

**- Amended -
Langlade County
Public Property Committee Minutes**

Date of Meeting: May 2, 2011; 6:15 p.m.

Place: Wolf River Room, Resource Center

Members Present: Chairman Douglas Nonnenmacher, Robert Benishek, David Solin, Vernon Cahak, Jeffrey Zalewski, and Alison Leaver

Members Absent: None

Others Present: Robin Stowe, Jim Jansen, Nate Heuss, John Holup, Don Schroeder, Ken Waldvogel, Keith Wolf, Ken Washatko, Kevin Crawford, Dean Noskowiak, Becky Frisch, Alex Crockford, Michelle Arrowood, Dave Tlusty, Roy Dieck, Ted Smith, Ora Monegar, and Terry Poltrock

The meeting was called to order by Chairman Nonnenmacher at 6:15 p.m., in the Wolf River Room, Resource Center.

At approximately 6:16 p.m. the Committee considered moving into closed session pursuant to Section 19.85(1)(c), Wis. Stats., considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to consider creating Range 6 Leader Worker position in the maintenance department. Motion by Cahak, seconded by Benishek to move into closed session. Roll call vote: Cahak - aye, Zalewski - aye, Nonnenmacher - aye, Solin - aye, Benishek - aye. All ayes. Motion carried.

Return to open session to take action on matters discussed in closed session. At 7:00 p.m., motion by Benishek, seconded by Cahak to return to open session. All ayes. Motion carried.

The Committee takes no action at this time but will revisit this issue at its meeting in August.

Minutes: Motion by Benishek, seconded by Cahak to approve the minutes of the April 4, 2011 meeting. All ayes. Motion carried.

Antigo Stock Car Update: Roy Dieck informed the committee that they are monitoring the water levels. The driveway is fine the way it is. Antigo Stock Car does plan on renting the kitchen for use during stock car races. They plan to start racing on May 20. Ken Washatko of the Highway Department addressed the committee and stated that they are continuing to work on the berm. It needs more top dirt and then to be seeded. The additional detention pond that was made last summer inside the racetrack needs to be filled and leveled. The pit for storage of excess clay from scraping the detention pond is currently surrounded by snow fence. The area is 50' x 180' and 12' deep filled with clay. It needs to be permanently fenced as a necessary precaution if there were children in the area. Heuss will look into a permanent 6' fence.

Langlade County Public Property Committee Minutes – May 2, 2011

Update on Pump for Detention Pond: Heuss informed the committee that he has met with Wisconsin Public Service and the current panel will work. The total cost for the pump should be \$11,500. WPS had suggested either a soft start at \$2,100 additional, which would increase the longevity of the pump or a variable frequency drive for an additional \$4,000. Stowe reminded the committee that the costs for the detention pond per County Board resolution must either come from the savings within the fairgrounds/maintenance budget, or by raising revenues from the use of the fairgrounds, or from the stock car association. Stowe informed the committee that there are savings in the maintenance department budget from retirements of approximately \$34,000. Funding for the pump is on the finance committee agenda for May 9. Motion by Solin, seconded by Zalewski to approve purchasing the pump and wiring, etc., for the detention pond at a total cost of \$11,600 with revised/updated quote. Previous quote was from February and has gone up and to forward to the finance committee for a funding source. The recommended funding source is from savings within the fairgrounds/maintenance budget. All ayes. Motion carried.

Consider Waiving Rent for AVAIL Computer Recycling – May 6-7, 2011: Michelle Arrowood of AVAIL addressed the committee and stated that they are again working with the Good News Project and will charge the public \$.30/pound for their used electronics, televisions, and computers. Langlade County will again be charged cost only. Last year, Langlade County had 2,749 pounds and were charged only \$500, which saved Langlade County over \$300. Motion by Cahak, seconded by Solin to waive the rent for the AVAIL computer recycling on May 6-7, 2011. All ayes. Motion carried.

