

## **Langlade County Public Property Committee Minutes**

**Date of Meeting:** February 6, 2012; 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, Dennis and Rhonda Klement, Tim Rusch, Duke Packard, Frank Sus, Ann Boshan, George Shinnors, Becky Frisch, Rusty Mehlberg, Nick Salm, Ron Nye, Dennis Mattmiller, Don Schroeder, Ora Monegar, Ted Smith, and Terry Poltrock

The meeting was called to order by Chairman Nonnenmacher at 6:13 p.m., in the Wolf River Room, Resource Center. Motion by Cahak, seconded by Benishek to approve the minutes of the January 3, 2012 meeting. All ayes. Motion carried.

**Discuss/Approve Highway Department Request to Remove Two Existing Vending Machines and Replacing with One Refrigerator Supplied by the Employees:** Rusch explained to the committee that currently the Highway Department has two vending machines, which need to be serviced by a company out of Wausau. The employees would prefer to provide a refrigerator and eliminate the vending machines. Motion by Solin, seconded by Zalewski to approve the removal of the two existing vending machines and replace them with one refrigerator supplied by employees. All ayes. Motion carried.

**Review Status of Projects – Cattle Barn – Update from Design/Fundraising Steering Committee:** Dennis Mattmiller updated the committee on the fundraising to date for the cattle barn. They currently have \$84,150 in hand with additional pledged. CoVantage Credit Union will cut a check for \$25,000 when requested, raising the cash on hand to \$109,150. They have in-kind donations of \$24,000. There is also \$17,000 that has not been collected yet. Servco FS has stated that they will donate a wing at \$25,000, paying \$5,000 per year over a five year period. Total amount available for the project, including County money (\$244,000), money collected (\$84,150), money pledged (\$74,000) and in-kind donations (\$24,000) is \$426,150.

Heuss informed the committee that some cost reduction decisions were made at the last cattle barn steering committee meeting. The estimated cost of the building and all desired accessories was not feasible. The toilet rooms will be bid as an alternate. If budget does not permit completion, they will be roughed in only as part of the initial building project. The cattle washing pad will be planned for. Due to budget concerns, 4-H will construct this at a future date using volunteer labor. Instead of a frost wall foundation system, using a thickened edge concrete slab foundation would reduce costs by \$25,000. Also, the manure transfer facility will not be constructed as part of this project. The 4-H will explore other options for this year.

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Heuss provided the committee with a preliminary opinion of cost, updated to include cost reduction decisions. Pole building cost would be reduced by omitting the 2' concrete curb at all walls, changing the frost wall to a thickened slab, reducing the east/west wings from 66' to 60' and substitute dairy curtain for coiling doors. The estimated total project cost - including 17,300 square foot pole building, site work/demolition, building systems & related engineering (mechanical, electrical, plumbing), state plan review, milkhouse equipment salvage/reinstall and 10% contingency - is approximately \$550,000.

**Discuss Extending Camp Susan Lease with 4-H and Clarifying Language:** Stowe stated that the initial lease for Camp Susan with 4-H will expire on December 2, 2040. As the new roof for the main lodge will be a 50 year roof, 4-H is requesting that the lease be extended 50 years from the date of the new roof to December, 2062. Stowe also stated that there is language that should be clarified or deleted. Dennis Klement stated that 42 groups use Camp Susan over a two year period. Eight educational groups use the camp and 4-H camp is also held at Camp Susan. The camp is used annually from Memorial Day weekend through Labor Day weekend. Motion by Benishek, seconded Zalewski to have the corporation counsel review the lease for Camp Susan, clarify the language, and extend the lease with 4-H and to bring back to the committee for their review. All ayes. Motion carried.

**Discuss Moving and Restoring Old Cattle Barn:** Nick Salm addressed the committee stating that he had been contacted by a group that is interested in preserving the center pavilion section of the old cattle barn. They would like to move the center pavilion to the northwest corner of the fairgrounds and pay to restore it. They feel that it is a landmark and historically significant. It was cost approximately \$20,000 to move and \$50,000 - \$75,000 to restore, which would be paid for by this group. The Committee expressed concerns about the timing of this request. The possibility of salvaging some of the historical features of the existing cattle barn was discussed many months ago and based upon the first-hand inspections of the condition of the pavilion, especially the cupola, the consensus of the Committee and others in attendance at public hearings, was that the due to the condition of this 88 year old structure, the center pavilion and copula were not worth salvaging. The Committee understands the importance of preserving historic structures for our community to maintain a sense of connection to our past, but given the condition of the structure, the uncertainty that the center pavilion will be able to stand without the stabilizing force provided by the wings, the costs to repair and maintain this structure, and other factors discussed during the meeting, the Committee will proceed with the demolition project as planned.

