

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

**Date of Meeting:** July 2, 2012 at 6:15 pm

**Place:** Wolf River Room, Resource Center

**Members Present:** Chairman Robert Benishek, Vernon Cahak, David Solin and Jeffrey Zalewski

**Members Absent:** Douglas Nonnenmacher

**Others Present:** Robin Stowe, Nate Heuss, Ora Monegar, Kim VanHoof, James Jansen, Don Schroeder, Sue Bina, Rick Bina, (Bina Impressions) and Pam Jankowski

The meeting was called to order by Chairman Benishek at 6:15 p.m., in the Wolf River Room, Resource Center. Motion by Cahak, seconded by Solin to approve the minutes of the June 5, 2012 meeting. All ayes, Motion carried.

**Consider request from Social Services to add a card reader to the Northeast door at the Health Care Center:** Kim VanHoof, Director of the Department of Social Services presented her concerns regarding having a card reader on the Northeast door at the Health Care Center. This would make this entrance accessible for the workers who may be bringing in children for safety situations. Presently, they have to go through the main doors and through the waiting room which could present unsafe situations for the families involved. Nathan Heuss stated he would like to add a reader and it would cost approximately \$1,500 - \$2,500. Heuss stated we do have money left over in the project budget due to other cost cutting measures. Solin makes a motion to install a card reader on that door, seconded by Zalewski, all ayes, motion carried.

**Review alternative sites for monthly County Board meetings:** : Robin Stowe advised the Committee that Probation and Parole has expressed interest in utilizing the County Board Room to expand their space in the Safety Building. All remodeling costs will be paid for by the State. Probation and Parole would then enter into a 5 year lease subject to renewals and the additional revenue could be used to remodel another area for County Board meetings, including the addition of an electronic voting machine. Previously, other areas currently used by the Sheriff's Department were under consideration to accommodate the expanded space for Probation and Parole; however this proposal raised concerns about compromising the space needs for the Sheriff's Department. Discussion presented on various locations to hold County Board meetings. Solin wanted to proceed with this. Supervisor Jansen advised that the Safety Building was built with the capability of a 3<sup>rd</sup> floor expansion. Roof and floor load requirements have changed since 1970 but Heuss is willing to look into the matter. A commitment from this Committee and the County Board is needed in order to enter into an expanded lease with Probation and Parole which then triggers the need to find a new location for County Board meetings. Solin stated they would discuss this at the next County Board Meeting. Heuss will be

meeting with Probation and Parole sometime this week to discuss the expansion. Benishek stated the Committee is ready to work with them. Motion by Solin to move forward on this idea, seconded by Zalewski, all ayes, motion carried.

**Printing Contract – Rick Bina:** Rick and Sue Bina from Bina Impressions appear to discuss details of the Printing Contract awarded to them by the County. At its previous meeting, the committee recommended accepting the proposal from Bina Impressions but decided that Clermont Printing was going to retain the printing of the ballots for the County Clerk. Bina Impressions would like all the printing for the County awarded to them. County Clerk, Kathy Jacob emailed the Committee members stating her concerns were for the printing of the ballots for the Federal and State, she also stated that she wanted Clermont to keep those because they are already set up and she knows they are printed correctly. It was Bina's understanding based upon the proposal, previous communications with the Finance Director and the wording of the County Board resolution that whomever has the contract, they were to do all county printing. Bina is questioning why things have changed as he is interested in the ballot printing too. Benishek stated that everyone is qualified to print these ballots and it is a good idea to have back up in case one of the printing companies would go out of business. August 2012 is the next election and Clermont should retain that printing job due to time constraints. Motion presented by Benishek that Bina Impressions do all County printing. Cahak questions the fact that at the last meeting they allowed Clermont Printing to keep the ballot printing and now they are reconsidering it. Motion by Benishek that after the August election, Bina Impressions will be printing the ballots and work with the County Clerk to set these up with his company and upon her satisfaction all future ballots will be printed by him under the County Contract, seconded by Solin, 3 ayes, 1-no (Cahak), motion carried.

**Review proposal for County Maintenance Department to assist with library CIP projects:**

Stowe reported that the County is working with the City and the Library Board to create a Capital Improvement Plan (CIP) to fund major repairs for the library. Within the next year or so, the roof will need to be replaced on the library building. The proposed CIP process for the library calls for the County to take the lead on administering the CIP fund and overseeing the projects. Stowe presented this to the Committee for approval since this would be an additional responsibility for the County's Maintenance Department. Solin makes a Motion for the County to manage the Library CIP projects with the Maintenance Department handling the jobs, seconded by Cahak, all ayes, motion carried.

