

Langlade County
Public Property and Fairgrounds Promotional Joint Committee
Minutes

Date of Meeting: June 3, 2013, at 6:00 pm

Place: Resource Center – Wolf River Room

Members Present: Public Property Committee - Vernon Cahak, David Solin, Doug Nonnenmacher and Jeffrey Zalewski.
Fairgrounds Promotional Committee Chairman - Jeff Zalewski, Angie Close, and Rhonda Klement.

Members Absent: Bob Benishek, Shane Lund, Ronn Krueger

Others Present: Nate Heuss, Ora Monegar, Robin Stowe, Doug Below, Jessica Pyke, Dennis Mattmiller, Patti Brockman, Ron Barger and Pam Jankowski

1. The meeting was called to order by Vice Chairman Dave Solin at 6:00 p.m., for Public Property Committee and by Chairman Jeff Zalewski for Fairgrounds Promotional Committee 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 May 6, 2013:** Motion by Vern Cahak to approve the previous minutes of May 6, 2013, Seconded by Jeff Zalewski, all ayes, Motion carried.
3. **Discuss storage needs for ADRC for medical equipment at Health Care Center:** Doug Below was present from the ADRC and advised the Committee that Barb Resch has retired. The Department of Social Services will need her office for their own use for an additional ES Worker in the near future. Below needs some storage space for medical equipment and would like to use the small office area located in the existing Finance Department Office. The Finance Department will be relocating late this Summer to offices at the Safety Building. Ron Barger from the Health Department was also present and he explained that he has been working on a solution with Below. Barger stated this would be a feasible solution and the outer office area would be utilized as a conference room with funding coming from the ADRC for a conference table and chairs. Motion by Zalewski to allow office space as presented, Seconded by Cahak, all ayes, Motion carried.
4. **Discuss Garden for North Central Health Care Clients:** Jessica Pyke, Coordinator for the Developmentally Disabled Services was present and explained the need for a place to plant a garden for the clients. They are requesting a 9x21 foot plot at the Health Services Center. They would be planting vegetables and flowers and donating excess vegetables to the local food pantry. Nate Heuss stated there is space for this on the grounds. Dave Solin suggested a “raised garden”. Discussion presented on both possibilities. Motion to allow a garden that will suit their needs as long as the

Maintenance Department approves it by Zalewski, Seconded by Solin, all ayes, Motion carried. Pyke to advise Maintenance when she would like to proceed on this.

5. Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:

The Committee does not have any questions regarding the last meeting. Robin Stowe questioned whether the Committees wish to change the well charge. The current fee is \$50 for an entire week regardless of how much water is used. Suggestions were made for a sliding fee if usage exceeds a certain volume or a certain time period. Heuss to review this and submit his opinion. Stowe also went over the Barn Sanitation policy with the Committee.

6. Discuss Fairgrounds Racing: Stowe reiterates prior circumstances of the conflict in racing between the July 3rd and 4th dates requested by two different promoters, given the 48 hour buffer required between uses of the racetrack. The Committee had been advised that Gerry Olson will not be racing on July 3rd, therefore, July 4th date is now available to other potential users including the Antigo Stock Car Inc (Ora Monegar). They must pay the \$500 Track Deposit and also the applicable Rental Deposit. Certain repairs need to be made on the track and on some equipment and the County will make these repairs as time and funding permits. The Registration Building on the grounds was discussed as far as ownership. Antigo Stock Car Inc. feels it is their building and is not a permanent fixture on the property. Stowe explained that in the absence of any agreement between the parties to the contrary, any improvement made on County Property becomes County Property. Monegar to supply a key to Maintenance for that building. Stowe explained that when requests are made to remove equipment or structures at the fairgrounds, the Committee will need to attempt to determine what understanding existing between parties that may claim an ownership interest in the property.

