

Langlade County Public Property Committee Minutes

Date of Meeting: May 6, 2013, at 6:00 pm

Place: Resource Center – Wolf River Room

Members Present: Chairman Robert Benishek, Vernon Cahak, David Solin
Doug Nonnenmacher and Jeffrey Zalewski

Members Absent: None

Others Present: Nate Heuss, Gary Olsen, Chet Haadvedt, Sandra Fischer, Ora
Monegar, Robin Stowe, Ron Nye, Eric Rantala, Marilyn Baraniak,
Dennis Mattmiller, Tim Rusch, and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 6:00 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 April 1, 2013:** Motion by Cahak to amend and approve the previous minutes of April 1, 2013, Seconded by Zalewski, all ayes, Motion carried.
3. **At approximately 6:05 p.m. consider moving into closed session pursuant to Section 19.85 (1) (c) & (e) to discuss fairgrounds scheduling, to review delegation of authority to the Fairgrounds Advisory Committee, the status of the MOU with Mole Lake (Res 92-2012) and expenses for the snowmobile races:** Motion by Nonnenmacher to go into closed session, Seconded by Solin. Roll call vote, Zalewski, aye, Solin, aye, Benishek, aye, Cahak aye, Nonnenmacher aye. The Committee commenced closed session 6:29 pm.
4. **Return to open session with possible action on any matters discussed in closed session:** Motion by Solin to return to open session at 7:15 p.m., Seconded by Cahak, all ayes, Motion Carried. The County intends to honor resolution 92-2012 until they formally hear otherwise from the Mole Lake Tribe. The snowmobile race invoice from February will be paid by the end of the year with funds promised in that Resolution. Utilities for this event are to be paid by the user at this time.
5. **Discuss scheduling at the Fairgrounds:** This item was discussed in closed session.
6. **Discuss giving Fairgrounds Advisory Committee more authority in decision making:** After a brief discussion regarding the decision making authority granted to the Fairgrounds Advisory Committee, it is decided to have a joint meeting between this Committee and the FAC on May 23rd at 4:00 in the Forestry Office conference room as this will provide both Committees with the opportunity to review the matters involving the fairgrounds which require action and decisions to be made on a timely basis.

7. **Report from Fairgrounds Advisory Committee** Zalewski suggested having a copy of the FAC minutes sent to each Public Property Members with their agenda each month to review and come to the meeting with any questions they may have. The Committee agrees to this and if they have questions, they will have time to prepare before the meetings. Monthly changes will be taking place regarding the Fairgrounds Policy and these revisions will be added to the website for the public to view. There will also be a disclaimer on the site stating that changes are being made and when all the changes are made then a new policy will be drafted incorporating all the revisions into a new user friendly policy. The Committee is trying to get a new policy in tact for 2014.

8. **Discuss Fairgrounds Racing:** Racing has been postponed recently due to the unseasonable weather; however a race is currently scheduled for May 26th. Stowe reviews with the Committee the issues regarding the detention pond in the past. Ora Monegar was present from the Antigo Stock Car Association and is requesting a race date for July 4th and explains the conflict with another racing event on July 3rd that is currently scheduled at the Fairgrounds. Previously the Fairgrounds Advisory Committee had denied her racing request due to the fact that another race is scheduled on July 3rd and there would be a conflict with the clean up portion of the policy, (the policy gives a user 24 hours to clean up the track). Monegar discussed the conflict and explained an offer she has proposed to the coordinator for the July 3rd race. Monegar is requesting this Committee allow her to race on July 4th. Zalewski explained the policy to the Committee and the reason for her race being cancelled – due to the 24 hour clean up rule. Stowe presented some background regarding this issue and the clean up process after racing events. Stowe stated that Gerry Olson, who is the user scheduled on July 3rd requires 24 hours to clean up the track. Stowe offered to contact Mr. Olson and ask him to reconsider and maybe coming to an agreement with Monegar so both races can go through.