**Discuss disposition of racetrack improvements owned by the Stock Car Assoc. .:**

Stowe distributed copies of Duke Packard's appraisals on the racetrack improvements owned by the Antigo Stock Car Association. On June 13, 2012 the lease terminated between the County and Antigo Stock Car Association and this action triggered a clause in the Agreement which indicates that certain improvements that are the property of Antigo Stock Car Association which include: guardrails, posts, cement barriers, weigh scales, race track light fixtures, wheel fence and pipe. Previously, the parties decided to review the status of the improvements at the end of the racing season. However, although no immediate action is necessary, it is important that the parties continue to review the status of these improvements in order to ensure that a deal can be worked out in the near future. Monegar stated that Ted Smith has resigned from the Association and will no longer be a party to these negotiations. Ora also advised that the Association is

concerned about the potential liability for these improvements that are now the property of the Association. The Committee agrees that while these improvements remain at the fairgrounds the County will hold the Association harmless against any claims for injury to persons or property while these improvements are used by other event sponsors. Ora requested something in writing and Stowe will provide a letter to the Association to that effect. It was noted that event sponsors are required to have insurance to cover this liability and the County as the property owner also have liability insurance coverage.

**Review proposals for air conditioner replacement at Health Care Center:** Benishek stated that the Air Conditioner is having problems and needs replacing at the HCC. Heuss has contacted him regarding this and stated we have the funds in CIP to replace it this year. Because time is of the essence, Heuss has solicited quotes from 7 contractors.

Jerome Filbrandt	\$65,900 plus \$5,500 for allowances
McNeil-West	\$53,311 includes replacing hot water coil also; does not include controls
North Central Mechanical	\$65,239 including coil replacement and controls

Heuss to contact these contractors for more specifics and verify the information included in the quotes. Heuss stated there is a long lead time because it is such a big unit. We are looking at approximately 5-8 weeks. Solin makes a motion to go with McNeil-West provided Nate feels comfortable with everything, seconded by Zalewski, all ayes, motion carried.

**Review proposals for exterior door repairs & alterations at Health Care Center:**

Heuss stated that he would like to add an air lock to the automatic door where handicapped adults are dropped off because there is such a problem with cold air. He would like to move the existing door in and add a second automatic entrance door.

Quotes include existing automatic door relocate and adding a new automatic entrance door on the east side where the handicapped adults are dropped off.

<b>Automatic Entrance</b>	<b>\$8,780</b>
<b>Tri City Glass &amp; Door</b>	<b>\$10,090</b>
<b>Entrance Technologies Inc</b>	<b>\$7,788</b>

The funding is already in CIP.

Heuss would like to go with Entrance Technologies Inc. Solin makes a motion to go ahead with Entrance Technologies Inc and accept the low quote of \$7,788, seconded by Cahak, all ayes, motion carried.

**Discuss space needs for the Probation & Parole Offices:** This was previously discussed along with Agenda Item #4 "Reviewing alternative sites for the monthly County Board Meetings"

**Review Status of Projects:**

**Update from Fundraising Committee:** No Updates at this time.

**Review project schedule for cattle barn:** Heuss stated that there are 3 wings on the cattle barn erected and roofed, west wing has siding installed, center show ring materials have been delivered, the west and north wing floor slabs were poured by volunteers. Seven mason companies also volunteered their time. Don Schroeder gave an update on the concrete pouring. Labor was also provided by Jail inmates. Bob Benishek inquired about sealing the concrete. Zalewski cautions sealing the concrete due to what you may be putting on top of the concrete in the future. He suggests if the floor is just being used for cattle, a sealer would be fine; however it needs time to cure. The plumbing is done in that area, and the 3 wings will be done by Fair time. Concrete block for milk house walls will be laid soon. Funding is still needed for HVAC and Electrical. There will be a Pre-Fair Walk Thru on July 23, at 9:30 am and notices will be sent to the committee members.

**Update on Camp Susan Roof Project:** . This project is complete.

**Review Maintenance Projects:** See attached report provided by Heuss. Report accepted by the Committee.

**Report from Fairgrounds Advisory Committee:** Jeff Zalewski stated that they are working on a Fairgrounds User Survey for the County website and working with the local Garden Club on some grounds improvement projects. He also stated that Shane Lund would like to become a member of the Fairgrounds Advisory Committee. He is the president of the Hockey Association. Nick Salm would like to step down and allow Lund to take his position. Off- Road Races and the Zurko Flea Market are upcoming and will be handled on the same day, this is the first time they have 2 events scheduled on the grounds on the same day and they will be using overflow parking on North Avenue. Nick Salm would like to see a sidewalk on North Avenue due to the overflow parking and safety issues. Speed bumps and speed limit signs were also suggested.

