into closed session pursuant to Sec 19.85(1)(e), Wisconsin Statutes, to discuss the options presented by the Antigo Stock Car Association to acquire certain racetrack improvements: Roll call vote: Zalewski – aye, Cahak – aye, Nonnenmacher – aye, Solin – aye, Benishek –aye.

At approximately 7:05 p.m., the Committee returned to open session to take action on any matters discussed in closed session: Roll call vote: Zalewski – aye, Cahak – aye, Nonnenmacher – aye, Solin – aye, Benishek –aye. Motion by Solin to send information discussed in closed session to the Fairgrounds Advisory Committee. Seconded by Nonnenmacher, all ayes, Motion carried.

Review alternative sites for monthly County Board meetings: Stowe advised the Committee that the Wood Technology Building has a large meeting room available to have County Board Meetings. Benishek suggested having the next Public Property Committee meeting at that location.

Discuss space needs for the Probation & Parole Offices: Nate Heuss has been working with Probation & Parole to develop a floor plan that utilizes the existing County Board room space. Sheriff Greening presented his concerns about losing the existing County Board Room to accommodate the space needs for Probation and Parole. The Sheriff's Department uses this room for trainings and staff meetings from time-to-time. He stated that the proximity of this meeting room benefits his department because he can have most of his staff in attendance and if an emergency arises, they are on site to handle it. Other options discussed regarding a remodel of rooms at the Resource Center to accommodate the Sheriff's Department space needs if Probation & Parole utilizes the space in the County Board room. Options discussed regarding possibilities in other County buildings for expansion or remodel to accommodate space needs.

Approve Safety Building Rent for 2013 for the City: Motion by Nonnenmacher to increase the rent by 3% reflecting the same as last year. Seconded by Zalewski, discussion presented by Committee Members, 3% agreed upon, all ayes, Motion carried.

Review Status of Projects: Cattle Barn – Dennis Mattmiller and Don Schroeder are present. The Cattle Barn was useable for the Youth Fair. Many positive comments were noted from exhibitors and spectators. Total revenue is approximately \$531,000. Total committed funds is approximately \$515,000. Mattmiller stated we have approximately \$287,000 presently in donations. Financial information will be updated after most of the current bills are paid on

August 15, 2012. In addition to the current amount, \$20,000 for electrical, and \$18,000 for HVAC remains. Mattmiller stated that \$20,000 in fund raising was accomplished during the Fair.

Update from Fundraising Committee: Mattmiller stated he has \$20,000 coming to cover the electrical portion of the barn and he is presently selling stalls. He also stated that he has some landscapers willing to donate their time when they are needed. Discussion presented regarding the rental of the barn for storage over the winter months. Bob Benishek stated he would like to have an event to recognize all the volunteers and donors this year and also having a Grand Opening in 2013. Mattmiller would like to host Breakfast on the Farm in 2014.

Review project schedule for cattle barn: Heuss distributed photographs of the barn to the Committee Members. He stated the shell of the building should be completed by the end of September. The HVAC and Electrical will be done as funds become available. The HVAC would be the final item to be completed and would need to be in place if the building was going to be rented out for vehicle storage this winter.

Review and Approve 2013 Proposed Budget & 2014 Plan for Maintenance Department: Heuss distributed copies of projects to be completed and explained his Budget to the Committee. Motion to approve the Maintenance Department Proposed Budget and 2014 Plan as presented and bring it before the Finance Committee by Solin, Seconded by Cahak, all ayes, Motion carried.

Review proposal for County Maintenance Department to assist with library CIP projects: Heuss previously looked at the roof project for the Library and he stated that with some remedial maintenance work the roof could possibly last another year and could be done in 2014; however, 2013 is recommended if possible. Stowe stated the City has decided to fund this project alone and go with a metal roof. The City has surplus funds in the amount of approximately \$65,000. The Committee would like Heuss to oversee the project. The Committee has some concerns that if the City has funding limitations, they may want to cut corners and not replace the roof properly and the County doesn't want to be looking at this again in the near future due to the quality of the work. Heuss agrees to oversee the roof project for the Library.

Review quotes for Safety Building Masonry Restoration: Heuss has quotes from Hi-Lo Masonry, a company from Wausau, WI in the amount of \$3,190 with an additional amount for brick replacement of approximately \$3,250 for a total of approximately \$6,440 and also from G & B Masonry in the total amount of \$11,500. Hi-Lo Masonry has the low bid and a Motion is made by Zalewski to accept the bid from Hi-Lo Masonry, Seconded by Cahak, all ayes, Motion carried.

Review proposals for exterior door repairs & alterations at Health Care Center: Heuss has quotes for 2 new aluminum doors and frames:

Tri-City Glass & Door	\$8,477.50
La Force Inc.	7,358.43
Area Glass	6,989.45
Antigo Glass Company	6,607.05

Antigo Glass Company has the lowest bid and Heuss recommends they do the work. Motion by Solin to accept the low bid of \$6,607.05, Seconded by Zalewski, all ayes, Motion carried.