**Open Proposals for Demolition of the Cattle Barn:** Heuss stated that asbestos testing on the cattle barn will be done on Tuesday. The following proposals were opened and read aloud:

<b>Bidder</b>	<b>Option 1 – Complete Demolition</b>	<b>Option 2 – Salvage/Removal</b>
Duffek Sand & Gravel	\$15,200.00	Deduct \$6,100 landfill charges Deduct \$2,600 Waste Mgt. Deduct \$2,250 - concrete
Floors & More		\$13,500.00
Kautza Excavating	\$23,230.00	
Krueger & Stienfest	\$0 (donate \$6,000 of backhoe time)	

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Stibbe Excavating & Grading	\$44,650.00	\$42,720.00 (deduct \$6,300 hauling) (deduct \$18,000 landfill)
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Motion by Benishek, seconded by Solin to accept the low proposal of Krueger & Stienfest of donation of labor. There will be an additional \$6,000 - \$7,000 of landfill charges due to the City of Antigo. Waste Management will donate dumpsters and hauling. All ayes. Motion carried. Motion by Benishek, seconded by Nonnenmacher to have Heuss proceed with the demolition as soon as it is feasible. All ayes. Motion carried.

**Review Maintenance Projects:** See attached report. Motion by Benishek, seconded by Cahak to accept the attached report. All ayes. Motion carried.

**Discuss and Possibly Modify Employee Credit Card Limits:** Heuss explained to the committee that Schwartz and Heuss will be purchasing items for larger projects, including the phone system and the cattle barn electrical project. Heuss is requesting the following modification of credit card limits: Poltrock - \$2,500 limit, Schwartz - \$5,000 limit, and Heuss - \$10,000 limit. Motion by Solin, seconded by Cahak to approve the above listed modifications to credit card limits and to forward to the finance committee for approval. All ayes. Motion carried.

**Discuss After Hours Access to Resource Center Conference Rooms:** Heuss stated he could provide a key fob that would only open the front door of the Resource Center. Frisch looked to the committee for direction if the public should be allowed to reserve and use the Resource Center meeting rooms after hours. Currently only employees can use the Resource Center meeting rooms after hours. After discussion, motion by Solin, seconded by Zalewski to continue the current practice of only allowing Langlade County employees to use the Resource Center meeting rooms after hours. All ayes. Motion carried.

**Consider Adding Two AED Units at Hockey Building:** Heuss informed the committee that he was contacted by a member of the fire department who is also associated with the hockey association and they would like to provide two AED units for the multi-purpose building. One would be located in the coaches’ room and the other in the kitchen. The hockey association would pay for the parts for one, and they are requesting that the County pay for the parts for the other. The cost would be \$650. Motion by Zalewski, seconded by Nonnenmacher to approve two AED units for the multi-purpose building and to have Heuss check with the finance director for a funding source. All ayes. Motion carried.

**Antigo Stock Car Update – Discuss Appraisal of Racetrack Improvements:** Duke Packard provided the following appraisal of racetrack improvements:

Howe 20,000 lb. scale with digital control -	\$ 1,500
(117) Sodium light fixtures -	\$ 585
(100) Concrete barriers -	\$ 7,500
(6) Stop lights -	\$ 510
2000’ Catch fence -	\$ 5,000
1,200 Guard rail sections -	<u>\$27,755</u>

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\$42,850

This appraisal is only a starting point for a conversation regarding the racetrack improvements. Monegar stated that she would bring this information back to the board of directors and over the next few months come back to the committee for further discussion.

**Report and Recommendations of the Fairgrounds Advisory Committee – Review and Approve Fairgrounds Rates:** Zalewski informed the committee that the fairgrounds advisory committee had their initial meeting on January 26. The committee is recommending the following rate changes:

Grandstand/Grounds (this fee includes a \$50/day fee for the P.A. system)	
Non-county residents:	\$550/day
Non-profit organizations:	\$300/day
Multi-purpose Building (this fee includes use of the Clover Room and restroom facilities)	
Non-county residents:	\$550/day
Non-profit organizations:	\$300/day
Food stand kitchen:	\$100/day
Multi-purpose building kitchen cooking equipment	\$100/day
Commercial Building/Exhibition Building/ Horse and Cattle Barn/Horse Arena	\$100/day

All users will be required to have a \$550 non-refundable deposit for their event. If the event is not held, they will forfeit the \$550.

All event dates must be scheduled within six months of the event and if there is a scheduling conflict, local residents and non-profit organizations will receive first choice.

The fees are to be considered firm and non-negotiable.

All users will be required to pay for utilities, janitorial supplies and custodial service. All users will be required to have liability insurance in amounts as required by Langlade County.

Free dumpsters will be provided to the user.

After discussion, motion by Benishek, seconded by Cahak to approve the above listed rate changes for 2012 on a one year basis. All ayes. Motion carried.

