

Langlade County Public Property Committee Minutes

Date of Meeting: February 4, 2013, at 6:00 pm

Place: Resource Center – Wolf River Room

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

Members Absent: Jeffrey Zalewski

Others Present: Robin Stowe, Nate Heuss, Doug Below, Kim VanHoof, Jeff Ralph, Tim Keen, Ralph Uttke, Wendy Bunster Erlandson, Darice Hannan, Ronn Krueger, Rhonda Klement, Dave Tlusty, Charlie Bauer, Don Schroeder and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 6:00 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 January 7, 2013:** Motion to approve the minutes from the January 7, 2013 meeting by Doug Nonnenmacher, Seconded by Vern Cahak, 4 ayes, 1 absent, Motion carried.

Citizen Complaint – Tim Keen and Jeff Ralph, Representatives of Badgerland Classics and Customs advised the Committee of a scheduling conflict for their annual event at the Fairgrounds. This Committee informed them they need to attend the Fairgrounds Advisory Committee meeting on February 28, 2013 to discuss this situation. This item will be put on that Agenda. Robin Stowe advised the Committee that one year ago, this Committee delegated specific authority to the Fairgrounds Advisory Committee including the responsibility for event scheduling; however, the Committee recently discovered that events are being scheduled for 2013 without any input or direction from the Committee. For example, the Committee is not aware of this scheduling conflict with Badgerland Classics. The Fairgrounds Advisory Committee will need to meet with users and confirm events. (information only)

3. **At approximately 6:10 consider moving into closed session pursuant to Sec. 19.85 (1)(e), Wis. Stats., to deliberate or negotiate the acquisition of public improvements to the fairgrounds and/or the racetrack with representatives of the Mole Lake Tribe/Casino:** This item was put on the Agenda in anticipation of representatives of Mole Lake attending this meeting to discuss an MOU to help fund future fairgrounds improvements.

4. **Return to open session with possible action on any matters discussed in closed session:** It was reported that the Tribe would like to defer entering into an MOU until December. Representatives of Mole Lake may attend future meetings to discuss improvements that they would like to make, at their expense to improve the track specifically for off-road racing in

preparation of their scheduled event this summer. The Tribe has requested that these discussions and negotiations take place in closed session. No action taken.

5. Purchase of desk in Forestry Department – Erik Rantala: The Forestry Department is requesting a new desk. Quotes submitted from Clermont Printing and Office Supplies 2U. Motion to accept the low quote from Clermont Printing to purchase a new desk by Solin, Seconded by Benishek, 4 ayes, 1 absent, Motion carried.

6. Discuss and Approve the sale of a vehicle from the Department of Social Services: Kim VanHoof, Director of the Department of Social Services is present and explained to the Committee that they only have one vehicle and would like to sell their second vehicle because it is in need of repair.

- a. **Request \$890.15 from the sale of this vehicle to be given back to DSS:** VanHoof explained the reasons she would like this money put back into her budget. She only has \$1,600 for the year in her maintenance budget. Doug Nonnenmacher advised the Committee that the Sheriff's Department would like the proceeds from the sale put back into their budget. Motion to send this item to the Public Safety Committee for review by Nonnenmacher, Seconded by Solin, 4 ayes, 1 absent, Motion carried.

7. Discuss Edison Street lot and alternate locations for storage building for Sheriff's Department: Robin Stowe stated that the City Plan Commission has denied the request to build a storage facility for the Sheriff's Department on the Edison Street lot. They have agreed to a land swap and have offered two possible sites. Stowe recommends that a land swap would be a good solution for all parties involved. Motion by Solin to refer this item to the Public Safety Committee, seconded by Nonnenmacher, 4 ayes, 1 absent, Motion carried.

8. Discuss Racing Proposal by Jerry Olson-USAC (2013): Stowe advised that he was requested by the Fairgrounds Advisory Committee to contact Mr. Olsen and inform him that his Advisory Committee will need to meet with him before the County can confirm the racing dates that he has reserved. Mr. Olson plans to attend the next Fairgrounds Advisory Committee Meeting to discuss his racing proposal.

9. Discuss and approve Experience Works using office space at the Health Service Center: Kim VanHoof, Director of DSS present along with Darice Hannan and Wendy Bunster Erlandson from Experience Works are present. VanHoof explained the program and they need office space. There is an open office in the Department of Social Services they would like to provide to Experience Works. Stowe has drafted the necessary paperwork, no rent will be assessed, they will have office #20 and utility costs are to be paid by Experience Works. Motion by Cahak to allow use of office space in the Department of Social Services, Seconded by Nonnenmacher, 4 ayes, 1 absent, Motion carried.

