

**Langlade County
Public Property Committee Minutes**

AMENDED

Date of Meeting: July 1, 2014 at 5:00 pm

Place: Resource Center – Wolf River Room

Members Present: Vice Chairman Doug Nonnenmacher, Dave Solin, Larry Poltrock, and Sam Hardin

Members Absent: Bob Benishek

Others Present: Gary Olsen, Robin Stowe, Pete Pennington, Mark Desotell, Dennis Mattmiller, Eric Roller, Nate Heuss, and Pam Jankowski

1. The meeting was called to order by Vice Chairman Doug Nonnenmacher at 5:00 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 June 9, 2014:** Motion by Dave Solin to approve the previous minutes, Seconded by Sam Hardin, all ayes, Motion carried.
3. **Approve Printing Contract:** Clermont Printing submitted the lowest proposal for the printing contract. (Two proposals submitted, the other being Bina Impression Printing) Motion by Hardin to award the printing contract to Clermont Printing, Seconded by Solin, all ayes, Motion Carried.
4. **Set rent for Safety Building per new agreement for 2015:** Gary Olsen stated the rent for the Safety Building will go from \$74,000 to \$74,900 for 2015. This is a 1% increase on the base rent and a 5% increase on capital improvement portion. Motion to approve this agreement by Solin, Seconded by Larry Poltrock, all ayes, Motion Carried.
5. **Open bids for Clerk of Courts Service Counter:** Two bids have been received for this project. Tradewell bid \$26,000 and McNeil-West bid \$26,060. Motion to award this project to the lowest bidder being Tradewell by Solin, Seconded by Poltrock, all ayes, Motion Carried.
6. **Discuss Fairgrounds Promotional Committee's previous meeting minutes with questions if any:**
 - a. **Discuss improving the offsite parking including a pedestrian crossing on North Ave and lighting for the parking area:** Sara Repp from the City was at the June FPC meeting and stated they are planning to install a pedestrian crossing for the City Trail on North Avenue and are willing to adjust the location

of the crossing to meet our needs to utilize the off-site parking lot. The Committee is in favor of working with the City to have a signed crosswalk with lights. Heuss researched various possibilities for lighting this lot and presented them to the Committee. Due to the costs involved Poltrock questioned the "need" for this expense if the North Avenue overflow parking is only used a few days a year. This Committee will put this request on hold until there is more demand for this lot in the future.

- b. **Discuss alcohol coverage on liability insurance for events:** Robin Stowe shared what was learned at the Fairgrounds Promotional Committee meeting regarding alcohol coverage for events. Mike Theisen (Insurance Agent for the Fair) spoke at the FPC meeting regarding alcohol use on the grounds and racing/ car events. Mr. Theisen confirmed that a general commercial liability policy excludes coverage for vending alcohol and also for racing motorized vehicles. Special insurance riders are required to cover these activities. Currently it is the responsibility of the Fairgrounds users to verify that all activities conducted at the Fairgrounds during a scheduled event are covered by insurance. The question before the Committee is whether the County will start requiring proof of insurance. If so, then the plan would be to maintain a list of organizations that have insurance on file with the County with whom event hosts could partner to sell alcohol, and also maintain a listing of insurance companies who sell alcohol liability insurance. Public Property would like the Fairgrounds Promotional Committee to make a recommendation to them on how to proceed on this issue, as the Committee is concerned with how this may affect use of the Fairgrounds.
7. **City proposal to exchange Deleglise Street for Arctic Street Lot:** Mark Desotell and Robin Stowe discussed exchanging lots between the City and the County. The Arctic Street lot presently owned by the City would have more use to the County since it is located immediately adjacent to the County Fairgrounds and Highway Shop. Motion by Hardin to accept this exchange as stated, Seconded by Solin, all ayes, Motion Carried.
8. **Update on McKenna Property:** As a final condition of this sale, it is necessary to determine whether the General Liability Clarification Letter from the DNR is acceptable to the Committee. Stowe reviewed the letter with the Committee. According to this letter, the present owner as well as any future owners are not responsible to remediate the contamination revealed by the recent environmental testing on this property as it has been determined that the source of these contaminants are from off-site. If future excavation work occurs on the property, then the property owner would be responsible to properly dispose of any contaminants that may be exposed during excavation. Motion by Hardin, Seconded by Poltrock to accept the clarification letter from the DNR, all ayes, Motion Carried. With the acceptance of this letter from the DNR, closing on this property is scheduled for July 7, 2014.