**Consider Revisions to the Purchasing Policy:** Stowe advised the Committee of changes made by the Budget Repair Bill (Act 32) which eliminated the ability to grant preference to bidders based upon geographic location, such as the “Buy Local, Buy Wisconsin” provision contained in the County's purchasing policy. Also, Stowe shared examples with the Committee of items that are not considered "public works" and that do not require competitive bidding (such the acquisition of vehicles and equipment). Stowe reviewed revisions that could be made to the Purchasing Policy regarding the competitive bidding process and purchases that may be subject to the "Buy Local, Buy Wisconsin" discount. Stowe will draft changes to the Purchasing Policy

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for the committee to review at the March meeting that clarifies when the competitive bidding process must be used, the factors that can be considered in accepting a bid other than the lowest bid, and when the “Buy Local, Buy Wisconsin” can be used. Stowe also stated that he plans to advise the County Board and department heads of the status of competitive bidding requirements.

**Approve Disposal of County Equipment:** A list of surplus property was provided by the finance department. Motion by Zalewski, seconded by Benishek to approve selling the list of surplus property on the Public Surplus site. All ayes. Motion carried.

**Approve Office Equipment/Furniture Purchases – Health Department TV Monitor:** Benishek informed the committee that at the Board of Health meeting they approved the purchase of a TV monitor for the Health Care Center lobby (Health Department area). The intent is to display educational DVD programs that individuals in the waiting area can watch. The monitor will be under \$350 and will be paid for by a grant (no county funds would be used). Motion by Benishek, seconded by Solin to approve the purchase of a TV monitor for the Health Department lobby using grant funds. All ayes. Motion carried.

**Review Budget Summary:** The committee reviewed the maintenance department budget summary as of January 31, 2012. Motion by Solin, seconded by Cahak to accept the budget summary. All ayes. Motion carried.

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

**Next Meeting:** The next regular meeting will be Monday, March 12 at 6:15 p.m., in the Wolf River Room, Resource Center.

**Adjourn:** Motion by Cahak, seconded by Nonnenmacher to adjourn at 8:55 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock  
Recording Secretary

**Langlade County**  
**MAINTENANCE DEPARTMENT**  
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February 6, 2012 – Public Property Committee Report

1. MONTHLY PROJECTS

- Fairgrounds: Assisted hockey with installation of storage room doors, repaired door locks
- SB / Jail: Replaced heat exchanger / burner / gas modulator on kitchen rooftop unit, replace cameras in cells, repair/replace jail water valves, hang plaques in parole, wired 2 kitchen lights to be on generator
- HCC: Relocate/reprogram phones in Nurse Office, North Central DD offices, Social Services. Built sign for North Central Health, pulled cables for new phone system. Moved furniture out of 16 offices and Conference room & back in before Monday AM (weekend carpet install), shampooed / cleaned waiting area chairs
- CH: Repair power problem in Treasurer Office (bad surge suppressor), repair toilet, install new water heater and timer, and phone cabling.
- RC: Cold patched parking lot at entrance drives, painted / made chair rail for wolf river room, changed ballasts
- General: Shredded boxes of paper, moved snowbanks back with loader tractor, 6 snow removal events (2 on weekends), assisted with moving computer rack equipment for new switches.

2. OPERATIONS & PROCEDURES

- Took delivery of 2005 Chevy C3500 Truck.
- Cattle Barn meetings, specification writing & Architectural drafting
- New Phone system cable pulling (> 8,000 feet pulled), must complete February 17.
- Attending / participating in weekly employee handbook meetings

3. ONGOING PROJECTS

- Cattle Barn
  - Drawing update / Cost Estimate update
  - Verify Construction schedule: April 15 – July 13 2012 (may not have barn for fair)
  - Demolition / asbestos check tomorrow
- Lock Cylinder Replacement / Card Access
  - Lock cylinder replacement started – delayed (incorrect size) – LF has ordered.
  - Courthouse electronic locks – install this Thursday Feb. 9.
- Health Care Center
  - Phone system cable pulling.
  - Carpet Project – South ½ of building complete – north ½ in progress. Weekend work for maintenance staff moving office furniture back in place.
  - Landscaping / lawn completion next summer.
- Courthouse
  - Phone system cable pulling.
  - Lighting efficiency improvements – work remaining in Register of Deeds, District Attorney Office, Juvenile, Clerk of Courts, Judge Office, small courtroom.
- Safety Building
  - Corridor / Parole carpet start date delayed. Anticipated start in 2 weeks.
  - Kitchen rooftop HVAC unit has been repaired. Replaced cracked heat exchanger and gas modulator.
  - Masonry repairs needed at exterior brick – next spring.
- Resource Center
  - HVAC system study to proceed. Install ideally in May or September
- Camp Susan
  - Main Lodge / Dorm 'B' roof replacement: work to occur April 15 – May 30.
  - Plan to accept bids at March Meeting.