10. Carry Forward Items: Nate Heuss presented information to the Committee regarding items that he is requesting to be carried over to 2013. He would like to carry over \$19,300 from 2012 projects, \$20,000 to cover lost rent and \$43,750 for 2013 small projects. Motion by Solin to approve the Carry Forward Items, Seconded by Cahak, 4 ayes, 1 absent, Motion carried.

11. Review Status of Projects:

Animal Barn:

Update from Fundraising Committee: No update.

Organize upcoming Open House Event: Bob Benishek advised the Committee of the date set for this event being June 9, 2013 and explained some ideas for this event. He also stated that a policy will have to be drafted regarding the use of the barn, including how the facility will be cleaned after events and what additional steps may be required in order for food or beverages to be allowed within the barn.

12. Review Maintenance Projects: Heuss briefly reviewed the Maintenance Projects with the Committee, see attached report. Heuss stated that District Attorney Ralph Uttke has expressed interest in utilizing the space that will be vacated by the IS Department. Uttke advised the Committee of his plan for this space. Uttke would like to move the Victim Witness Coordinator, presently located in the Probation and Parole area of the Safety Building, to his present office in the Courthouse. Heuss and Uttke will review this plan together.

Resource Center HVAC Bids: There are 3 bids for the HVAC project at the Resource Center. Jerome Filbrandt - \$83,800, Antigo Refrigeration - \$76,677, and Bauer Plumbing and Heating - \$75,000. Heuss will still need to purchase controls in excess of the bid presented by Bauer Plumbing and Heating. Work to commence approximately March 1, 2013. Motion to accept the low bid of \$75,000 from Bauer Plumbing and Heating by Solin, Seconded by Cahak, 4 ayes, 1 absent, Motion carried.

ADRC Remodeling: Doug Below, Quality Manager from the ADRC appears and explained that they will have the funding for this project. Motion to approve this project for \$1,000 maximum by Nonnenmacher, Seconded by Solin, 4 ayes, 1 absent, Motion carried.

Cleaning Contracts – Courthouse Expires May 31, 2013 – Health Care Center and Resource Center Expires March 31, 2013: Heuss explained the cleaning contracts are coming up for renewal. He will be advertising for bids for a 2 year contract. Stowe suggested obtaining feedback from occupants of these buildings to see if the buildings are being maintained according to the contracts. Heuss will make inquiries.
(information only)

Jack Lake Restroom Building: Heuss presented plans for a flush toilet building near the campground area of Jack Lake. Heuss is working with the Forestry Department on this. (information only)

13. Report from Fairgrounds Advisory Committee: Rhonda Klement and Ronn Krueger appear for the Fairgrounds Advisory Committee. Krueger reported on the accomplishments made for 2012. Some of these items were: inclement weather fee, key policy, track deposit, multiple event scheduling, and routine scheduling are being worked on. There is now an exit survey online, wifi has been implemented, beautification plan is in process, rental rates for new barn, custodial rates and billing form are being reviewed and a new sign policy being worked on. Angie Close is working on a 2013 marketing brochure. Benishek reminds the committee to discuss safety, security and signage on the grounds. Scheduling procedure explained by Stowe

and a process where the Fairgrounds Advisory Committee is to confirm user event dates. The Committee also will provide input as to the information put on the marquee sign along Hwy 45.

14. Approve Disposal of County Equipment: List of County Equipment presented for disposal on the County Public Surplus Auction site. Motion to approve list by Cahak, Seconded by Nonnenmacher, 4 ayes, 1 absent, Motion carried.

Old Survey GPS Equipment – request to sell on EBAY by Dave Tlusty: Dave Tlusty, County Surveyor present and is requesting to sell GPS equipment that is 4-8 years old on EBAY. He would like to replace this GPS equipment with new equipment and stated that it may bring in \$16,000 maximum. Nonnenmacher makes a motion to allow the sale of this equipment on EBAY, Seconded by Solin, 4 ayes, 1 absent, Motion carried.

15. Approve Office Equipment/Furniture Purchases: None other than the Forestry Desk previously discussed.

16. Review Budget Summary: Committee Members reviewed the Budget Summary Report. Motion by Nonnemacher to approve this report, Seconded by Cahak, 4 ayes, 1 absent, Motion carried.

17. Review paid bills: Committee Members reviewed the Disbursement History Report for bills paid in January. Motion by Nonnenmacher to approve this report, Seconded by Cahak, 4 ayes, 1 absent, Motion carried.

As follow-up to a discussion during a previous meeting involving the rental of the County Board Room, Robin Stowe submitted a List of User Groups for County Meeting Rooms for 2013 to the Committee. (information only)

18. Verify Date of Next Meeting: The next regular meeting will be Monday, March 4, 2013 at 6:00 pm at the Resource Center, Wolf River Room.

19. Adjourn: Motion by Solin, Seconded by Benishek to adjourn at 7:37 pm, 4 ayes, 1 absent, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary