

**Langlade County  
Public Property Committee Minutes**

**Date of Meeting:** May 9, 2012; 6:15 p.m.

**Place:** Wolf River Room, Resource Center

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

**Members Absent:** None

**Others Present:** Robin Stowe, Gary Olsen, Nate Heuss, Rhonda Klement, Don Schroeder, Jerrold Burns, Ron Nye, Ora Monegar, Ted Smith, Tammy Kawalski, Nate Wolf, and Terry Poltrock

The meeting was called to order by Chairman Benishek at 6:15 p.m., in the Wolf River Room, Resource Center. Motion by Cahak, seconded by Zalewski to approve the minutes of the April 2, 2012 meeting. All ayes. Motion carried. Nonnenmacher requested that the minutes be mailed with the agenda.

**Committee Re-organization:** Vice-chairman - Solin nominated Nonnenmacher. Nonnenmacher nominated Solin. By coin flip, Solin was elected vice-chairman. Secretary – Nomination by Cahak for Zalewski as secretary. Zalewski nominated Cahak as secretary. By coin flip, Cahak was elected secretary.

**Discuss Printing Contract for July 1, 2012 to June 30, 2014:** Olsen explained to the committee that the printing contract expires on June 30, 2012. The County has the option to renew the contract with Clermont Printing, Inc., or request proposals for the county's printing needs. The committee was informed that before the County had a contract with Clermont Printing, Inc., that the County printing was done by Bina Impression Printing. When Rick Bina became a county board supervisor, he would be prohibited from contracting with the County pursuant to Sec. 946.13 if such contract exceeded \$15,000. Because the County's printing needs have decreased, the contract no longer exceeds the \$15,000 threshold. Motion by Solin, seconded by Zalewski to requests proposals for the County's printing contract. All ayes. Motion carried.

**Review and Approve Draft of Camp Susan Lease Extension with 4-H:** Stowe reiterated that the current Lease entered in 1941 will end December 2, 2040. Given the additional investments that 4-H has made or will be making to Camp Susan, the Leaders Association has requested that the Lease be extended for an additional 50 years from now (or until December 2, 2062). Stowe had provided the Committee with a revised Lease which not only extends the Lease but more clearly represents the rights and responsibilities of the parties. The 4-H Board of Directors reviewed the lease on April 19, and it was approved by the 4-H Board of Directors. Stowe plans to bring the lease to county board in June for approval. The lease will need to be recorded due to the period of time that it covers. Motion by Nonnenmacher, seconded by Cahak to approve the Camp Susan lease extension with 4-H and forward a resolution to county board. All ayes. Motion carried.

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**Discuss Horse Show Scheduled for July 20:** Nate Wolf stated that he is the new president of the Horse and Pony project. They had scheduled a horse show for Friday, July 20 based on Antigo Stock Car's original schedule that was approved in February that stated they would not be racing on July 20, but on July 13 instead. Antigo Stock Car provided a revised race schedule in April stating that they planned to race on July 20. The horse and pony project is unable to reschedule their event, which gives youth their only opportunity to perform before the fair. Ora Monegar, Antigo Stock Car president, stated that they would be willing to reschedule and the horse show could be held on July 20. Wolf also questioned the committee if it was the responsibility of the County to purchase barn lime for the horse barn or the horse and pony project. The committee stated that it has always been the past practice of the 4-H to purchase the barn lime for the horse barn so it would be the responsibility of the horse and pony project.

**Review Status of Projects – Storage Building – Update from Fundraising Committee:** Don Schroeder stated that the committee has not met due to spring planting; therefore he had no update. Olsen stated that since the special county board meeting on April 4, 2012 that no additional funds have been received for the storage building. Heuss expressed concern as at least \$40,000 is needed for the plumbing and mechanical for the storage building, and Bauer Plumbing's bid for the project expires on June 5.

**Review Project Schedule for Storage Building:** Heuss informed the committee that the building has been ordered and should be fabricated by the end of May. Heuss is hopeful that there will be at least three wings available for use during the fair. Heuss has received a signed contract and performance bond from Spiegl Construction. Soil tests have been completed, the footings and foundation are being worked on and work on the frost wall has begun. Motion by Solin, seconded by Nonnenmacher to approve Benishek, Solin and Heuss to meet to approve project continuation as additional funds become available. All ayes. Motion carried.