Stowe discussed the need for a pump to rent in case the detention pond does need pumping by the County. A policy is needed regarding pumping of the detention pond and the County needs to contact a surrounding land owner to work out a solution to where the water can be pumped. Dave Solin, Jeff Zalewski and Nate Heuss to work on this policy.

9. **Request for increase for Maintenance Employee Credit Card:** Gary Olsen is requesting that Pam Jankowski's credit card limit be increased to \$5,000. He would like to be able to pay more bills on the credit card due to the rebates we will receive. Motion by Solin to allow Pam Jankowski's credit card limit to be increased to \$5,000. Seconded by Cahak, all ayes, Motion carried.

10. **Discuss security glass for Clerk of Court's Office and possible inclusion in the CIP:** Clerk of Court, Marilyn Baraniak was present and is requesting security glass be installed in her office as a barrier from the public. She would like this included in the Capitol Improvement Plan. Stowe stated that the courtroom as well as other offices has security measures in place already. Bullet resistant glass would require rebuilding the counters and estimated cost is \$55,000. Laminated Security Glass is another option and is estimated at \$15-20,000 (Preliminary Estimates only). Baraniak is checking into possible grants for this

project. Solin suggested checking into bullet proof glass because of possible mandates in the future. The Committee asked Heuss to put this on the CIP requests for consideration in June for 2014.

11. **Review dumpster service contract for fairgrounds:** Heuss discussed the cost increase with Waste Management. Heuss will get bids for this service for all County Facilities.

12. **Discuss Employee use of electric devices:** Heuss explained employee use of wax melting devices & coffee cup warmers that are being used in the offices. The Committee decided that if these units as used with discretion and are turned off when unattended they would take no action at this time. Heuss will be sending an email to all employees regarding the use of these devices.

13. **Update on Sheriff's Building:** Heuss stated the Sheriff's impound building has been staked out and drawings will be done this summer.

14. **Review Status of Animal Barn Project:**
 - a. **Update from Fundraising Committee:** Dennis Mattmiller was present and discussed fund raisers that are on-going. Mattmiller is working on obtaining larger monetary donations for the barn. He stated he will be donating \$25,000 to the project that he had initially loaned to the barn project. The block walls are up in the restrooms and are being painted. Mattmiller is working with Menards to donate the paint. A request to paint murals on the firewalls is brought to this Committee. All the paint would also be donated. Motion by Solin to allow the murals, Seconded by Zalewski, all ayes, Motion carried. Mattmiller stated they would like to pour a concrete walk around the barn but will need funding.

 - b. **Organize upcoming Open House Event:** Bob Benishek updates this Committee on the upcoming Open House Event that is scheduled for June 9th.

15. **Review Maintenance Projects:** Heuss reviewed his report with the Committee for the month of April and is accepted by the Committee. See attached.
 - a. **Resource Center HVAC Alterations:** Work is approximately 50% complete.

 - b. **Review proposals for HCC A/C Condensing Unit:** This work was advertised and 3 proposals were received as follows:

North Central Mechanical Inc.	\$ 25,524.00
McNeil- West	\$ 28,752.00
Jerome Filbrandt Plmb & Htg.	\$ 26,425.00

With direct purchase of equipment to eliminate tax, the low proposal from North Central Mechanical Inc. is for \$24,652.25. Motion to approve and accept the proposal by Zalewski, Seconded by Cahak, all ayes, Motion carried.

- c. **HCC Re-Roof Update:** Contract has been signed and work will start in late June.

16. **Review bids for Fairgrounds Asphalt:** Tim Rusch, Langlade County Highway Commissioner was present and along with Heuss discussed the Fairgrounds Asphalt project. Two bids and one estimate were received. American Asphalt is the low bidder and their bid was \$190,128.00, a contingency is needed for unsuitable fill. Heuss stated there is \$325,000 available for this project. Heuss would like to have the road paved as part of this project with the Highway Department doing this portion of the project. Rusch estimated this would cost approximately \$35,000.00. Motion by Solin to move forward with this project but not to exceed \$250,000 total, Seconded by Zalewski, all ayes, Motion carried.