Request to Give Old HP Plotter to Northcentral Regional Planning Commission: Becky Frisch addressed the committee and stated that Land Records would like to give their old HP plotter to Northcentral Regional Planning Commission of which Langlade County is a member. The HP plotter makes copies of very large size maps, etc. The old plotter is 13 years old, but they usually only have a life expectancy of 6-7 years. Northcentral Regional Planning Commission will take the old plotter for parts; otherwise the county would have to pay to dispose of it. Motion by Benishek, seconded by Cahak to approve Land Records giving the old HP plotter to the Northcentral Regional Planning Commission. All ayes. Motion carried.

Approve Cell Phone and Data Plan for County Surveyor: Dave Tlusty informed the committee that he has requested that the forestry department purchase a cell phone and data package for the GPS equipment as many of the projects he works on are for the forestry department. Tlusty explained that hours can be saved when downloading survey information as he will not need to go back to the office and his computer to download information. Land Records would cover the cost of the maintenance of the cell phone. Motion by Solin, seconded by Zalewski to approve the cell phone and data plan for the county surveyor. All ayes. Motion carried.

Open Bids for Card Readers for Courthouse, Resource Center, and Health Care Center and Discuss Additional Card Access Doors at the Health Care Center and the Resource Center: The following bids were received for card readers for the main access doors to the Courthouse, Resource Center and Health Care Center:

Bidder	Base Bid 1	Mtce./Year	Cost for Additional Doors
LaForce, Inc.	\$8,950.00	\$540.00	\$2,200/door
LaForce, Inc.	\$12,430.00	\$235.00	\$2,200/door

Langlade County Public Property Committee Minutes – May 2, 2011

Per Mar Security Services	\$8,400.00	\$600.00	\$700/2 nd door; \$4,000 3 rd door
---------------------------	------------	----------	--

The Committee had previously determined that due to cost, only one door per building would have a card reader. While bidding the work, Heuss contacted department heads for input on this, and asked those with concerns to attend. Becky Frisch and Alex Crockford expressed concerns about this system as they and some of their employees come in early or have after hours meetings in which they are carrying equipment and instead of being able to come in their back doors for convenience, they would only be able to come in the front door. Frisch stated that they have never really had a problem with the current system; and with the current state of the budget, she questioned whether this is the time for making these changes. There is also the question regarding inconvenience for employees at the Health Care Center as many park in the back parking lot and also work evenings and weekends. It was noted by the Committee that this project began about one year ago after an employee lost some keys and the County incurred rather significant costs to re-key various doors at the Resource Center. Heuss explained that this system would eliminate employees needing keys and the system could be easily re-programmed if an access card was lost or compromised rather than incurring the cost of re-keying doors. The system would protect the \$27,000 investment that the county intends to make in new lock cylinders in order to standardize the keying system. The Committee plans to implement a new key control policy to keep a better inventory of keys, and this lead to a discussion of other methods of key-less access to County buildings. There is \$40,000 budgeted for this project. Motion by Benishek, seconded by Cahak to lay-over and to review with department heads for their input. 4 ayes, 1 nay. Motion carried.

Discuss/Review Quotes for Sidewalk on North Side of Health Care Center: Heuss explained that he was contacted by Tom Madsen regarding installation of sidewalk along the north side of the Health Care Center as DSS uses the north doors of the building when dealing with certain clients. Heuss received a quote of \$3,895 from Duffek Sand & Gravel for the work. There is \$10,000 in the capital improvement plan for sidewalk repair. Motion by Solin, seconded by Zalewski to approve the installation of sidewalk on the north side of the Health Care Center. All ayes. Motion carried.

Discuss Request for Additional Security Glass in Reception Area at Health Care Center: Keith Wolf addressed the committee stating that his reception staff has expressed concerns for confidentiality and safety when clients use the current sliding glass windows in the reception area. They are requesting a permanent glass with pass through instead of sliding glass as the clientele have been opening the sliding glass window themselves and reaching through. Heuss provided the following cost estimates for a permanent glass security window:

Bulletproof -	\$6,500.00
Laminated glass -	\$ 750.00

Motion by Zalewski, seconded by Benishek to approve a laminate security glass reception window at the Health Care Center at a cost of \$750.00. All ayes. Motion carried.

