

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

**Date of Meeting:** July 7, 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, Jim Jansen, Nate Heuss, Gary Olsen, Don Schroeder, Holly Matucheski, Mike Seubert, Ted Smith, Ora Monegar, Deena Grabowsky, Chet Haatvedt, Gordon Neve, Terry Poltrock, and other Antigo Stock Car board members

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 June 6, 2011 meeting. All ayes. Motion carried.

**Update Committee on Courthouse Union Grievance filed regarding the Appointment of a Lead Worker in the Maintenance Department:** Stowe reminded the committee that the Public Property Committee had created an interim lead worker for the maintenance department after the maintenance supervisor position had been eliminated on September 23, 2010. The courthouse union had been accepting of the interim position and was in agreement when the temporary position lasted longer than 90 days because the position had to be advertised twice, but it was the union's understanding that the interim lead worker position would be eliminated when the Director of Facilities Management position was filled, which it was on February 14, 2011. According to the union's interpretation of language in the contract, temporary positions cannot last longer than 90 days. At the Personnel Committee meeting this morning, in essence no action was taken as two motions (one to deny the grievance and one to approve the grievance) did not receive enough support to be passed. Haatvedt stated that if no action was taken at tonight's meeting either to support creating a full-time lead worker in the maintenance department or returning Holup to his Range 5 pay classification that this grievance would be sent on to mediation/arbitration. Motion by Benishek, seconded by Cahak to return Holup to his Range 5 electrician's position. 2 ayes, 3 nays. The motion did not pass. Stowe explained to the committee that if it is their wish to create a full-time Range 6 lead worker position in the maintenance department that because there is now a hiring freeze, the position must go through the oversight committee, Executive Committee, Personnel Committee and finally approval by the county board needing a  $\frac{3}{4}$  vote. Solin stated that the maintenance department needs the lead worker position. Haatvedt also stated that if the resolution to county board fails that he wants an assurance that Holup will be returned to his Range 5 electrician position immediately that day. Motion by Solin, seconded by Zalewski to create a Range 6 leader work position in the maintenance department and forward to the Executive and Personnel Committee and to county board for approval; and if the resolution fails, Holup will return immediately to his Range

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5 pay classification, as an Electrical Building Maintenance Worker. 3 ayes, 2 nays. Motion carried.

**Discuss Waiving Rent for Customer Appreciation on August 17, 2011:** Grabowsky requested that the committee waive the rent for the 30<sup>th</sup> Annual Customer Appreciation Day on August 17. Customer Appreciation Day is sponsored by the Antigo/Langlade Chamber of Commerce and has been held in the multi-purpose building the last few years. Grabowsky informed the committee that the Chamber usually only breaks even for the event. It is not a for profit event. After discussion, motion by Benishek, seconded by Cahak to reduce the rent for Customer Appreciation to \$100 for the use of the multi-purpose building. All ayes. Motion carried.

**Set Safety Building rent for City Police Department for 2012:** Gary Olsen provided the committee with the following formula to calculate the rental charge to the City of Antigo for the Safety Building:

<b>Procedure for calculating rental charge to City of Antigo for the Safety Building:</b>		
<b>Based on Indirect Cost Plan and Architect numbers:</b>		
1.	Areas used exclusively by the City	<b>1,210</b>
2.	Area in new jail section that is shared by both and/or is public space	<b>3,100</b>
3.	Shared areas not including public corridors	<b>5,976</b>
4.	Public corridors shared	<b>4,427</b>
5.	Area used exclusively by the County excluding jail	2,321
6.	Jail area including mechanical rooms	32,500
7.	Gross Area of Entire Building	49,534
	Annual operating cost of Safety Building	506,431
	Annual operating cost per square foot (506431/49,534)	10.22
	Annual operating cost for shared space (10.22 / 2)	5.11
	City Exclusive Use Space (1 x 10.54)	12,366
	Shared Space ((2+3+4) * (5.11))	69,000
	Total Per Year	81,366
	Less 21.11% City Discount for County Tax	(17,176)
	Yearly Total	64,190
	Monthly Total	5,349

Currently the City of Antigo is paying \$5,503/month. After discussion, motion by Solin, seconded by Nonnenmacher to increase the monthly rent by 3% and to approve the monthly rental rate of \$5,668 for the Antigo Police Department for 2012 and to have Olsen forward this paperwork to the City of Antigo. All ayes. Motion carried.

**Clarification of Use of On-line Auctions to Dispose of County Property:** Olsen stated that after last month’s meeting that some department heads had requested clarification as they had used Craig’s List to sell vehicles and had excellent results. Olsen stated he was in favor of whatever was the wish of the committee, but would prefer that the committee utilize only one

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on-line auction site instead of several. After discussion, motion by Cahak, seconded by Solin to utilize Public Surplus and if selling a larger item adding a 7% mark-up to the minimum bid; and if the item does not sell on the Public Surplus site, then a department may utilize Craig's List. All ayes. Motion carried.