A check in the amount of \$113,669.94 will be presented to McKenna Real Properties LLC at closing. As previously, agreed the County will reimburse Kevin McKenna for the actual costs of environmental testing not to exceed \$5,000, and the County will also recognize a donation in the amount of \$115,000 (subject to an appraisal commissioned by the McKennas).

9. **Discuss fund raising for Livestock Pavilion:** Dennis Mattmiller reported on the status of the fund raising efforts and discussed the remaining expenses. The project as bid-out and approved by the County Board has been closed-out since December 2013. The Committee was advised that work was performed outside the scope of the project as bid (Bauer Plumbing – for work in the Dairy Wing requested by 4-H and Spiegl Construction – for installing and removing roof, and for materials and labor for the restrooms to allow the building to be used for the Fair in 2013) At this time, the County has not received any formal requests for compensation for these services. Mattmiller provided costs estimates for this work and is hopeful that these expenses can be paid by additional fund raising efforts. There has been some discussion of whether 4-H and the Committee may reach an agreement to share in these costs or whether additional fund raising may cover these costs. Mattmiller is willing to wait for donations to recoup the money he has fronted. Landscaping, donor signs and a few other projects need to be completed yet.

Since this building project has been closed out, it is important that any additional work on this building and grounds be approved by the Public Property Committee. Landscaping, donor signs and a few other projects need to be completed yet. Donor signs are currently in process with Antigo Sign and will cost approximately \$3-\$5,000. Some of the larger donor signs may be installed by Fair time.

10. **Finalize rental fees and policy on Winter storage in the Livestock Pavilion:** A proposed lease has been drafted waiting for approval of the rates and lease terms. Heuss has prepared a drawing mapping out spaces to lease that are approximately 9'x22' in size. Motion by Solin to set the rental rate at \$300.00 for the rental period from November 1st of the year the lease is executed thru April 15th of the following year. (Approximately a 5 month term) Seconded by Hardin, all ayes, Motion Carried.

11. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of June. (See attached)

- a. **Jack Lake Restroom Project:** Project is substantially complete. Holding tanks will be replaced.
- b. **Clerk of Court Security Glass Project:** Tradewell Construction was awarded this project – Contract documents will now be processed.
- c. **Courthouse parking lot seal coating and restriping:** Heuss presented drawings for angle parking and 90 degree parking. The Committee prefers the 90 degree parking which allows for more parking spaces.
- d. **Memorial bench on Courthouse grounds:** Donation funds are available to replace the Memorial Bench with new bench having a Bronze Plaque and concrete pad. Committee agrees these funds can be used for this Memorial Bench.

- e. **Commercial Building re-siding project:** This project has been completed.
- f. **Update on Fairgrounds tree plan:** Antigo Arborists will be removing trees. A source for white pine trees is needed; red pine trees will be donated by Dave Solin.
- g. **Discuss School House siding:** Existing siding has areas of rot, and replacement will be quite expensive. The Committee decided to re-visit why the School House is located on the Fairgrounds and whose responsibility it is for upkeep. Stowe will research this, no action taken. at this time.
- h. **Horse Barn wash pad:** Krueger and Steinfest will install prior to the Fair.

As part of the Library Roof project the installation of heat tape was discussed and the cost of installing heat tape falls within the not to exceed project amount established. Heat tape is needed to address ice buildup. Motion to approve paying 1/3 of the cost of heat tape installation, not to exceed \$1,500 by Solin, Seconded by Hardin, all ayes, Motion Carried.