Review Status of Projects – Cattle Barn Reroof and Structural Improvements: Last month, Heuss informed the committee that, as per the contractor bids, the re-roofing project alone will cost approximately \$120,000 with materials and contingency. In researching the work that is needed for the structural improvements in the north and south wing (remove inner stalls, diagonal bracing,

Langlade County Public Property Committee Minutes – May 2, 2011

remove grade beam and resolve the poor drainage), Heuss figures the cost would be approximately \$30,000/wing, which would bring the total cost of the project to \$180,000. There is only \$160,000 budgeted for the project. Heuss also met with Dan Zupon of Menards who suggested demolishing the wings and adding a pole structure. Zupon provided a materials only estimate that was quite low, but Heuss believes the actual project cost would be significantly higher. Heuss figures it would cost approximately \$20,000 to demolish the wings and a total project cost range, including roofing, of \$250,000 - \$325,000. Heuss stressed that these numbers are very preliminary and will be impacted by decisions made during design. It was noted that the State would treat this cattle barn as a public building for the purpose of building standards (i.e., snow loads for the roof). Most other fairgrounds are owned and operated by agricultural societies around the State. In either case, a new building would require a plan review. Wisconsin DOC reviews buildings according to planned use. Ownership does not impact building code requirements; occupancy and use does. In order to bring the project in line with the \$160,000 that is budgeted, motion by Solin, seconded by Benishek to have Heuss rebid the project with the option of using either asphalt shingles on the roof or a metal roof and not using insulation. All ayes. Motion carried.

Forestry Garage: Heuss stated that JAS Construction should begin the project tomorrow. He also informed the committee that the light pole has been taken down.

Multi-purpose Building Insulation Project: Heuss informed the committee that Decker Lumber has been up three times but due to fairgrounds events has not been able to alleviate the problem. They are planning to caulk the membrane to the steel beam.

Review Quotes for Fire Sprinkler Improvements Needed at the Resource Center: Heuss reiterated that after he had met with Fire Chief Jon Petroskey that more areas at the Resource Center need to be sprinkled; such as, the file storage area and the crawl space. Integrity Fire Protection provided Heuss a price of \$4,886.00 for the additional sprinkler heads. Heuss received a second quote from Fireline Sprinkler of \$3,225.00 for the additional sprinkler heads. Motion by Benishek, seconded by Zalewski to accept the low quote of \$3,225.00 from Fireline Sprinkler for the fire sprinkler improvements needed at the Resource Center and to forward to the finance committee for a funding source. All ayes. Motion carried.

Open Bids for Contracting Out Cleaning of the Courthouse: The following bids to contract out the cleaning at the Courthouse were received:

Trident Cleaning -	\$15.90/hr.
Kleen Mark, Inc. -	\$15.25/hr.
Soft Touch Carpet & Upholstery Care LLC -	\$15.25/hr.
Antigo Building Maintenance LLC -	\$14.35/hr.

Motion by Zalewski, seconded by Cahak to accept the low bid of Antigo Building Maintenance LLC of \$14.35/hr. to clean the Courthouse and to forward to the finance committee for a funding source and a resolution to the county board. All ayes. Motion carried.

Heuss also informed the committee that the judge does not was the cleaning service in their offices so will put their garbage outside in the hallway. Robin will contact the department heads within the

Langlade County Public Property Committee Minutes – May 2, 2011

Courthouse to advise them of the County's intention to contract out the cleaning services for the Courthouse.

Review Quotes for Mats for Various County Buildings: Heuss informed the committee that he would like to use Northwoods water hog mats for exterior locations and 3M 8850 mats for interior locations and the price for mats is now only \$5,880.00. Motion by Benishek, seconded by Solin to accept the quotes for mats of \$5,880.00 and to forward to the finance committee for a funding source. All ayes. Motion carried.