**Review and Rank CIP Projects for 2012-2016:** Heuss reviewed with the committee the 10 projects for 2012: Health Care Center door replacement; maintenance shop roof/fascia replacement; Courthouse door replacement and hardware upgrade; repave Safety Building parking area and repair retaining wall; concrete replacement under the grandstand; lighting improvement for the Safety Building, Health Care Center, and Courthouse; pick-up truck replacement; install emergency generator at the Health Care Center; update/replace 50 ton air conditioning unit at the Health Care Center; and Resource Center HVAC improvements. The committee reviewed and ranked the ten projects planned for 2012. The cost of these projects is \$258,000. Olsen stated that over the years not all capital improvement projects have cost as much as budgeted and those funds have been set aside in a rainy day fund. Olsen explained that these funds could be used for the projects if the Finance Committee approves it. Heuss also reviewed the other 14 projects scheduled for 2013-2016. Motion by Solin, seconded by Zalewski to forward the results to the finance director and finance committee. All ayes. Motion carried.

**Review Status of Projects – Update on Bids for Cattle Barn Reroof and Structural Improvements – Discuss Reconsidering Decision or Delaying Capital Improvement Project to Consider Other Options:** Olsen stated that \$160,000 was budgeted for this project and \$85,000 was subsequently received from the insurance company for the wind damage to the roof. Heuss stated that originally the foundation and roof repairs used the entire budgeted amount, but because of the additional funds available that the barn wings may now be able to be replaced. There are additional items that could be taken care of; such as, replacing the lighting and electric, replacing the water heater in the milk house, and resolving the drainage issues around the cattle barn. Several different opinions have been shared by different people on what to do with the barn; including tearing the barn down and rebuilding completely, repairing the existing barn, and tearing down and replacing the barn wings with new wings to match existing appearance. After discussion, motion by Solin, seconded by Benishek to have a public hearing on Monday, August 8 at 7 p.m., to solicit public input regarding renovations to the cattle barn. 4 ayes, 1 nay. Motion carried.

**Forestry Garage:** Heuss stated that the forestry garage is 99% complete. JAS Construction still has not received the ridge vent for the forestry garage, but it should be installed shortly. Also, the maintenance staff is working to replace lights and asphalt needs to be added by the east door.

**Multi-purpose Building Insulation Project:** Heuss stated that he had prepared a punch list (the tape was not sticking in certain areas) for Decker Lumber, and they had contacted Heuss inquiring about coming the weekend of July 16 or 23 to complete the punch list. Heuss stated that after viewing the multi-purpose building after hockey camp and the level of condensation on the ceiling while the ice was melting that it is apparent that this is a very difficult environment.

**Request Authority to Bid Replacement of Paving at east Health Care Center Parking Lot:**

Heuss informed the committee that \$80,000 has been budgeted for this project. Heuss stated that there are currently 42 parking stalls in the back parking lot. He would like to recommend 90° parking, which would add 16 parking stalls. Heuss would also utilize the residential lot for bus access from the north. The culvert may need to be rebuilt. After discussion, motion by Solin, seconded by Zalewski to have Heuss bid out paving the east Health Care Center parking lot. All ayes. Motion carried.

**Open Bids for Carpet Replacement at the Health Care Center and Safety Building:**

Heuss informed the committee that he had been contacted by Gordon Neve regarding clarification of the bid specifications and had invited Neve to attend the meeting. Neve listed several items he would like clarified on the bid. Heuss noted that there are typically only two local bidders on carpet replacement projects, and recommended rebidding the project in order to allow Neve to bid the work. Neve also stated that carpet tile may be the way to go instead of regular carpeting as carpet tile can be replaced by the square instead of having to purchase an entire carpet, and future work could be done during normal business hours without having to empty an entire room or area. Motion by Benishek, seconded by Cahak to clarify the bid specifications and to rebid the carpet replacement project to include an alternate for carpet tile. All ayes. Motion carried.

**Open Bids for Card Access System:** The following bids were received for the card access system:

Per Mar Security Services -	\$11,700.00
Cost per additional door -	\$600.00
Optional – Service agreement, which covers all parts and labor for repairs and software updates -	\$900.00
LaForce, Inc. -	\$18,300.00
Cost per additional door -	\$1,900.00
Annual software/other fee -	\$285.00

Motion by Benishek, seconded by Zalewski to accept the low bid of Per Mar Security Services of \$11,700.00 + \$600.00 per additional door for the card access system. All ayes. Motion carried.

**Discuss Key Policy in regards to Fairgrounds Usage:** Heuss stated that he would like a log of keys loaned/returned and would like a form for fairgrounds users to sign when they are given keys for events. There is currently no formal documentation being done. Heuss would like Poltrock to be the key manager. Stowe suggested that the form that will be used for other county buildings be used for this purpose. Zalewski will forward the recommendation to the fairgrounds ad hoc committee, which is reviewing the fairgrounds use policy and will be suggesting changes to the Public Property Committee in October.

