

Langlade County Public Property Committee Minutes

Date of Meeting: December 6, 2011; 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, Ronn Krueger, Alex Crockford, Dan Zupon, Angie Close, Chris Berry, Nick Salm, Tom Schultz, Eugene Kamps, Mary Schmoll, Rick Schuessler, Dennis Mattmiller, Keith Wilson, George Shinnors, Don Schroeder, Ora Monegar and Antigo Stock Car, Inc., board members, 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 Cahak, seconded by Benishek to approve the minutes of the November 7, 2011 meeting. All ayes. Motion carried.

Chris Berry/Angie Close to give a Report on Promoting the Langlade County Fairgrounds:

Chris Berry and Angie Close explained to the committee that the Economic Development Corporation could offer assistance with web presence, print marketing and a marketing strategy. They would be willing to work with an advisory committee to proceed with the promotion of the fairgrounds. Robin Stowe, corporation counsel, advised the committee that the Economic Development Corporation is a separate entity and Chris and Angie are not employees of Langlade County; but the Economic Development Corporation, and their work plan is set by their board of directors. At this time, promotion of the Langlade County fairgrounds is not a part of their work plan. Chris will have this item on the next agenda for discussion to see if the board of directors would approve adding promotion of the fairgrounds to the work plan. Chris also stated that because the Economic Development Corporation is a separate entity that there would be a fee for their services.

Fairgrounds Ad Hoc Committee Report: Stowe had stated that the recommendations of the ad hoc committee were twofold. In order of importance, the first recommendation is to have the Public Property Committee support the establishment of a new standing committee to oversee and promote the fairgrounds. The duties for the new committee may include some or all of the following: oversight of the fairgrounds, preparation of the annual budget for the fairgrounds, approving requests for events at the fairgrounds, billing and collecting rents and fees for the use of the fairgrounds, administration and enforcement of the fairgrounds policy (including fee schedules), administration and enforcement of leases of facilities at the fairgrounds, developing plans to promote and market the fairgrounds, development and distribution of fairgrounds facilities brochure, and administration of the fairgrounds electronic message board.

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Should the committee not favor creating a standing committee, then the ad hoc committee recommended implementing the recommendations contained with the report which are designed to promote the fairgrounds, including but not limited to, revising the Fairgrounds Policy.

At the November meeting, concerns were raised that the county board does not need another committee. Also, Benishek stated that county board members have no experience with promotion so to set up another county board committee would not provide the desired results. Stowe suggested an alternate option to create a fairgrounds advisory committee which would comprised of one or two members of the County Board and citizen members/fairground users/promoters, similar to the structure used for the initial ad hoc committee. The advisory committee would meet prior to the Public Property Committee to address various matters pertaining to the fairgrounds and submit its recommendations to the Public Property Committee for action. A resolution will be prepared for the County Board to consider establishing the Fairgrounds Advisory Committee. Motion by Benishek, seconded by Solin to accept the fairgrounds ad hoc committee report. All ayes. Motion carried.

Motion by Solin, seconded by Benishek to forward a resolution to county board to form an advisory committee to promote the fairgrounds. All ayes. Motion carried.

Review Status of Projects – Cattle Barn – Discuss Resolution for County Board and Review Special Meeting Discussion/Schedule: Stowe informed the committee that he prepared a resolution for the December county board meeting to approve construction of a multi-use cattle barn. The question was raised if all funds needed to be pledged or on-hand before the project could begin. Tom Schultz stated that the milkhouse and manure facility should be constructed as part of the initial project. If a new milkhouse is part of the construction, hot water and a septic (or a holding tank) will be needed. George Shinnors stated that first the design of the structure must be completed and then authorize a group to solicit contributions for the project. It is difficult to solicit contributions if you cannot clearly explain what Langlade County is planning to build. Shinnors stated that groups have stated that they would be willing to contribute labor for the demolition of the current cattle barn. Stowe stated that a 2/3 majority will be needed for approval of the new cattle barn since general fund monies would need to be committed to the project given that estimated project costs of \$385,000 exceed the funding currently available in the budget (\$245,000). After discussion, motion by Solin, seconded by Zalewski to create a steering committee to work on the design and fundraising for the new cattle barn. All ayes. Motion carried. The committee members will be: Becky Gleich, Alex Crockford, George Shinnors, Don Schroeder, Keith Wilson, Rick Schuessler, Mary Schmoll, Dennis Mattmiller, and Kathy Bowman. The first meeting of the cattle barn design and fundraising committee will be Saturday, December 10, at 9 a.m.

Review Quotes for Flooring for Safety Building: Heuss provided the following quotes for flooring for the Safety Building:

Northwood Flooring – Upper area -	\$4,020.82
- Parole -	<u>\$4,929.56</u>
	\$8,943.38

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BJ Flooring & Glass Block – Upper area -	\$3,327.38
- Parole -	<u>\$4,761.00</u>
	\$8,088.38

Motion by Benishek, seconded by Cahak to accept the low quote of BJ Flooring & Glass Block of \$8,088.38 for flooring for the Safety Building. All ayes. Motion carried.