Town of Antigo Fire Department requests permission to replace a valve on the well owned by the County that is located outside the boundaries of the Airport. The well is used primarily for the Agricultural Research Station and UW-Extension has paid all fees associated with it. Motion to grant permission to the Town of Antigo Fire Department (at no cost to the County) to replace the valve on the well by Poltrock, Seconded by Hardin, all ayes, Motion Carried.

12. **Approve Disposal of County Equipment:** Pam Jankowski presented a list of items to be disposed of that have not sold on the Public Surplus Auction site and is requesting to scrap items and dispose of them as necessary. Motion by Solin to allow future disposal of any items that have not sold on the Public Surplus Auction site, Seconded by Poltrock, all ayes, Motion Carried.

13. **Review Budget Summary:** Committee Members received the Budget Summary for review.

14. **Verify Date of Next Meeting:** The next regular meeting will be August 4, 2014 at 5:00 pm at the Resource Center, Wolf River Room.

15. **Adjourn:** Motion by Harden, Seconded by Poltrock to adjourn at 6:42 p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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July 1, 2014 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Finished installing jail shower hardware, sprayed for ants in jail, replaced ceiling tiles with lift in cell block area, replaced day & night lights in cells, repaired & replaced cameras in cells, sprayed weeds, replaced belts on rooftop exhaust fans, replaced heating valve actuator in Chief of Police office, clean/paint/repair in preparation for state inspection. Measure for fiber optic cable from phone room to jail closet. Get prices for fiber and patch panels. Add outlet in phone room for AS400.
- RC: Clean out leaves from behind air conditioners. Repair lights, resolve plumbing issues. Adjust HVAC in child support area. Lower/replace ceiling grid & tile in basement corridor. Rehang light fixture. Remove metal panels from air conditioner cover.
- HCC: Move boxes and repair exit light after fire department inspection,
- CH: Check and repair panic button in District Attorney office. Repaired breaks/holes in courthouse steps.
- Fairgrounds: Reconnect phone & P.A. cables in Commercial Building. Rewire horse barn receptacles to change from 2 circuits to 6 for fans (breakers were tripping during fair). Replace (8) toilet paper dispensers in Multi-Purpose restrooms. Repaint cooler door in beer stand. Re-mount electric panels in Commercial Building.
- General: Install conduit & wire to new pressure switch in Jack Lake Restroom / disconnect old pressure switch, install privacy film on restroom windows. Haul & shred paper, Collect auction items, got cars running for auction buyer pick up. Program key fobs & obtain keys for new employee at RC. Several locates for Digger's Hotline (county fiber optic line). Repair lawn mowers. Assist as needed during fairgrounds events (RV rally, Hockey Camp, Horse & Pony Event, tables / chairs loaning).

2. ADMINISTRATION

- Clerk of Courts Counter bidding/questions/walkthrough. Write contracts pending results.
- Horse Barn: Produce cost study for H&P project (New barn or repair existing).
- Staffing: One Maintenance Worker on extended medical leave. Additional LTE assisting.
- Accessibility Study Draft – ADA study of County buildings completed later in 2014.

3. FACILITY STATUS

- Safety Building
 - Waiting for finalizing of McKenna Building purchase for impound storage.
 - Jail - State Inspection complete. Inspector pleased with work.
- Resource Center
- Health Care Center
- Fairgrounds
 - Fairgrounds Trees: Tree removal is being scheduled. Locating replacement trees.
 - Clover room drywall repairs.
 - Horse Arena fence repairs, drag arena. Met with Horse & Pony Project.
 - Schoolhouse siding quotes.
 - Pedestrian Crossing / North Field Lighting cost estimate.
 - Spray track / impound area with roundup.
 - Livestock Barn – Add (3) 220 V outlets for pressure washing.
- Courthouse
 - Clerk of Courts Service Counter Project to begin.
 - Parking lot resurfacing / restriping. Drawings in progress. Will solicit quotes.
- Veterans' Memorial Park
 - Plumbing / Electrical Engineer's final walkthrough July 2.
- Airport : Begin install replacement light fixtures schedule permitting.