

Langlade County Public Property Committee Minutes

Date of Meeting: May 2, 2016 at 3:15 pm

Place: Langlade County Resource Center
Wolf River Room

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

Members Absent: None

Others Present: Nate Heuss, Robin Stowe, Gary Olsen, RJ Weitz, Rhonda Klement, Don Moyle, Brian Braun, Nick Salm, Dave Solin, and Pam Jankowski

1. The meeting was called to order by Chairman Larry Poltrock at 3:15 p.m. at the Langlade County Resource Center – Wolf River Room, Antigo. The Pledge of Allegiance was recited.

Motion to amend the Agenda to include the reorganization of the Committee by Bob Benishek, Seconded by Doug Nonnenmacher, all ayes, Motion Carried.

Vern Cahak and Bob Benishek were nominated for Vice Chairman. Benishek declines. Sam Hardin was nominated for Secretary. No other nominations. Unanimous votes were cast – Cahak is Vice Chairman and Hardin is Secretary.

2. **Approve/amend the minutes of the previous meeting held on April 4, 2016:** Motion by Benishek, to approve the previous meeting minutes, Seconded by 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:** Nick Salm is present to discuss Music in the Park.
4. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:**
At the previous meeting, discussion was presented regarding "inclement weather" reservations. The Policy states that Friday – Sunday can no longer be reserved ahead of time in the case of inclement weather. It would have to be reserved at the regular price and whether it was used or not, that fee would be forfeited. During the week, Monday – Thursday the buildings can be reserved with a non-refundable deposit. If the building is actually used it will be billed at the actual rate for that building plus the other expenses per the policy, the deposit will be applied to the final bill. Nick Salm and Sam Hardin, representing "Music in the Park" would like these fees lowered or waived. Last year that group used the Livestock Pavilion at a rate of \$100 per day which was the fee for a "rain-out

reservation". According to the new Policy, the cost would be \$200.00 each time they used the building and a non-refundable \$100 deposit to reserve the building just in case they needed it. After discussion, this will be referred to the Fairgrounds Promotional Committee for a decision.

5. **Facility Use Request – County Board Room:** A request had been received to use the County Board room or another meeting room of accommodating size on Wednesday evenings and Sunday mornings each week. This has been adjourned to contact the Public Safety Committee due to this room is located in the Safety Building. Larry Poltrock stated that Public Safety Committee has expressed no concerns regarding meetings taking place in the County Board room. Revised fee schedule discussed. Motion by Benishek to approve the request to use the County Board room for the dates discussed and to approve the Revised Fee Schedule, Seconded by Hardin, all ayes, Motion Carried.

The Committee revised the Fee Schedule as Follows:

- 1) Request is limited to 4 dates or less per calendar year.
- 2) Facility Use Request Form is signed.
- 3) Payment of the requisite fee.

Fee Schedule:

Commercial Use of Meeting Rooms – \$25.00 per date.

Non-Profit Use of Meeting Rooms – \$10.00 per date (with the first use each year at no charge).

Governmental Use – no charge.

The approval of the Public Property Committee is required in order schedule the use of the same room by the same individual or group for five or more dates in a calendar year. A security deposit of \$100 for commercial use and \$50 for non-profit use is required along with proof of insurance if a room will be used by the same individual or group on five or more dates in a calendar year. Upon request, the Public Property Committee may waive the security deposit and/or insurance requirements.

Room 203 in the Courthouse located on the 2nd floor is not on our list of public meeting rooms. After discussion, this room will not be a Public Meeting room.

6. **Update on Highway Department building study:** Highway Commissioner Brian Braun, Shop Superintendent Don Moyle and Heuss review plans. A new garage building is being discussed instead of adding on to the existing building. Heuss has preliminary costs for various options. This project would be financed with a 10 year loan per Gary Olsen, Finance Director. Highway Committee and Public Property Committee to discuss all options. Ad Hoc Committee may be considered for this project. Motion to proceed with finalizing plans by Nonnenmacher, Seconded by Cahak, all ayes, Motion Carried. Construction is anticipated in 2018. This will be on the Agenda for June.

7. **Discuss thru street on Fairgrounds/Highway Department:** Rhonda Klement, Fair Coordinator, would like to gate off the end of Arctic Street by the Highway Department during the Fair for safety reasons. This used to be gated off with saw horses in the past. The Committee allows the saw horses to be placed at the end of Arctic Street for the Fair. With the Highway Department Buildings being remodeled and upgraded, the layout of the roadway may be revamped as the project progresses. Traffic through the Fairgrounds does not observe the posted speed limit. Robin will contact the City to identify where Arctic Street actually ends and to discuss the “thru” street at the Fairgrounds.
8. **Report on Inspection of Buildings at Camp Susan:** Heuss reviews Facility Assessment for Camp Susan. Heuss directed to obtain quotes on maintenance issues discussed.
9. **At approximately 4:15 p.m. consider moving into closed session pursuant to Sec. 19.85(1)(c), Wis. Stats., to discuss hiring of Electrical/Maintenance worker:** Motion to move into closed session by Cahak at 4:45 p.m. Seconded by Benishek, roll call vote, Hardin, aye, Nonnenmacher, aye, Benishek, aye, Cahak, aye, Poltrock, aye. Committee proceeds in closed session.
10. **At approximately 4: 40 p.m. return to open session with possible action on any matters discussed in closed session:** Motion by Benishek, Seconded by Nonnenmacher to return to open session at 5:00 p.m. Motion to move forward in the hiring process for the Electrical/Maintenance worker by Benishek, Seconded by Cahak, all ayes motion carried.
11. **Review and Approve CIP:** The Committee ranked projects for 2017
 1. Courthouse Parking Lot – Replace Asphalt
 2. Small Courtroom Renovations
 3. Exhibition Building Roof Replacement
 4. Energy Efficiency Improvements
 5. ADA Upgrades to County Buildings

The Committee will review the CIP Projects 2018 - 2021 and discuss at the June meeting.

12. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of April. (See attached)
 - a. **Jack Lake Shelter – Shelter Doors:** This is ongoing thru Spring 2016.
 - b. **Jack Lake Shelter Fireplace:** To be completed by Memorial Day, work commencing next week.
 - c. **Safety Building Roof Replacement:** Start date anticipated May 23rd – 6 weeks construction period. Part of Courthouse parking lot will not be available during construction.
 - d. **HVAC Study at Safety Building:** Not discussed.

- e. **Antigo Public Library carpet replacement:** Product submittals
- f. **County Parking Lots:** Proposals have been received for the Parking Lot Striping Project.

Ken Waldvogel -	\$1,779.00
Fahrner Asphalt -	\$4,310.00
Interstate Striping -	\$1,585.32

- g. **Storage of garage sale items for Citywide Sale:** Committee was advised that one of the buildings on the grounds will be used as temporary storage for approximately 1 week before the Citywide Sale.
- h. **Review cleaning schedule for Jail:** This will be on the next Agenda.
- i. **Race Track:** The track was to be seeded to help control erosion. Klement is bringing the Sprint Car Races to the Fair again this year and they will be working up the track in mid June. Planting will be on hold. This item is referred back to the Fairgrounds Promotional Committee for further discussion.
- j. **Senior Center at HCC:** Wall was removed between kitchen and adjacent conference room. Access to North Central Health Care has been remedied.

Motion to accept the Maintenance Report and to accept low quote of \$1,585.32 from Interstate Striping by Benishek, Seconded by Cahak, 4 ayes, 1 no, (Nonnenmacher)
Motion Carried.

- 13. **Approve Disposal of County Equipment:** None at this time.
- 14. **Review Budget Summary:** Committee Members received the Budget Summary for review.
- 15. **Verify Date of Next Meeting:** The next regular meeting will be Monday, June 6, 2016 at 3:15 p.m. – Wolf River Room – Resource Center.
- 16. **Adjourn:** Motion to adjourn at 6:15 p.m. by Benishek, Seconded by Cahak, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski,
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

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May 2, 2016 – Public Property Committee Report

1. COMPLETED WORK

- SB/Jail: Strip & wax floors (Lower Level Hallway, County Board Room, Phone Room), repair jail cameras, reprogram monitor / controller #2, replace lamps in jail sallyport, replace 2 hot water booster pumps for jail cells, replace actuator for AHU 3 chilled water, unplug jail cell urinals w/ roto rooter, moved boxes from Finance to storage, replace dryer belts, move furniture in Nurse's office to allow floor tile installation, supervise inmate worker at CH and Fairgrounds, unplug drains in east garage, replace dimmer switch in jail control.
- CH: Raised ceiling track/replaced tile in courthouse entryway, repaired lock on Judge's door, sand/prime/paint rusted walkway in boiler room, repair leaky flange in boiler room & re-insulate pipes, remove 50 amp receptacle from panel board (used for floor polishing), pressure wash rugs, move cabinet for Finance.
- HCC: Move file cabinets / paint hallway on south side, patch/paint rooms 99 & 95, install 4 grab bars, change batteries in 41 exit or emergency lights, remove wall between kitchen & adjacent meeting room / patch & paint, move bulletin boards for transportation department.
- Fairgrounds: Repair broken light in Clover Room, install faucets on horse barn & connect water for first horse show, setup & test P.A. in MP building, setup / clean up after circus and gun show, scrub floor in Ice rink room after hockey takedown, power wash large floor mat in MP building, scrub clover room floor and entrance, do end of year walkthrough with Hockey.
- General: Walkthrough for striping contractor proposals (all parking lots), install LED bulbs in Camp Susan dorms, Plow/Shovel/Salt after 10" snowstorm, 10 Digger's Hotline locales, haul & shred paper, review electric motor voltages in Highway Shop building, shred 5 boxes paper for Child Support, turn on water to White Lake Restrooms.

2. ADMINISTRATION

- Antigo Public Library – Review Product Submittals.
- Highway Department: Preparation for addition, soliciting quotes for stand-alone building
- Electrical worker hiring. Follow up with selected candidate.
- CIP: Project cost estimates, updating worksheets, reviewing facilities.
- Facility Review: Camp Susan. Review/document condition of 5 buildings.

3. FACILITY STATUS

- Courthouse
 - Elevator Cylinder Replacement – scheduled for August 8, 2016. Approx. 3 weeks.
 - Parking lot replacement 2017. Terrazzo surfacing 1st floor is complete.
- Safety Building / Impound Building
 - Roof replacement project – start date moved to approximately May 23. 6 weeks construction period. Part of Courthouse Parking Lot will not be useable.
 - Review Jail Cleaning Schedule. Tile installed in Nurse's office.
 - New exterior signage is needed.
- Jack Lake
 - Construction of beach shelter doors – ongoing spring 2016
 - Shelter Fireplace installation 2016 – Proposal signed. Memorial Day completion.
- Fairgrounds
 - Horse Arena fence - replace in 2016.
 - Clover room furnace is old and will need replacement. Replacing ceiling tile.
- Resource Center
 - New sign will be installed time permitting.
- Health Care Center
 - Electrical Worker start June 1 – pending approval.

- New sign is needed.
- Highway Shop
 - Temporary patch on truck storage building. Maintenance on shop membrane roof.
 - Evaluate electrical equipment for service update.
 - Solicit quote on stand-alone building. Locate utilities for west addition.

End of Monthly Public Property Committee Report