Discuss Fairgrounds Keys and Inventory: Heuss reported that it was recently discovered that individuals have keys to the padlocks and buildings at the Fairgrounds that are not authorized. It is suggested that all new padlocks be installed to be sure no one would have access with keys in their possession. Zalewski stated he knows of an individual that will donate \$200.00 towards these new padlocks. It would be far more expensive to replace lock cylinders on all buildings since there are over 100 cylinders. Benishek would like Heuss to give a report regarding this issue at the next meeting and requests this to be put on the next Agenda.

Review Maintenance Projects: See attached report provided by Heuss. Motion made by Cahak to accepted the report, Seconded by Solin, all ayes, Motion carried. The Committee has decided the Fairgrounds Advisory Committee is to officially “Name” the Cattle barn at their next meeting.

Report from Fairgrounds Advisory Committee: No meeting held in July due to the Fair, nothing reported at this time.

Review status of installing hand dryers at Fairgrounds: Heuss stated by installing hand dryers in the restrooms, it would create a traffic flow problem due to the configuration of the restrooms. Also, the expense of the installation for these dryers would be significant. Heuss recommends that the dryers not be installed in the restrooms. Benishek stated this was for information purposes only.

Request approval to use Stasek Donation funds for the hand dryers: No approval needed, the hand dryers will not be installed.

Review membership of Fairgrounds Advisory Committee: Shane Lund has been notified that he will be now serving on this committee.

Discuss having a County Board Meeting at Camp Susan: Stowe stated the next meeting is scheduled to be held at Camp Susan on August 21, 2012. A \$5 fee is to be paid by each member to cover costs for lunch. The Maintenance Department will be setting up the portable PA system as well as tables for this meeting.

Approve Disposal of County Equipment: Nonnenmacher discussed a truck the County is selling at Crosstown Enterprises and advised the Committee that someone would like to present an offer on it. Heuss stated that as long as we get at least \$3,500 - \$4,000 for the truck this would be satisfactory. Motion to dispose of the truck by Solin, Seconded by Nonnenmacher, all ayes, Motion carried.

Approve Office Equipment/Furniture Purchases: None at this time

Review Budget Summary: Committee Members reviewed the Disbursement History Report for bills paid in July. Motion by Nonnenmacher to approve this report, seconded by Zalewski, all ayes, motion carried.

Next Meeting Date: The next regular meeting will be Tuesday, September 11, 2012 at 6:15 pm in the Wood Technology Building.

Adjourn: Motion by Zalewski, seconded by Cahak to adjourn at 8:15 pm, all ayes, motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1633 Neva Road, Antigo, Wisconsin 54409

Nate Heuss
Director of Facilities Management

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August 6, 2012 – Public Property Committee Report

1. COMPLETED WORK

- Fairgrounds: Electrical rough-in for Cattle Barn, finished wiring and lights in milkhouse, concrete pour preparation work; oversee Jail labor. Installed temporary lighting in Cattle Barn / temporary power to milkhouse. Pounded 62 ground rods for equipotential plane (required for livestock). Repair/replace exit lights in 4H food stand and blue building, repair underground wire for midway pedestals, replace disconnect on midway electric pedestal, replace GFI receptacles on blue building. Prepare fair office / put down carpet protection in Forestry Building. Repair gravel road around track. Had gate installed at overflow parking and installed culvert for walk path. Removed equipment from blue building. Setup etc. for flea market, off road races, horse & pony show.
- SB / Jail: Sprayed for bugs, resolve air conditioning problems, install actuator valves for heating system, build shelf.
- HCC: Order large A/C rooftop condenser, hang TV, spray for earwigs etc.
- CH: Spray for bugs, build ballot roller for County Clerk, make and install business hours signs at entrances, purchase LED lights for atrium re-lamping.
- General: Remove old phone system and wiring at Highway and H.C.C., pick up and shred paper, bury conduit / wire highway department's new gate, make signs for land records, ADRC, North Central Health.

2. OPERATIONS & PROCEDURES

- Fairgrounds: Assist with Fair Preparation, cattle barn preparation as needed. Resolve problems during Fair as needed. Renewed campground permit.
- Cattle Barn: Construction Administration / Observation. Coordinate / answer contractor questions, order construction materials as needed, resolve miscellaneous issues as they arise.
- Probation/ Parole: Prepare concept floor plans and review options. Meeting August 7.
- New Phone system – assisting I.T. with change over to new system.
- Upcoming: ADA audit early 2013 / Library roof project 2013 / Sheriff Building 2013

3. ONGOING PROJECTS

- Cattle Barn
 - Roof installed for Fair / Livestock auction well attended.
 - Water is connected / milkhouse is operational. Temp power worked well.
 - All concrete floors and wash pad have been poured. Asphalt east/west entrances.
- Health Care Center
 - Air Conditioner Condensing Unit & Coil – delivery late August
 - Emergency generator project – Bid in September.
 - Door frame replacement quotes.
- Courthouse
 - Lighting efficiency improvements – vaults & mechanical room remaining. Atrium lights
- Safety Building
 - Produce approved floor plan for probation & parole – time permitting.
 - 7,350 S.F. Sheriff Building – construction next spring.
 - Budget price on kitchen emergency power.
- Resource Center
 - HVAC system work – bid as time permits.