**Review status of installing hand dryers at Fairgrounds:** Heuss stated the Hockey restrooms will need 8 units and will cost approximately \$4,000 installed. Funding was discussed and the Stasek Donation was brought up to see if there are any funds left from that donation. Fairgrounds Advisory Committee supports needing these dryers and Heuss was asked to check on what was spent in the past on paper towels and so forth, to justify the need for these dryers. Motion by Solin to hold this matter over until the next meeting to discuss funding. Heuss will check to see what is spent on towels and so forth. Motion by Solin to put this item on next months agenda for funding purposes, seconded by Zalewski, all ayes, motion carried.

**Review membership of Fairgrounds Advisory Committee:** Previously discussed with the Report from Fairgrounds Advisory Committee.

**Discuss having a County Board Meeting at Camp Susan:** Stowe stated the August meeting is set up to be held at Camp Susan. Dale Dahms has offered to do the cooking with the help of Zalewski. Stowe will discuss bussing members to Camp Susan with Gary Olsen. Solin offers to donate the beef. Benishek stated he would like Fred Berner to be invited.

**Discuss planning an Open House Event when the cattle barn is completed to recognize donors, volunteers, etc.** Benishek would like to tentatively plan this Open House at the end of September or early October. He would like a member from the Fairgrounds Advisory Committee, the 4-H Board and County Board to form a committee for this event.

**Approve Disposal of County Equipment:** None at this time.

**Approve Office Equipment/Furniture Purchases:** None at this time

**Review Budget Summary:** Committee Members reviewed the Disbursement History Report for bills paid in June. Motion by Solin to approve this report, seconded by Zalewski, all ayes, motion carried.

**Next Meeting Date:** The next regular meeting will be Monday, August 6, 2012 at 6:15 pm in the Wolf River Room, Resource Center.

**Adjourn:** Motion by Cahak, seconded by Zalewski to adjourn at 7:40 pm, all ayes, motion carried.

Respectfully submitted,

Pamela Jankowski  
Recording Secretary

**LANGLADE COUNTY MAINTENANCE DEPARTMENT**  
**Fairgrounds - 1633 Neva Road, Antigo, Wisconsin 54409**

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Nate Heuss  
Director of Facilities Management

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July 2, 2012 – Public Property Committee Report

**1. COMPLETED WORK**

- Fairgrounds: Cut down 2 trees and remove stumps, event set up / assistance, installed underground electrical conduit for Cattle Barn, assisted with de-watering, fabricate brackets and hang mailbox for shop. Concrete pour preparation work; oversee Jail labor. Assist barn construction as needed.
- SB / Jail: Check / resolve A/C problem, repair garage door, paint exterior steel at west entrance and overhead doors, replace damaged ceiling tile in jail cells, repair sink & toilets in jail cells, replace jail light bulbs and ballasts, resolve air conditioning problems.
- HCC: Repair toilet, show carpet installer what to repair, check computer line for NCHC, move furniture for carpet layers, change ballasts, check / resolve multiple A/C problems, rearranged 9 drawers, moved large file cabinets, made sign, solicited quotes for door work, solicit quotes for new a/c condenser.
- CH: Repair drain pipes,
- RC: Trim branches, landscape work.
- General: Move phone lines, check phones and lines for system switch over, install underground wiring for highway department gate, pick up and shred paper, finish highway department shop pressure washer, replace light switch for highway, inspect malfunctioning smoke detector at Camp Susan.

**2. OPERATIONS & PROCEDURES**

- Construction Administration / Observation: Cattle Barn. Coordinate / answer contractor questions, order materials for concrete pour, resolve miscellaneous issues as they arise.
- Probation & Parole: Prepare concept floor plans and review options. Attend meeting this week.
- New Phone system – assisting I.T. with change over to new system.
- Quotes for Library Roof in progress. Assistance with bidding etc requested.
- ADA audit early 2013.

**3. ONGOING PROJECTS**

- Cattle Barn
  - 3 wings are nearing completion. Will have 3 wings for fair.
  - Temporary water and power for fair. Limited power.
  - Hoping to have concrete in two wings.
- Health Care Center
  - Carpet Project – Complete pending punchlist
  - Air Conditioner Condensing Unit & Coil – soliciting quotes.
  - Sliding door & door frame replacement quotes.
- Courthouse
  - Phone system cable pulling – proceeding with additional work.
  - Lighting efficiency improvements nearly complete – vaults & mechanical room remaining.
- Safety Building
  - Produce approved floor plan for probation & parole – time permitting.
  - 7,350 S.F. Sheriff Building – construction next spring.
  - Budget price on kitchen emergency power.
- Resource Center
  - HVAC system work – bid late summer as time permits.
- Camp Susan
  - Roof / gutters & structural work is complete.