

Langlade County Public Property Committee Minutes

Date of Meeting: December 2, 2013 at 5:00 pm

Place: Resource Center – Wolf River Room

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

Members Absent: Jeff Zalewski

Others Present: Nate Heuss, Marilyn Baraniak, Dennis Mattmiller and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 5:07 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 November 4, 2013:** Motion by Vern Cahak to approve the previous minutes, Seconded by, Nonnenmacher all ayes, Motion carried.
3. **Discuss Fairgrounds Promotional Committee’s previous meeting minutes with questions if any:** Robin Stowe reviews meeting highlights with Committee regarding policy changes and revisions. New hourly rate for Maintenance Staff time for Fairground events changed from \$22.00 to \$25.00 was approved by the Fairgrounds Promotional Committee. Stowe reviews the Fairgrounds Inventory and procedures for storage of personal property on the grounds. All items on the grounds are currently accounted for and documented. 4-H still needs to provide a specific list of items and equipment for purposes of insurance coverage. FPC also identified potential fairgrounds improvement projects to include in a request for funding under tribal gaming compacts.
4. **Consider alternate location for Clerk of Court’s Office in the event of power outage:** Clerk of Court, Marilyn Baraniak needs to provide a plan to the State for a secondary power source or *locate* in the event of a power outage that may last 3 or more days. The re-locate needs to have internet access. In discussing this with Heuss, the Health Care Center gym would be a possibility. The Courthouse currently has emergency power for exit lighting only. Providing complete generator backup for any of the county buildings would be extremely expensive. Heuss stated additional outlets can be installed in the Health Care Center gym. Heuss and Baraniak will work on drawing up a plan to submit to the State. Motion to approve a plan to relocate the Clerk of Court’s office in case of a power outage by Dave Solin, Seconded by Cahak, all ayes, Motion Carried.
5. **Review and Approve revisions to the Fairgrounds Policy and Procedures:** Stowe provides the Committee with the new Fairgrounds Policy and Procedures. This Policy is to

go into effect January 1, 2014. Motion to approve the new Policy and Procedures by Cahak, Seconded by Solin, all ayes, Motion Carried.

a. **Review billing utilities using prior month's rate:**

Pam Jankowski stated that this new policy has worked well in getting the invoices out in a more timely fashion.

6. **Review and discuss lists submitted for possible improvements that may qualify for funding under the MOU for distribution under gaming compacts between local Tribes and the State:** Stowe explains the procedures in submitting requests for gaming revenue to the Committee. Stowe will be submitting a letter with the following requested improvements on the Fairgrounds: Dump station for RVs, additional electric power pedestals, additional grandstand seating, funding for land acquisition to expand fairgrounds, improvements to some of the fairgrounds buildings to accommodate year-round use, and landscaping. These were ideas from the Fairgrounds Promotional Committee.

7. **Review Status of Livestock Pavilion project:**

- a. **Update from Fundraising Committee:** Dennis Mattmiller gave a report on fundraising for the Livestock Pavilion. He stated the fund raising event recently held at the Edison Club provided approximately \$1,709. Additional donations from private parties and businesses total approximately \$2,950.

Proposal from Fairgrounds Promotional Committee for storage rental rates:

Fairgrounds: The FG Promotional Committee is recommending \$2.00 per linear foot for storage rental rates in the Livestock Pavilion. This Committee would like to review the Policy and research renting out the Pavilion more extensively and would like to wait until next year to rent out the space. Motion to review this policy for the 2014 rental season by Solin, Seconded by Cahak, all ayes, Motion Carried.

8. **Review Maintenance Projects/Monthly Report:** Heuss reviewed his report with the Committee for the month of November and was accepted. See attached.

- a. **Jack Lake Restroom project:** Siding, roof, windows and doors are finished. Painting will be held off until Spring.
- b. **Digital Controls at HCC:** Maintenance Staff are almost done pulling wires. Currently installing dampers, this job is approximately 40% completed.
- c. **Library Roof:** The roof is finished and the gutter work completed. No rotten sheathing was discovered during the roof replacement. The gutters and downspouts are much larger than those originally installed, and should correct the longstanding drainage problems. Maintenance will provide 2 exterior outlets for future heat tape.

- d. **Commercial Building re-siding:** Scheduled to start spring.
9. **Approve Disposal of County Equipment:** List presented to Committee. Motion by Cahak
Seconded by Solin, all ayes motion carried.
10. **Review Budget Summary:** Committee Members received the Budget Summary for review.
11. **Verify Date of Next Meeting:** The next regular meeting will be Monday, January 6, 2014
at 5:00 pm at the Resource Center, Wolf River Room.
12. **Adjourn:** Motion by Cahak, Seconded by Nonnenmacher to adjourn at 6:38 p.m., all ayes,
Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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December 2, 2013 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Replace door lock cylinder, clean/adjust jail air doors, replace shower valve, clean smoke detectors, paint office, replace 4 hot water actuators in jail & safety building, replace 25 light bulbs, clean/adjust hot water actuator in east garage.
- RC: Clean leaves from entrances, install protective roof above A/C units, install keypad lockset for break room. Install exterior outlet for Sheriff vehicles.
- HCC: Remove drawer from Desk, hang shelves and hooks for ADRC, Install plywood support for Smart Board in conference room, moved furniture to install & wire valves, pulling wires for controls project, installing dampers to replace vari-trane dampers, assist with bus start, mount transformer for heating, replace exterior GFI outlet.
- CH: Repaired 2 heaters, cleaned filters in heating units on first and second floors, worked on break room door lock / ordered new lock, adjust all thermostats, check windows
- Fairgrounds: Stripped & waxed Clover Room/Entrance floors, pressure wash entrance mat, assist with equipment removal, installed 2 new ceiling fans in clover room, repair gate latch, repair lights at multi-purpose building
- General: Winterize White Lake restrooms, Install snowblower attachment and cab / install tire chains, Repairs to snowblower, Prep and install plows on trucks, Prepare auction items for sale, Install new blades on shovels, salt sidewalks and shovel, wire new pump for Highway Department (Lily Site).

2. ADMINISTRATION

- Construction Administration –
 - Jack Lake site visits & construction questions.
 - Commercial building siding project.
 - Public Library Roof Replacement.
- Focus on Energy grant: VFD's at Health Care Center. Check presentation Dec. 11.
- Coordinating HCC controls project.
- Sheriff Impound Building Study – Waiting for direction to proceed.

3. FACILITY STATUS

- Cattle Barn
 - Possible use for camper & boat storage (waiting).
- Health Care Center
 - HVAC Controls modernization in progress.
 - NCHC request to move 12 offices.
 - Install VFD / motorized dampers for gym area.
- Courthouse
 - Assist DA office with moving Victim Witness Coordinator.
- Safety Building
 - Waiting for direction on Impound Building
 - 4 VFDs on heating/cooling pumps / Focus Incentives 2013
- Resource Center
 - Completing interior drywall and painting in land conservation (new windows).
- Fairgrounds
 - 2 new fans in clover room.