**Update on Camp Susan Roof Project:** Heuss informed the committee that the materials have been ordered and should be delivered this week. The contract has been signed. The project has a completion date of June 30. The project should be started next week; and even though there will be campers there in June, this should not negatively impact the project.

**Consider Conducting an Accessibility Audit:** Stowe informed the committee that ADA compliance was passed in 1990. In 1992, Langlade County hired HGM Architecture, Inc., to complete an ADA accessibility audit. In 1993, HGM Architecture, Inc., completed the audit. Stowe stated that there have been revisions to the ADA requirements over the years and the latest revisions were in 2010. When revisions are made to the ADA, a self-evaluation audit is to be completed within one year (28 CFR 35.105). Given the time period that has elapsed since the last ADA audit, the County needs to re-evaluate the accessibility for any programs and structures or improvements to structures that have been created since the last audit. Enforcement of ADA accessibility standards is based upon complaints filed against a covered entity. Although the County has not received any complaints, the accessibility audit will demonstrate the County's efforts at identifying and removing barriers to accessing public programs and buildings. Stowe also stated that after the 1992 audit that it took many years before all the revisions could be implemented due to both time and financial constraints. Heuss was requested to report back to the Committee on the options and costs of conducting an ADA accessibility audit.

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**Approve Automated Logic Contract for Energy Management System at the Safety Building:** Heuss explained to the committee that Automated Logic had done an energy audit of the Safety Building last year and based on their findings, an adjusted schedule and boiler modulation was implemented. Heuss stated that natural gas costs at the Safety Building are on average \$40,000/year. Heuss is requesting that Langlade County sign a contract with Automated Logic for energy management at the Safety Building at a cost of \$3,616/year with the cost to be funded from the HVAC account. Currently, there is a balance of \$62,800 in the HVAC account. Motion by Zalewski, seconded by Solin to approve the contract with Automated Logic for an energy management system at the Safety Building at a cost of \$3,616/year to be funded from the HVAC account. All ayes. Motion carried.

**Antigo Stock Car Update:** Monegar updated the committee on the finances of Antigo Stock Car, Inc., and that they are awaiting a response from a potential sponsor regarding a funding request prior to scheduling their next race on May 25 and possibly July 4. Given that the Stock Car Association already failed to race on two scheduled dates and has now notified the Committee that it cannot commit to hold events on most of the remaining race dates approved in the schedule as a condition of the Lease, the Committee discussed the need to continue with Lease Agreement. After discussion, motion by Solin, seconded by Cahak to terminate the lease with Antigo Stock Car, Inc., which would take place 30 days after the letter from the corporation counsel is received. All ayes. Motion carried. Motion by Nonnenmacher, seconded by Solin to not charge Antigo Stock Car, Inc., for not using the fairgrounds on April 27 and May 4 as on April 27 Monegar had called and May 4 was due to inclement weather. All ayes. Motion carried.

**Report from Fairgrounds Advisory Committee:** Zalewski informed the committee that the fairgrounds advisory committee discussed having a brief message on the fairgrounds sign inviting organizations to consider holding their next event at the fairgrounds. Also, the committee will be investigating providing Wi-Fi at the fairgrounds. A representative from Cirrinity will be invited to the next fairgrounds advisory committee meeting to discuss providing Wi-Fi to users that would be interested.

**Review 2012-2017 CIP Projects and Rank 2013 Projects:** Heuss reviewed with the committee the six projects for 2013: Health Care Center roof replacement; Health Care Center HVAC improvements, Security Intercom & Surveillance System Upgrades, Resource Center HVAC Improvements, lighting improvement for the Safety Building, Health Care Center, and Courthouse; and Fairgrounds asphalt replacement. The committee reviewed and ranked the six projects planned for 2013. The cost of these projects is \$547,000. Heuss also reviewed the other 18 projects scheduled for 2014-2016. Motion by Nonnenmacher, seconded by Zalewski to forward the results to the finance director and finance committee. All ayes. Motion carried.