7. Discuss Fairgrounds Horse barn: Patti Brockman, President of 4-H Horse and Pony Project was present. The barn is in need of maintenance. Brockman is requesting a Feasibility Study to move the arena out of the track area and to bring it closer to the common area on the Fairgrounds. The Horse & Pony Project would like to construct a new barn. Heuss stated the repairs to the existing barn would be planned for the short term, late 2013 or early 2014. Heuss would be willing to do a Feasibility Study on the Barn and Arena. Funding would likely need to be by private donations or grants.

8. Discuss Jack Lake Restroom Project: Solin would like to hold off until July to discuss this matter because they will know more about any grant money that could be applied to this project. The Forestry Committee previously rejected bids by a 3-2 vote not to proceed with this project. Motion to send to the County Board by Nonnenmacher, No Second. Referral from this Committee to Forestry to meet in month of June to reconsider restroom project with recommendation that we proceed, by Nonnenmacher, Seconded by Zalewski, all ayes, Motion carried.

At 6:35 the Fairgrounds Promotional Committee was called to order. Motion was made by Angie Close to approve the minutes from the May 23rd meeting, Seconded by Rhonda Klement, all ayes, Motion carried.

9. **At approximately 6:30 p.m. consider moving into JOINT closed session pursuant to Sec. 19.59 (1) (e), Wis. Stats., for competitive and bargaining reasons to review and evaluate competing requests for the use of the racetrack:** Motion to proceed into JOINT closed session at 6:36 by Zalewski, Seconded by Cahak, roll call vote, Nonnenmacher aye, Cahak, aye, Zalewski, aye, Solin aye. Motion by Close to proceed in closed session, roll call vote, Close aye, Klement aye, Zalewski aye.
10. **At approximately 7:00 p.m. the Committees return to open session with possible action taken on any matters discussed during closed session:** At approximately 7:15 p.m. Motion by Nonnenmacher, Seconded by Cahak to return to open session from the Public Property Committee, and Motion by Close, Seconded by Klement to return to open session from the Fairgrounds Promotional Committee, all ayes, Motion carried.

Motion by Rhonda Klement to adjourn the Fairgrounds Promotional Committee Meeting at approximately 7:25 p.m. Seconded by Angie Close all ayes, Motion carried.

11. **Review bids for dumpster service contract for County Facilities:** Heuss stated he has 2 sealed bids and opens them. Waste Management, who is our current provider, submitted a bid of \$1,391 per month. Advance Disposal (formerly Veolia) submitted a bid of \$1,131.60 per month. Heuss has questions on additional fees listed and will contact these bidders to clarify information. Nonnenmacher makes a motion to have the bids clarified by Heuss and to put this on the Agenda for next month, Seconded by Cahak, all ayes, Motion carried.
12. **Discuss Library Roof Projects:** Heuss stated this project was approved by County Board last month. The Library Board requested a meeting to review the specifications. Heuss is working on the bidding documents and specifications. Bids will be due at the August Public Property Meeting. This will be put on the Agenda for July for an update.
13. **Review Capital Improvement Program Projects 2014 – 2018:** The Committee ranked projects for 2014 & 2015.

2014 project ranking as follows:

1. Pick Up Truck Replacement
2. Concrete Replacement
3. Lighting Improvements
4. Clerk of Court's Office Security Glass

2015 project ranking as follows:

1. Scissors lift
2. Jail/Dispatch Roof
3. Carpet Replacement – Courthouse & Resource Center

14. Review Status of Animal Barn Project:

- a. **Update from Fundraising Committee:** Dennis Mattmiller was present and discussed fund raisers that are on-going. The Grand opening is scheduled for June 9th and they have the Moolah raffle tickets on sale for that event. Mattmiller stated he has recently received a \$1,000 donation.
- b. **Organize upcoming Open House Event:** Dennis Mattmiller updates this Committee on the upcoming Open House Event that is scheduled for June 9th. Everything seems to be running on schedule and they are hoping they have the restrooms completed for this Grand Opening.

15. Review Maintenance Projects: Heuss reviewed his report for the month of May and is accepted by the Committee. See attached.

- a. **Update on Resource Center HVAC Alterations:** Boiler is installed, sheet metal work done. Fin Tube is in place, baseboard in place, Bauer Plumbing is approximately 90% finished with this project. Maintenance Department is pulling control wires.
- b. **Update on Fairgrounds Asphalt Project:** Heuss expects this project to be completed in approximately 2 weeks pending weather. The Highway Department will then commence work on the roadway.
- c. **Roof & Siding Maintenance Shop:** Bids on this project are due June 10th. The project consist of insulation, siding, new roof, fascia, and soffit.
- d. **Update on Jack Lake Restroom bids:** This item was covered under Item #8
- e. **Update on Exhibition Building (Rabbit Barn):** Quotes for paint for this project are as follows: Sherwin Williams - \$898 and The Color Gallery \$862.80. The project was advertised in the Antigo Daily Journal. Langlade Painting was the only proposal received. The Committee Approves Langlade Painting's proposal of \$3,750 to pain the rabbit barn.

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

17. Approve Office Equipment/Furniture Purchases: None at this time.

18. Review Budget Summary: Committee Members received the Budget Summary for review.

19. Verify Date of Next Meeting: The next regular meeting will be Monday, July 1, 2013 at 6:00 pm at the Resource Center, Wolf River Room.

20. Adjourn: Motion by Zalewski, Seconded by Cahak to adjourn at 8:25 p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

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June 3, 2013 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Unplug floor drain east garage, repaired keyed locks in jail, unplug jail sinks, new carpet /paint in report writing room, weld and paint trap door in jail dell, replace bulbs in jail and safety building, repair tile in jail hallway, repair jail toilet flush valve, repair safety building door opener, spray for ants.
- RC: Met with Automated Logic re: control wiring, pulling wires for HVAC controls, move furniture as needed for HVAC project, repaired furnace motor bracket, patch hole in wall, cleaned flower beds.
- HCC: Replace window insert in DD workroom, met with Menominee Bus People & charter internet to get internet to transportation office, start up and adjust temperature on Air Conditioner units, program generator to run on monthly schedule, install suspended ceiling,
- CH: Change 17 fixtures and remove 3 fixtures at Courthouse, plant flowers in monument areas for Memorial Day ceremony, made video surveillance signs, replaced keyboard trays, hauled away large tree from lawn.
- General: Change lamps & ballasts in 29 fixtures in shop, 11 locates for Digger's Hotline, Haul & shred 60 boxes paper, changed kitchen light fixtures at Jack Lake, repair conduit for midway flood lights, water hook-up in Fairgrounds buildings (repaired 5 broken pipes), water hookup for white lake bathroom, set up for fairgrounds events (demo derby, sprint car races, flea market), checked & locked 3 tax deed homes for county sale.

2. ADMINISTRATION

- Architectural Work – Ran pre-bid meeting, answered bid questions, bid opening, researched cost reduction options for Veteran's Memorial Park. Pre-bid meeting, questions, advertising for Maintenance Shop Roof / Siding.
- Preparing bid documents for Library Roof Replacement.
- Focus on Energy grant: Proceeding with VFD's for HCC Air Handling Units. Quotes on LED exterior lighting. Maintenance Shop Lighting. Monthly meetings.
- C.I.P. document preparation for 2014 - 2018

3. FACILITY STATUS

- Cattle Barn
 - Concrete block Walls & doors for restroom have been installed.
 - HVAC pending available funds. Cannot store vehicles in barn w/out ventilation.
- Health Care Center
 - Roof replacement project is under contract / start late June.
 - Air Conditioner Condensing Unit has been ordered
 - Install Digital Controls Fall 2013
- Courthouse
 - Pricing on security barrier for Clerk of Courts.
 - Re-lamp vaults & mechanical rooms with more efficient lighting.
- Safety Building
 - 7,350 S.F. Impound Building Site. Design / Construction Doc's mid summer.
 - Finance & IS departments will move into former probation & parole space.
- Resource Center
 - HVAC project in progress; approximately 50%. Maintenance staff will pull wires for controls in early May.
 - Replace west side single pane windows in spring/summer.
- Fairgrounds
 - Rabbit Barn painting bids
 - Maintenance Building Roof / Siding