

Langlade County Public Property Committee Minutes

Date of Meeting: June 5, 2017 at 3:15 p.m.

Place: Langlade County Resource Center – Wolf River Room
837 Clermont Street, Antigo, WI 54409

Members Present: Larry Poltrock, Vern Cahak, Sam Hardin, Doug Nonnenmacher and Bob Benishek

Members Absent: None

Others Present: Nate Heuss and Judy Nagel.

1. The meeting was called to order by Chairman Larry Poltrock at 3:15 p.m. at the Resource Center – Wolf River Room. The Pledge of Allegiance was recited.
2. **Approve/amend the minutes of the previous meeting held on May 1, 2017:** The May minutes were amended to include the Fairgrounds parking lot diagram and re-published. Motion by Doug Nonnenmacher, to approve the Amended Minutes, Seconded by Vern Cahak, all ayes, Motion carried.
3. **Recognition of others present and public comments on agenda items or to request an item be added to a future agenda:** None. No requests to add items to a future agenda.
4. **Discuss Fairgrounds Promotional Committee’s previous meeting with questions if any:**
 - a. **FPC approved \$50 per day fee for the Dump Station for the RV Rally Event in September:** Discussion regarding September Rally. Restroom will be unlocked for this event. Concern regarding dump station flat daily fee. Use of dump station during that event should be noted for future consideration.
5. **Approve refilling the position of Building Maintenance Worker in the Maintenance Department:** Luke Kolz has resigned. Heuss is working with HR to advertise for a new worker. Poltrock will attend interviews. Motion by Benishek, Seconded by Hardin to approve refilling of the Building Maintenance Worker Position, all ayes, Motion Carried.
6. **Courthouse Space Review:**
 - a. Heuss provides spatial diagram of Courthouse floors 1-3. Review of courthouse offices and relative amount of space. See attached.
 - b. Heuss shares email from Corporation Counsel regarding Courthouse space.

- i. Finance area in Courthouse will become vacant in the next week due to two remaining Finance Employees relocating to Finance Suite in basement of Safety Building. Discussion on the importance of not allowing this space to be claimed by any Department until such time as the Public Property Committee has studied comprehensive space needs and determined the best use of all the spaces.
- ii. Probate Registrar needs to commit to a location in order to transition to mandatory e-filing. If remaining in current location, Juvenile Justice may need to relocate to 2nd floor.
- iii. Judge prefers that all court related functions move to second floor and that second / third floor become secured.
- iv. District Attorney has requested security upgrades to that office (now included in CIP).
- v. District Court Administrator – Susan Byrnes
 1. Wants room 203 remodeled into a hearing room ASAP.
 2. Advises county to begin making preparations for a 2nd branch of Circuit Court (additional courtroom, judge's chambers, judicial assistant, court report offices, jury room).
 - a. PPC not prepared to take this action at this time.
- vi. HGM report on St. Hyacinth's Church reviewed.
 1. Remodeling cost + purchase price appears to make St. Hyacinth's school option nonviable.
- c. Discussion regarding metal detector outside courtroom. Committee members upset that it is not being used, or used very infrequently. Heuss directed to contact Sheriff's Department and find out why it does not get used.
- d. Discussion regarding Lincoln County Courtroom size. Lincoln County has 2 courtrooms. Heuss will find out size of courtrooms.
- e. County Clerk and Register of Deeds office discussed. County Clerk vault currently has voting equipment and previous ballots stored for 22 months. Treasurer has lower level of their vault. 2nd level offices may need to move to ground floor in order for court related functions to be on 2nd floor.
- f. Noted that County Chairman will be appointing an Ad Hoc Committee to review the space needs.
- g. Discussion regarding small courtroom renovations in light of need to complete a space needs / location study. Heuss reiterates that he is extremely busy with projects, including the 2018 highway department renovation, and if the committee wants him to stop work on those projects and complete the space review, they need to provide that direction to him. Committee takes no action on this and decides that room 203 location is the only feasible location for a small hearing room.

7. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of May. (See attached)
 - a. **Exhibition Building Roof:** Work in process.
 - b. **Clover Room Renovations:** Ceiling tile and most of grid has been removed. Lighting replacement with LED fixtures is proceeding.
 - c. **Livestock Pavilion – Beef Wing Outlets:**
 - d. **Small Courtroom Renovations:**
 - e. **Grandstand Repairs:** Concrete has been replaced around repaired columns. Gutter replacement in progress.
 - f. **Horse Arena Fence:** ½ of fence has been removed, replacement in progress.
 - g. **Safety Building Emergency Power:** Authorized contractor to proceed.
 - h. **Courthouse Door Replacement:** Authorized contractor to proceed.
8. **Approve disposal of County Equipment:** None at this time.
9. **Review Budget Summary:** Committee Members received the Budget Summary for review.
10. **Verify Date of Next Meeting:** The next regular meeting will be Monday, July 10, 2017 at 3:15 p.m. in the Wolf River Room.
11. **Adjourn:** Motion to adjourn at 4:14 p.m. by Nonnenmacher, Seconded by Benishek, all ayes, Motion Carried.

Respectfully submitted,

Nate Heuss,
Recording Secretary