

## Langlade County Public Property Committee Minutes

**Date of Meeting:** March 8, 2012; 6:15 p.m.

**Place:** Conference Room, Forestry Office, Fairgrounds

**Members Present:** Chairman Douglas Nonnenmacher, Robert Benishek, David Solin, and Jeffrey Zalewski

**Members Absent:** Vernon Cahak

**Others Present:** Robin Stowe, Nate Heuss, Dennis Klement, Ron Nye, Don Schroeder, Jeremy Chapin, and Terry Poltrock

The meeting was called to order by Chairman Nonnenmacher at 6:15 p.m., in the Forestry Office Conference Room, Fairgrounds. Motion by Benishek, seconded by Zalewski to approve the minutes of the February 6, 2012 meeting. All ayes. Motion carried.

**Review Draft of Camp Susan Lease Extension with 4-H:** The current Lease entered in 1941 will end December 2, 2040. Given the additional investments that 4H has made or will be making to Camp Susam, the Leaders Association has requested that the Lease be extended for an additional 50 years from now (or until December 2, 2062). Stowe provided the Committee with a revised Lease which not only extends the Lease but more clearly represents the rights and responsibilities of the parties. For example, the legal description for the leased premises better describes the actual area encompassed by the buildings and grounds that comprise Camp Susan. Also, provisions from the original Lease were removed since it appeared that some time ago the parties decided not to adhere to them, such as the requirement that Camp Susan activities comply with a plan adopted by the Forestry Committee and a reference that State aids on County forest lands would be set aside for future improvements to Camp Susan, if needed. Steve Jackson and Dennis Klement have had the opportunity to review the Lease, and Stowe recommends that the Committee take some time to review the revised Lease before taking any action. Motion was made and seconded to bring the Lease back to the April committee meeting for approval. All ayes. Motion carried.

**Review Status of Projects – Open Bids for Camp Susan Roof Project:** Motion by Solin, seconded by Benishek to have the chairman of the committee, Heuss and Stowe meet before the committee meetings in the future to open bids and review the bids so that the process can be streamlined at the meetings. All ayes. Motion carried. The following bids were opened and read aloud:

<b>Contractor</b>	<b>Total Bid</b>	<b>Bid Bond</b>
Chapin Construction	\$29,907.39	BB
Decker Lumber	\$47,536.00	BB
McNeil-West	\$58,398.00	BB
Tradewell Construction	\$57,300.00	BB

Motion by Benishek, seconded by Solin to have Heuss review the bids and report back to the committee at the April meeting. All ayes. Motion carried.

## Langlade County Public Property Committee – March 8, 2012

**Cattle Barn – Update from Fundraising Committee:** Don Schroeder informed the committee that they have \$167,585 cash on hand and an additional \$70,000 in pledges for a total of \$237,585. It is also believed that Hotel/Motel Commission will donate \$5,000 to offset some of the tipping fees at the landfill. Heuss stated that the estimated total project cost is \$550,000-\$600,000 (of which \$425,000 is the pre engineered building) which means that an additional \$70,000 – 120,000 needs to be raised. Accepting Contractor Bids will require County Board approval. Heuss informed the committee that there could be delays if the project cost is higher than estimated or if the additional money is not raised in time. Discussion was also held on allowing salvage of the cattle barn before it is demolished. Motion by Solin, seconded by Zalewski to inform anyone who is interested in salvage from the cattle barn to contact Krueger and Stienfest. All ayes. Motion carried.

**Review and Approve Bid Documents:** Heuss reviewed with the committee the following bidding documents: site survey and site plan (orange construction fence will be provided by contractor, site has frost susceptible soil and will remove 2' of existing soil and build up to 1' above existing grade with new fill, Shinners is donating labor for earth moving, and maintenance will do pipe bollards, topsoil and seeding); floor plan (building has {2} 66'w x 72' wings, {1} 60'w x 64' wing, center is 60'w x 80' [18,300 S.F.], 16'w x 12'h overhead doors at wings and 16'w x 14' h overhead doors at center; building elevations (wings have a 14' sidewall and center has a 17' sidewall, re-using barn vents, 33 coiling doors {alternate to omit these and provide dairy curtain}, south side – entrance canopy, north elevation – sliding doors, milkhouse windows, cupola – windows for light and ventilation); wall sections (structural foundation information, insulated slab in milkhouse/restrooms; insulated frost wall at center, donated work – concrete flatwork, decorative masonry block); structural notes/foundation plan (roof snowload and truss notes); plumbing site plan (new water service required state plan approval, drain for future cattle washing area); plumbing floor plan (bid alternate for toilet room, toilets and lav's by volunteers; Bauer Plumbing will re-install salvaged milkhouse equipment); ventilation floor plan (code requires .5 CFM/sq. ft. for vehicle storage); lighting plan – (maintenance will install all electrical, 6 lamp high bay fluorescent fixtures, emergency lighting – exit lights); power plan (GFI fixtures 7' A.F.F., cord reels at beef area, exterior plug-ins for beef grooming). Heuss informed the committee that the bid will several parts: Base Bid #1 – Building Contractor, Base Bid #2 – Plumbing Contractor, Base Bid #3 – HVAC Contractor, Alternate Bid #1 – provide pre-engineered steel building in lieu of (base bid) pre-engineered wood frame building, Alternate Bid #2 – omit 2' concrete knee wall, entire building, Alternate Bid #3 – Omit (33) metal coiling doors; Alternative Bid #4 – Omit toilet rooms, except plumbing rough-in; and Voluntary Alternate Bids.