**Review Maintenance Projects:** See attached report.

**Review Budget Summary:** The committee reviewed the maintenance department budget summary as of April 30, 2012. Motion by Solin, seconded by Nonnenmacher to accept the budget summary. All ayes. Motion carried.

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

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**Next Meeting:** The next regular meeting will be Tuesday, June 5 at 6:15 p.m., in the Wolf River Room, Resource Center.

**Other Matters:** Stowe distributed an updated copy of the purchasing policy to the committee, which will be voted on at county board on May 15.

**At approximately 8:25 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 discuss staffing needs of the Maintenance Department and organization of employment.** Motion by Nonnenmacher, seconded by Solin 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 9:15 p.m., motion by Cahak, seconded by Benishek to return to open session. All ayes. Motion carried. Motion by Solin, seconded by Zalewski to pursue the restructuring of positions as discussed in closed session. All ayes. Motion carried.

**Adjourn:** Motion by Cahak, seconded by Nonnenmacher to adjourn at 9:20 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock  
Recording Secretary

# LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1633 Neva Road, Antigo, Wisconsin 54409

Nate Heuss  
Director of Facilities Management

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May 9, 2012 – Public Property Committee Report

## 1. MONTHLY PROJECTS

- Fairgrounds: Repair 3 light fixtures at Fairgrounds, assisted with setup/cleanup, electrical and other items for Home Show, Gun Show & Circus, review / organize fairgrounds keys, estimate materials for Maintenance Shop roof replacement, changed lock in Forestry.
- SB / Jail: Pulled cable, terminated jack and patch panel, stripped & waxed floors, calibrate thermostats, replaced 2 hot water actuators, sprayed for bugs, rebuilt jail doors air cylinder, replaced filters in AHU's
- HCC: Pulled computer cable & terminated jack, Drained boiler expansion tank to correct boiler pressure, reviewed punch list with carpet installers, made sign, 25 loads of topsoil added to north lawn,
- CH: Changed lamps & ballasts, made signs for zoning, small courtroom, entrance.
- RC: Painted walls in extension office.
- General: Locate Fiber Optic Cable per Diggers Hotline requests, replaced welder outlet at Jack Lake, repair electrical mast on main lodge at Camp Susan, , located cables at Jack Lake, turned on water at White Lake trailhead restroom, changed oil in 3 lawn mowers and tractor, prepare mowers for summer use, packaged lamps & ballasts to go to recyclers, mount wall phones for new system / check phones needing longer cables

## 2. OPERATIONS & PROCEDURES

- Seasonal Work – Mowing / landscaping season LTE has begun.
- Cattle Barn Construction Administration; including state plan approval, write construction contract, staking of building, fence removal, storm sewer inlet protection, contractor coordination as needed, construction observation.
- C.I.P. review & preparation
- 1 worker on medical leave
- New Phone system – assisting I.T. with additional work on wall jacks etc.
- Building Code Refresher May 7-8 (Madison)

## 3. ONGOING PROJECTS

- Cattle Barn
  - State approval to start construction – footing / foundation work underway.
  - Partial completion (3 wings) may be possible by fall ( no guarantee).
- Health Care Center
  - Phone system cable pulling (additional scope of work).
  - Carpet Project – Complete pending punchlist
  - Landscaping / lawn completion work nearly complete
- Courthouse
  - Phone system cable pulling – proceeding with additional work.
  - Lighting efficiency improvements nearly complete – vaults & mechanical room remaining.
- Safety Building
  - Parole is looking for more space. Have not had time to pursue. Social Services concerns about using HCC space. Fitness room would add offices / toilet room if available.
  - Reviewing Intercom / Video Surveillance upgrades with Diane. (Added to C.I.P.)
  - 7,350 S.F. Sheriff Building Cost estimated \$200,000. (Barske quote \$181,800)
- Resource Center
  - HVAC system study beginning. Documenting heat load in offices (lights / computers)
- Camp Susan
  - Roof replacement work will begin. Construction Contract written & signed. Direct purchased materials to save \$1,100 in sales tax. Completion June 30.