Discuss Furnace Replacement at Resource Center: Heuss informed the committee that there is \$6,000 in the budget for furnace replacement and Filbrandt has looked at the 1984 furnace and recommends that it be replaced. It could be replaced for approximately \$3,200.00. Motion by Benishek, seconded by Zalewski to move forward with replacing the 1984 furnace at the Resource Center. All ayes. Motion carried.

Discuss Fairgrounds Campground Camping Permit: Heuss informed the committee that he met with the State Public Health Officer for an initial inspection of the sites. The sites will need to be numbered, but numbering will be done on the pipe bollards. Initially only 25 sites will be permitted with the additional sites to be added later, which will lower the permit fee. The County will need to renew its permit each year for a fee of \$305/year. The permit has been sent into the State. Motion by Zalewski, seconded by Solin to apply for the campground permit for the fairgrounds and to forward to the finance committee for a funding source. All ayes. Motion carried.

Review Maintenance Projects: Heuss provided the committee with a written report of projects and activities for the month of April. Offices have been painted at the Safety Building and duct cleaning, testing and balancing have been completed. Olsen gave Heuss a budget extension until the end of July. Craig Schwartz returned from medical leave on May 2. Building facility evaluations are in progress. A copy of the department head survey results was given to the committee for their review. Casual employees began working today. A maintenance schedule for the Safety Building is being created. Electrical work at Camp Susan will be done in May. It should be completed in 2-3 weeks. Heuss will visit the lodge this week with Don Schroeder to review the roof. Firestopping at the Resource Center is in progress. Regarding the installation of a digital audio recording system in the small courtroom, will contact CCAP and the Historical Register pending finance committee approval. Motion by Benishek, seconded by Cahak to accept the maintenance report. All ayes. Motion carried.

Update Committee on Any Issues Regarding the Community Center: No discussion as no concerns had been brought forward since the last meeting. This item will no longer be on the agenda unless a specific concern is brought forward.

Discuss Antigo Spring Fling: Dean Noskowiak and Kevin Crawford addressed the committee regarding the Antigo Baseball Association Spring Fling, which was held April 15-17. Attendance at the three-day event was very low due to the inclement weather, and they were requesting that the rent be waived or reduced. Saturday was the only day with attendance of 300-500. Friday and Sunday had very poor attendance. After discussion, motion by Zalewski, seconded by Benishek to reduce the rent from \$1,575 for the three days to \$800. All ayes. Motion carried.

Langlade County Public Property Committee Minutes – May 2, 2011

Solin and Cahak did state that they would like Antigo Baseball Association to review their August event so they don't need to come back to the committee in August for another rent reduction.

Discuss Sale of Juvenile Court Vehicle: Craig Hotchkiss contacted Poltrock and stated that in the past they had sold vehicles on the county's public surplus site and would like to sell a 2003 Chevrolet Impala with 187,000 miles. Motion by Benishek, seconded by Cahak to allow Juvenile Court to sell the 2003 Chevrolet Impala on the county's public surplus site. All ayes. Motion carried.

Other Matters: A thank you was received from Antigo Boy Scout Troop #644 for helping with the cost of the kitchen at the gun show.

Jeff Zalewski updated the committee on the Fairgrounds Ad Hoc Committee and stated that they are looking at the expenses and income of the fairgrounds, the assets of the fairgrounds; the fairgrounds use policy, and insurance. They are working to create a brochure for the fairgrounds. Benishek suggested contact the Antigo Daily Journal to have them write an article on the goals of the Fairgrounds Ad Hoc Committee. The Ad Hoc Committee is expected to report its findings and recommendations to the Public Property Committee by July 1st and will be asking the Committee and the County Board for an extension of this deadline.

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

Review Comp Time: The committee reviewed the comp time balances. Motion by Benishek, seconded by Nonnenmacher to accept the comp time report. All ayes. Motion carried.

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

Next Meeting: The next regular meeting will be Monday, June 6 at 6:00 p.m., in the Wolf River Room, Resource Center.

Adjourn: Motion by Cahak, seconded by Zalewski to adjourn at 9:30 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock
Recording Secretary

Langlade County Public Property Committee Minutes – May 2, 2011