

Langlade County Public Property Committee Minutes

Date of Meeting: June 9, 2014 at 5:00 pm

Place: Resource Center – Wolf River Room

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

Members Absent: None

Others Present: Gary Olsen, Robin Stowe, Joe Novak, Rick Bina, Sue Bina, Dan Wolf, Nate Heuss, and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek 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 May 5, 2014:** Motion by Doug Nonnenmacher to approve the previous minutes, Seconded by Dave Solin, all ayes, Motion carried.
3. **Discuss printing contract and option to renew with Bina Printing for additional 2 years:** Currently Bina Impressions Printing has the printing contract with the County. Rick Bina would like to make some changes to the present contract before he would renew it for 2 years. Because changes would be made, Gary Olsen suggested getting proposals. Motion by Nonnenmacher to get proposals for the printing contract, Seconded by Larry Poltrock, all ayes, Motion carried. July 1, 2014 will be the next Public Property meeting and proposals will be approved at that time.
4. **Discuss office supply contract:** The office supply contract is up for renewal. Current contract is with Clermont Printing. Clermont would need to make some price changes in order to renew. Olsen explained that the County is part of V.A.L.U.E which has bid out office supplies and allows all member Counties to partner on the contract. The V.A.L.U.E contract is with Office Max. Motion by Nonnenmacher to allow departments to utilize either Clermont Printing or Office Max to purchase their office supplies, Seconded by Sam Hardin, all ayes, Motion carried. Gary Olsen will work with Office Max to get the ordering sit set up.
5. **Discuss Fairgrounds Promotional Committee's previous meeting minutes with questions if any:** Ronn Krueger has resigned his position on the Committee and Jeff Zalewski will take his seat on the Committee. Other Committee members are: Shane Lund, Angela Close, Rhonda Klement, and Chairman Bob Benishek.

Nonnenmacher inquired about alcohol coverage on the liability insurance for events. The Fairgrounds Promotional Committee is inviting an insurance agent to clarify questions

regarding this and will be present at their next meeting. Robin Stowe explained the additional riders required for alcohol coverage the Committee. This item will be on the Agenda next month for follow up.

- a. **Discuss improving the offsite parking including a pedestrian crossing on North Ave.** In order to better utilize the availability of offsite parking, the Fairgrounds Promotional Committee is interested in lighting on the offsite parking area on North Avenue and also a pedestrian cross walk for safety purposes. The City is willing to work with the County on possibly incorporating this area in the expanding City Walking Trail.
6. **Discuss long term plan for Horse Barn and adding a gravel wash pad area:**
The Horse and Pony Committee will prepare a study and cost estimate and report back to this Committee in 3-4 months regarding building a new horse barn. A quote of \$1,100.00 from Krueger and Steinfest was discussed for adding a wash pad area before our County Fair. Donations will be accepted for reimbursement to the County. Motion by Nonnenmacher to move forward with the wash pad area to be funded by the County and then any donations can be reimbursed, Seconded by Solin, all ayes, Motion carried.
This expense would come from Fairgrounds Revenue.
7. **Update on McKenna Property:** The County's offer to purchase this property was accepted with the condition that the County receives a favorable letter from the DNR regarding the environmental testing. Closing is tentatively scheduled to occur on or before for July 1, 2014. Stowe has prepared a resolution for County Board.
Motion to take this resolution to County Board by Solin, Seconded by Nonnenmacher, all ayes, Motion carried.
8. **Report from fund raising Committee for Livestock Pavilion:** No one from the Fund Raising Committee was in attendance. The scope of the Livestock Pavilion project as approved by the County Board has been closed since the end of 2013. Stowe advised that the approval of this Committee would be required to establish additional improvement projects (with or without fundraising efforts) and then the Finance Department will set up specific accounts for the projects approved by the Committee (such as ventilation, landscaping, etc.) The Pavilion does not have the ventilation it would need to store any gas powered equipment or vehicles. Winter storage has been discussed in the past to create additional revenue for the Fairgrounds. Approximate cost for ventilation system is \$18,000. Storage of campers, trailers, boats, etc. with all fuel removed can be stored over winter. This item will be on the next Agenda to finalize a policy and prepare for Winter Storage.
9. **Discuss condition of race track:** For appearance and marketability it was suggested the Maintenance Department control the weeds for potential users. The Maintenance Department will take care of the weeds and have the track graded before the Fair.
10. **Update on new members of the Fairgrounds Promotional Committee:** Discussed under Agenda Item #3. It was suggested that the membership be reviewed every 2 years when the

County Board elections take place. Solin stated this will be reviewed at election time every 2 years.

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

- a. **Update on Jail Shower Restoration & Jack Lake Restroom Project:**The Jail Shower Restoration project is complete and Jail Administration is very satisfied with the job. After consultation with Committee Chair, four additional showers were added to the project after the last meeting. Motion by Solin to approve payment for the addition of the extra 4 showers, Seconded by Hardin, all ayes, Motion carried.

The Jack Lake Restrooms are substantially complete and are being used.