17. **Approve Disposal of County Equipment:** The Maintenance Department has a 1994 Truck to dispose of and are requesting it be sold on the Public Auction. Motion by Solin and seconded by Cahak to sell this truck on the Public Auction Site, all ayes, Motion carried.

18. **Approve Office Equipment/Furniture Purchases:** Chet Haatvedt & Sandy Fischer were present to discuss an upgraded desk for Chet. They have a proposal from Clermont Printing in the amount of \$1,590 for the purchase of this desk. Gary Olsen stated the funding would come from equipment and replacement fund. Finance will also have to approve this request. Motion to allow this purchase by Zalewski from Clermont Printing, Seconded by Cahak, all ayes, Motion carried.

19. **Review Budget Summary:** Committee Members received the Budget Summary for review.

20. **Verify Date of Next Meeting:** The next regular meeting will be Monday, June 3, 2013 at 6:00 pm at the Resource Center, Wolf River Room. A joint meeting is scheduled with the Fairgrounds Advisory Committee for May 23, 2013 at 4:00 p.m. at the Forestry Office Conference Room.

21. **Adjourn:** Motion by Cahak, Seconded by Zalewski to adjourn at 8:25 p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT

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May 6, 2013 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Table & chairs in board room for Judges' conference, repaired & replaced cameras in jail, repaired & maintained air control jail doors, replace smoke detector in jail, unplug urinal & sewer line w/ sewer snake, clean smoke detectors, repaired garage door opener.
- RC: Change 3 ballasts in Extension Office, 1 ballast in Health Department, run network cable in Eau Claire River room, patch drywall hole, remove plywood from basement windows, repair downspouts
- HCC: Check roof insulation thickness, solicit quotes for VAV boxes / VFD's, set up tables & chairs for 2 meetings.
- CH: Remove & replace benches in audience area for carpet replacement.
- General: Snow removal, install 12 T8 light fixtures in beer stand, RC garage, MP building (F.O.E. grant), check lights at HCC / RC / CH / MP for LED replacement, move cable in forestry office for sign programming, exit lights in barn. Repaired 2 parking lot lights at Fairgrounds, setup & cleanup for gun show and sport / home show, set up electrical drops, install boxes and electrical for WIFI at fairgrounds, repair Bradley sinks in MP restrooms. Stripped & waxed floors in Clover room, scrub floors, opened drain on track infield, fixed garbage bins in MP building, repaired plow twice, installed key box on shop, move desk out of Forestry, remodeled desk to clear excess cables.

2. ADMINISTRATION

- Architectural Work – Bidding out restroom building for Veteran's Memorial Park. Prepared bid documents for Fairgrounds Asphalt Replacement. Bidding questions.
- Focus on Energy grant: Proceeding with VFD's for HCC Air Handling Units. Quotes on LED exterior lighting. Maintenance Shop Lighting. Monthly meetings.
- C.I.P. approval at June Meeting

3. FACILITY STATUS

- Cattle Barn
 - Landscaping work should wait until asphalt & concrete work is done.
 - Concrete block Walls & doors for restroom have been installed.
 - HVAC pending available funds. Cannot store vehicles in barn w/out ventilation.
- Health Care Center
 - Emergency Generator project is done.
 - Roof replacement project is under contract and will start late June.
 - Air Conditioner Condensing Unit
 - Install Digital Controls Fall 2013
- Courthouse
 - Pricing on security barrier for Clerk of Courts.
 - Re-lamp vaults & mechanical rooms with more efficient lighting.
 - Upcoming relocation of IS department.
- Safety Building
 - 7,350 S.F. Impound Building Site. Construction Doc's mid summer.
 - Finance & IS departments will move into former probation & parole space.
- Resource Center
 - HVAC project in progress; approximately 50%. Maintenance staff will pull wires for controls in early May.
 - Replace west side single pane windows in spring/summer.
- Fairgrounds
 - Bid re-pavement project for work to be done in summer.
 - Paint rabbit barn and schoolhouse in summer.
 - Maintenance Building Roof