Review List of Buildings and Number of Entrances for Possible Posting as Prohibiting as Prohibiting Weapons under the New Conceal Carry Law: At the November meeting, Heuss was asked to provide a list of the additional buildings and number of entrances that could be posted under the new conceal carry law. The committee reviewed the list and discussed which building and grounds should be posted. After discussion, motion by Solin, seconded by Zalewski to post the highway department, forestry office, multi-purpose building, and airport at this time. All ayes. Motion carried.

Antigo Stock Car Update – Discuss Appraisal of Racetrack Improvements: As stated at the November meeting, the review of the racetrack improvements has been done, but have not heard back from Duke Packard regarding the completion of the appraisal.

Review Any Bills from Antigo Stock Car to Other Users of the Race Track: Stowe stated last month that he had spoken to Randy Furger of the Rib Mountain Riders Motorcycle Club who had an event at the fairgrounds in August. They did receive a bill from Antigo Stock Car for grading the track of \$240. They questioned having to pay the bill as the track was in rough condition after the demo derby and tractor pull at the fair. Monegar stated that Antigo Stock Car had graded the track on Wednesday before the motorcycle races and it was understood that they would be reimbursed for this work. The committee reiterated that agreements between Antigo Stock Car and other fairgrounds users are agreements between those two organizations and they do not plan to become involved.

Consider Proposal to Construct a ¼ Mile Race Track: Antigo Stock Car stated that in 2012 that they do not have any plans to construct a ¼ mile race track.

Discuss Demolition of VIP Building: Heuss stated that the VIP building will be demolished the week of December 12.

Schedule of Racing for 2012: Antigo Stock Car provided the following dates for racing in 2012: April 27, May 4, 18, 25, June 8, 22, July 4, 13, August 17, 31, September 14, and October 6-7. Antigo Stock Car hopes to begin their season earlier than usual if the track is ready for racing. Also, Antigo Stock Car is hoping to race during the Langlade County Youth Fair. If this does not happen, there may be some scheduling changes. The schedule will be discussed again at the January meeting.

Review and Approve Key Control Policy: This policy is to establish a recorded key accountability and building access accountability for all employees. This policy seeks to implement a proper key control process and then preserve it by restoring security in a timely manner whenever key control has been threatened or compromised. The maintenance department will oversee the issuing of keys, key control record keeping and lock change

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authorizations for all county buildings. Motion by Solin, seconded by Cahak to approve charging \$25.00 for a lost key up to \$100 if more than one key is lost per year with no charge for the initial loss of a key fob and a charge of \$10 if a second key fob is lost. All ayes. Motion carried.

Motion by Benishek, seconded by Cahak to approve the key control policy with the above listed addition for loss of keys and key fobs. All ayes. Motion carried.

Review Maintenance Projects: Heuss provided the committee with a report of monthly projects, which included: replaced a bad motor in the hockey kitchen heater and bad GFI outlet in men's room, installed a coat rack in the kitchen, replaced heating pump in maintenance shop and bled system, and replaced lighting in the Finance Department. At the Health Care Center, moved 21 offices for new carpet installation and finished wall between the meeting room and kitchen, installed pipe bollards at transformer, built background and frames for ADRC signs, and repaired aluminum light poles. At the Courthouse, engraved signs for clerk of courts (small courtroom), solicited quotes for additional keyless access work, replaced several ballasts, built oak frame for wood technology sign. Information was gathered for the new phone system. At the Resource Center, painted Brad Henricks' office, repaired garage lights, replaced bottom garage door panel, and installed protective cover over A/C for winter. At the Safety Building/Jail, researching emergency lighting for jail kitchen, replaced seals in heating system pumps, installed coat racks, check/replace exhaust fan belts, install water shutoff and hose in kitchen. Also repaired highway lights, shredded paper, assisted with auction items, and plowed snow. Also, Heuss is working on facility evaluation for the Safety Building and Jail and assisting the airport with maintenance issues: masonry wall/floor tile/hangar door/heater. Lock cylinders have been ordered and are waiting for installation and will add additional electronic locks at courthouse. At the Health Care Center, removed two unused driveways. Motion by Solin, seconded by Zalewski to accept the maintenance report. All ayes. Motion carried.

Discuss Vehicle Purchase: Heuss stated that they are still looking for a 1-ton plow truck with a plow. There is \$28,000 budgeted for this purchase.

Review Budget Summary: The committee reviewed the maintenance department budget summary as of November 30, 2011. Motion by Zalewski, seconded by Cahak to accept the budget summary. All ayes. Motion carried.

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

Next Meeting: The next regular meeting will be Tuesday, January 3 at 6:15 p.m., in the Wolf River Room, Resource Center.

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Adjourn: Motion by Benishek, seconded by Solin to adjourn at 8:30 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock
Recording Secretary