- b. **Clerk of Court Security Glass Project:** Heuss provided bid documents for the project and reviewed them with the Committee.
- c. **Courthouse parking lot seal coating and restriping:** Scheduled for this Summer. Summer. Quotes and drawings will be provided by Heuss. Employee Parking Policy to be set. Heuss will work on options. This item will be put on the next Agenda.
- d. **Condition of memorial bench on Courthouse grounds:** Sally Jansen said she appreciates the bench and will take it to her home. The Committee would like to see this bench replaced to match the other bench currently on the Courthouse block.
- e. **Commercial Building re-siding project:** This project is finished except for lower door trim. The building is now insulated and can be used for Winter events. Fairgrounds Promotional Committee to discuss Winter usage of this building. Heuss to look into re-connecting gas unit heaters.
- f. **Review Fairgrounds tree plan:** Heuss has 17 pine trees marked for removal. Removal cost would be approximately \$2,150 with additional \$775 for stump grinding. (clean up and topsoil by Maintenance Department). Replacement trees are approximately \$150.00 each. Solin has offered to donate approximately 11 red pine trees. Motion to approve removal of the trees and stump grinding by Nonnenmacher, Seconded by Poltrock, all ayes, Motion carried. Review the replacement of the trees next month.
- g. **Discuss need to replace School House siding:** Heuss stated this building needs the siding replaced, in particular the east end. The Retired Educators were notified a year ago and were trying to get this building on the State Historical Registry. As of

date, this process has not been accomplished. Solin would like to get bids on this project for Committee approval.

- h. Heat tape for Library Roof:** Brian Grabowsky who is in charge of Maintenance for the Library is requesting heat tape be placed on the roof. This would help prevent ice and snow build up in the valleys of the roof. A quote in the amount of \$4,000 was received from Great Lakes Roofing. Interior electrical can be done by Maintenance Electricians. This bill would be split between the Library, the City and the County. Motion to consult the Library Board by Nonnenmacher, Seconded by Poltrock, all ayes, Motion carried.
- 12. Approve Disposal of County Equipment:** Pam Jankowski presented a list of items to be disposed of on the County Auction Site. Recent auction results have been very good. Motion by Solin to sell these items on the auction, 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 Monday, July 1, 2014 at 5:00 pm at the Resource Center, Wolf River Room.
- 15. Adjourn:** Motion by Nonnenmacher, Seconded by Poltrock to adjourn at 7:01 p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT
Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409

Nate Heuss
Director of Facilities Management

PHONE – 715-627-6307
FAX - 715-627-6550

June 9, 2014 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Paint & clean jail cells, remove/replace jail shower controls, replace light bulbs in jail cells for state inspection, replace light bulbs in safety building, unplug sinks in jail cells, replaced ceiling tile in cell block (state inspection), replace water meter valves in jail cells, replaced wall & floor tile, repaired roof leaks in jail & dispatch area, remove/replace jail shower hardware/grab bars for shower repairs.
- RC: Patch/painted drywall, install trim and repaired ceiling in Land Conservation office, adjusted air flow for Child Support Offices, new plants at main entrance, kill weeds.
- HCC: Patch/paint 3 holes in wall, install landscaping at front entrance.
- CH: Repaired leaks on A/C valves & reinsulated pipes, repaired sump pit, Memorial Day setup / event coordination.
- Fairgrounds: Planter at multi purpose building, completed electrical work on commercial building, repaired broken water piping in food stand, replaced traps/put toilets & sinks back together for summer season / had water turned on, repaired horse arena fence.
- General: Locate wires at Jack Lake, check power to campground showers (found bad fuse), repaired/replanted planters all buildings. Set-up / call in / post-event inspection for Fairgrounds events: Demolition Derby, Motor Home Rally, CoVantage Loan Rally. Set up auction for vehicles/surplus items, switch snowblower over to lawn mower, repair large mower, replace drive belts on 12' cut commercial mower.

2. ADMINISTRATION

- Approve Clerk of Courts Security Counter for bidding.
- Staffing: One Maintenance Worker will be on extended medical leave.
- Summer mowing / landscaping season has begun. Apply round up to race track / sheriff's impound area.
- Accessibility Study Draft – ADA study of County buildings will be completed later in 2014.
- Preliminary work on 2015 Jack Lake Beach Shelter Project.
- Construction Administration: Oversee Jail Shower Repair, Commercial Building Siding, Jack Lake Restroom Projects.

3. FACILITY STATUS

- Safety Building
 - Waiting for finalizing of McKenna Building purchase for impound storage.
 - Jail shower repair work is complete. Diane is very pleased with results.
 - State Inspection for jail is June 12.
- Resource Center
 - Photography contest (Langlade County Rivers) has begun. Clarification needed on consolation prize.
- Health Care Center
 - Electrical bill for 2014 is 1/3 less than 2014 bill due to efficiency improvements.
- Fairgrounds
 - Commercial building siding replacement project is complete.
 - Fairgrounds Trees: Remove 17 trees & grind stumps. \$3000. New trees: \$150 each x 17 = \$2700.
 - Clover room repairs to drywall in progress. Will protect bottom 2' with FRP.
 - Horse Arena fence repairs, drag arena. Met with Horse & Pony Project.
- Courthouse
 - Clerk of Courts security glass – Need approval of drawings & specs.
 - Parking lot resurfacing / restriping. Will bid in June. Work in July/August.

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- Veterans' Memorial Park
 - Jack Lake South Restrooms construction substantially complete. 2 cracked holding tanks will be replaced. Waiting for warranties / O&M manuals.
- Airport
 - Begin install replacement light fixtures from NTC week of June 16-20.
 - Ask for direction on ceramic floor tile from PPC.