**Update on Request from the Manager of Courtview Apartments for Agreement to use Parking Area behind the Resource Center Garage:** Stowe reminded the committee that last month he had brought forward this request from the manager of Courtview Apartments. Heuss

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stated that he had spoken with the maintenance staff and this is the area that is used for pushing snow when plowing the Resource Center lot, but could be used for parking in the summer. The manager then contacted Stowe regarding other options. Stowe stated that she needed to speak with Heuss. Heuss stated that he has not been contacted. This item will be tabled for now.

**Review Maintenance Projects:** Heuss informed the committee that the courthouse is being cleaned by Antigo Building Maintenance and it has been going well. The lighting audit is in progress at the Health Care Center and Courthouse. A gas grill valve is being replaced in the multi-purpose building kitchen, as suggested by stock car. The security glass has been installed at the Health Care Center and is working well. The new furnace and air conditioning unit have been installed at the Resource Center. The east side of the Courthouse needs tuckpointing and masonry repair. Heuss contacted Hi Low Masonry Repair as they have worked on historic buildings. The voice recorder components have been ordered for the small courtroom. The pipe bollards are being installed around the electric pedestals at the fairgrounds. Quotes have been received for the removal of the clay pit at the fairgrounds. The highway department quoted \$12,000 and Krueger and Stienfest quoted \$5,000. Heuss stated the boilers in the Safety Building do not currently modulate (fire at lower temperatures when less heat is required) but have the capability to do so. Heuss will have ALC controls make connections to enable boiler modulation, which should increase boiler efficiency noticeably. Air flow and temperature to unoccupied areas will also be reduced at night to save energy. The Jail Air Quality Report has been received and air quality is good. Motion by Benishek, seconded by Cahak to accept the maintenance report and place on file. All ayes. Motion carried.

**Antigo Stock Car Update – Review Draft Letter regarding the Disposition of Racetrack Improvements that are listed as property of the Antigo Stock Car Association:** Stowe stated that from the first lease to the current lease, the agreements have contained language which lists the guard rails and posts, cement barriers, weigh scale, racetrack light fixtures, wheel fence and pipe as the property of Antigo Stock Car. The disposition of these items has yet to be decided so Stowe prepared a draft letter for Antigo Stock Car to review. It was suggested that Stowe inquire into the cost of an appraisal of these items, such that the parties could then reach an agreement on the value of these improvements as well as their disposition and the end of the lease term.

Antigo Stock Car also discussed with the committee a proposal to make a smaller ¼ mile track inside the ½ mile track. Stowe will inquire into what permits would be needed for such a process. Also, a project of this magnitude would need county board approval, similar to the approval process used to create the existing ½ mile racetrack. Although it was mentioned that all the costs of these improvements would not be at the County's expense, County Board approval would be required to accept this donation. The Committee advised the Antigo Stock Car to contact all fairgrounds users that use the race track to see how they would be affected. The horse arena as well as the tower would need to be moved. Antigo Stock Car also inquired about installing two, 12' x 25' billboards on turns 2 and 3 for major sponsors. After much discussion, motion by Benishek, seconded by Zalewski to move forward with this process by gathering information to determine what steps (permits and approvals) would be necessary to accomplish this project. All ayes. Motion carried.

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**Discuss Status of VIP Building:** Stowe stated that he had contacted Kathy Packard regarding moving the VIP building. She informed him that Tom Schmidt would be moving the building for them. Stowe reminded her that they needed to contact Heuss before the building was moved. To Stowe's knowledge, Heuss has not been contacted nor has the building been moved. As the Packards have missed many deadlines to move the VIP building, Stowe inquired if the committee would like him to contact the Packards and inform them they have forfeited the right to remove the VIP building. Motion by Solin, seconded by Zalewski that Stowe contact the Packards and state that the VIP building will remain the property of Langlade County. All ayes. Motion carried.

**Update on Fairgrounds Ad Hoc Committee:** Zalewski stated that the review of the fairgrounds use policy has been completed. They are working on a brochure and suggestion box for during the fair.

**Set Date to Inspect Carnival:** It was the committee decision that a committee walk-thru of the fair was not necessary. Nonnenmacher, Solin, Schwartz, Schroeder and a representative of the fire department will do a walk-thru on Wednesday, July 27 at 9 a.m.

**Review Budget Summary:** The committee reviewed the maintenance department budget summary as of June 30, 2011. Motion by Solin, seconded by Nonnenmacher to accept the budget summary. All ayes. Motion carried.

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

**Next Meeting:** The next regular meeting will be Monday, August 1 at 6:15 p.m., in the Wolf River Room, Resource Center. The public hearing will be Monday, August 8 at 7:00 p.m., in the Clover Room, Multi-purpose Building.

**Adjourn:** Motion by Cahak, seconded by Benishek to adjourn at 9:05 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock  
Recording Secretary