Heuss also stated that due to the large amount of donated labor, the project will require more coordination and likely require more time to construct than a typical project.

Zalewski suggested advertising the project in the Western Builder. The committee was in agreement and asked that the building be advertised in the Western Builder magazine.

**Review Project Scope and Discuss Donated Work and Review Project Schedule:** Don Schroeder informed the committee that Jack Filbrandt has challenged local plumbers to donate labor, etc., to this project.

## **Langlade County Public Property Committee – March 8, 2012**

The Committee discussed the scope of the project given that the County Board approved this project on the condition that the County's contribution will be limited to existing funds of \$244,827. This means that the County Board will not be able to award a construction contract for the new structure unless all the remaining funds in excess of County funding of \$244,827 have been raised. It is understood that the use of bid alternates will assist the Committee in determining that the scope of the project (including an appropriate contingency fund) is within the amount of funding available for the project. The Committee also understands that 4H has agreed to finish certain areas within the building, such as bathrooms and milk house at their own costs and that this additional work would not then be considered part of this project scope. Given the County's experience with other projects, such as the jail construction project, the Committee understands the importance of not cutting corners or using cheaper (substandard) construction materials in order to trim the scope of a project to fit available funding. The Committee will be able to make decisions regarding the scope of this project once the bids are received on the project.

The Committee also discussed the project schedule. It is hoped that sufficient progress on the construction of the new barn will occur such that the new structure can be used by the 4H program during the upcoming Youth Fair. However, given the uncertainties of weather, and coordinating all the volunteer work, the Committee advised 4H representatives at the meeting that they may need to have other contingency plans in the event the new structure is not ready. Concerns were discussed regarding moving too fast on this project and the problems that have resulted in the past when projects were pushed ahead too quickly. The Committee understands, based upon previous construction projects, the importance of not rushing to complete a project by a specific deadline. If the project proceeds as planned, then the Committee seemed satisfied that the project could be finished in a timely manner and with proper workmanship.

**Review Maintenance Projects:** See attached report. Motion by Benishek, seconded by Solin to accept the attached report. All ayes. Motion carried. Heuss also provided the committee with a list of capital improvement projects for 2012.

**Antigo Stock Car – Review Request to Modify the Racing Schedule Approved in January:** The Committee Chair requested Stowe to answer questions which were presented to him from the Stock Car Association. The questions involved: Whether Stock Car has the right to race on all Fridays during the lease term; What the process will be to pre-pay rental fees for this season; and What can be done to ensure that other users of the racetrack put the track back into good order after such use. Based upon previous correspondence, Stock Car is requesting that the Committee reconsider the racing schedule approved by the Committee in January. Specifically, the Committee discussed their decision made January 3 to allow Hollywood Motorsports to have a demolition derby on May 18-19, 2012, which Antigo Stock Car was in agreement at that time. The Committee is not inclined to change the racing schedule at this time, and the Committee reiterated that the lease with Antigo Stock Car does not have the right race on every Friday, but only on Fridays as approved by the Committee during that lease term, which is typically in the form of a schedule of races.

The Committee stated that all organizations must first meet with the fairgrounds advisory committee to address any concerns; and then if they are not satisfied with the action taken by the Advisory Committee, it may be brought before the Public Property Committee.

## **Langlade County Public Property Committee – March 8, 2012**

**Establish the Deposit Required Prior to Races and the Notification Required to Cancel Races due to Inclement Weather:** The committee discussed what deposit would be required, when it would need to be received, and what if any reasons would be accepted to return the deposit or to retain it for the following race. Motion by Solin, seconded by Zalewski that the deposit required by Antigo Stock Car to race on Friday night would be \$400 and it would need to be received by the 4:30 p.m. of the Thursday before the race and the only reason the deposit would be returned or carried forward to the following race would be inclement weather. Stock Car will be advised regarding the new deposit procedure. All ayes. Motion carried.

**Discuss the Process used to ensure that the Track is Returned to Good Order after Each Use:** Stowe stated that in the past Antigo Stock Car has expressed concerns that the track was not in the condition that it had been left in and needed to be graded, etc., before they could hold their races on Friday night. It was suggested that the user groups that use the race track (including Antigo Stock Car) post a deposit and that the maintenance department review the condition of the track after each use to make sure that all users leave the track in good order. The Advisory Committee will consider requiring a "clean-up" deposit specific to the use of the racetrack and implementing a procedure for a County representative to inspect the racetrack after each event, and report back to the Public Property Committee in April.

**Report and Recommendations of Fairgrounds Advisory Committee – Review and Approve Change to Custodial Charges:** Zalewski stated that currently \$22.00/hr. is charged for custodial charges for events. Olsen had stated that the current average rate for the maintenance staff would be \$29.00/hr. or \$39.76/hr. for overtime. The fairgrounds advisory committee is proposing raising the rate to \$30.00/hr., which would include janitorial supplies. Heuss stated that he is concerned that the rate may be too low (when inclusive of janitorial supplies) and would like to investigate further and get back to Zalewski. Zalewski also informed the committee that Nick Salm would like to use the multi-purpose building as a rain location for the Music in the Park series on Mondays and Thursdays, but is requesting a special rate of \$100/day. The committee stated when the rates were changed last month it stated that the rates were non-negotiable and that should be the case for Music in the Park also. Zalewski also informed the committee that the Wisconsin ATV Association might possibly be holding an event at the fairgrounds in August. Over 600 would attend the event.

**Review Waste Management Contract:** Heuss provided a new contract from Waste Management for the Safety Building for the committee's review. The current contract runs through December 31, 2012. This new contract would be a three year contract for approximately \$200/month, which would be \$7,200/three years. Motion by Solin, seconded by Benishek to approve Heuss signing the contract with Waste Management. All ayes. Motion carried.

**Discuss End of Probationary Period – Director of Facilities Management:** Stowe indicated that every employee serves a one-year probationary period. The current employee handbook sets forth the process of conducting a review of probationary employees and if this review is not conducted then it is determined that the employee's performance has been satisfactory and the probationary period has ended. Stowe recommends that department heads and oversight committees properly document whether an employee has satisfied the probationary period, given the importance of the probationary status of an employee in disciplinary matters. Therefore, since Heuss has now been employed by the County for over one year, then if in fact Heuss has

**Langlade County Public Property Committee – March 8, 2012**

successfully completed his probationary period of one year, the minutes need to reflect that he met the expectations of the committee and his probationary period is ended. Motion by Benishek, seconded by Zalewski that Nate Heuss has successfully completed his probationary period as Director of Facilities Management. Heuss presented the Committee with a written summary of his activities as the Director of Facilities Management over the previous year. All ayes. Motion carried.

**Consider Revisions to the Purchasing Policy:** Stowe is recommending that the current purchasing rules be revised to reduce the steps involved in obtaining approvals to purchase items that have already been approved in departmental budgets and also to enhance the efficiency in the method of purchasing budgeted items. The existing policy does not designate any purchasing authority to department heads (except two dept. heads to purchase replacement parts), Committees lack the direct authority to purchase any item valued over \$10,000 (\$20,000 for Highway), and the policy contemplates that a competitive bidding process will be used unless an exception applies. Stowe has recommended revising the policy to delegate some purchasing authority to department heads, to raise the spending authority of committees and to only require competitive bidding when required to do so by law (i.e., for public works projects over \$25,000). Under the revised policy any item (other than a public works project over \$25,000), the committee may select a method of purchase designed to promote fair and reasonable competition and to obtain the lowest practicable price; such as, competitive bids, soliciting requests for proposals (RFPs), or obtain price quotes. Using a method other than competitive bidding, also allows the County to provide discounts to local vendors such as the Buy Local program. The committee will review the policy and take action at the April meeting.

**Approve Office Equipment/Furniture Purchases – Conference Room Table and Chairs for the Forestry Department:** Poltrock informed the committee that the forestry department is looking to purchase a 54” x 144’ racetrack table with half drum base for the conference room as well as meeting room chairs with funds budgeted in the 2012 budget from the forest preservation fund. The following quotes were received:

Clermont Printing -	\$6,034.00
Office Supplies 2U -	\$6,430.00

Motion by Zalewski, seconded by Benishek to accept the low quote of \$6,034.00 from Clermont Printing. All ayes. Motion carried.

**Review Budget Summary:** The committee reviewed the maintenance department budget summary as of February 29, 2012. Motion by Benishek, seconded by Solin to accept the budget summary. All ayes. Motion carried.

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

**Next Meeting:** The next regular meeting will be Monday, April 2 at 6:15 p.m., in the Wolf River Room, Resource Center.

**Adjourn:** Motion by Zalewski, seconded by Solin to adjourn at 8:30 p.m. All ayes. Motion carried.

**Langlade County Public Property Committee – March 8, 2012**

Respectfully submitted,

Terry Poltrock  
Recording Secretary