

## Langlade County Public Property Committee Minutes

**Date of Meeting:** November 4, 2013 at 5:00 pm

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

**Members Present:** Robert Benishek, Vernon Cahak, Dave Solin, Jeff Zalewski and Doug Nonnenmacher

**Members Absent:** None

**Others Present:** Nate Heuss, Dale Dahms, Sam Hardin, Larry Poltrock, Arlene Bonnaci, Mark Susalla, Bobbi Susalla, Sandy Fischer, and Pam Jankowski

1. The meeting was called to order by Chairman Robert Benishek at 5:00 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 October 7, 2013:** Motion by Vern Cahak to approve the previous minutes, Seconded by, Jeff Zalewski all ayes, Motion carried.
3. **Approve office equipment/furniture purchases – Desk purchase request by Register of Deeds:** Sandy Fischer requested a new desk for her office. \$1,590.00 was quoted from Clermont Printing and is the same type of desk quoted earlier this year for her office. At that time she had comparables and Clermont Printing was the lowest quote. Motion to approve by Dave Solin, Seconded by Zalewski, all ayes motion carried.
4. **Discuss Fairgrounds Promotional Committee’s previous meeting minutes with questions if any:** Zalewski reviews meeting highlights with Committee.
5. **Discuss disputed Fairgrounds Inventory Item:** Mark Susalla requests to remove a red trailer from the pit area. Both parties that claimed an interest in this trailer were sent notice of this meeting. No other party is here to dispute ownership. Motion to release trailer to Mark Susalla by Nonnenmacher, Seconded by Zalewski, all ayes motion carried.

**Vern Cahak notes that the Public Safety Committee is present and this meeting was not noticed as a joint meeting, Public Safety was invited regarding an Agenda Item. Chairman Benishek notes that if there is a quorum of any other governmental body present at the meeting, the existence of the quorum shall not constitute a meeting as no action of such body is contemplated.**

6. **Request to remove equipment from Fairgrounds as identified on moveable property inventory:** This was discussed under Agenda Item #5.
7. **At approximately 6:00 p.m., consider moving into closed session pursuant to Sec. 19.85 (1)(e), Wis. Stats., to deliberate or negotiate the purchasing of properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session, to consider submitting an offer to purchase the McKenna warehouse located at 832 Edison Street:** Motion by Solin to go into closed session at 5:30 p.m., Seconded by Nonnenmacher, roll call vote, Zalewski aye, Solin aye, Benishek aye, Cahak aye, Nonnenmacher aye. Committee commences closed session.
8. **At approximately 6:30 p.m., return to open session with action taken on any matters discussed in closed session:** Motion by Solin to return to open session, Seconded by Nonnenmacher. The Committee returns to open session at 6:05 p.m. Motion by Nonnenmacher to consider making an offer on the McKenna Warehouse contingent upon results of environmental testing which is to be paid for by the owner, Seconded by Solin, all ayes motion carried.
9. **Review Status of Livestock Pavilion project:**
  - a. **Update from Fundraising Committee:** None at this time.
  - b. **Proposal from Fairgrounds Promotional Committee for storage rental rates:** Fairgrounds Promotional Committee is recommending \$2.00 per lineal foot for storage rental rates in the Livestock Pavilion. Solin and Nonnenmacher would like to review the contract before approving the rates.
10. **Review Maintenance Projects/Monthly Report:** Heuss reviewed his report with the Committee for the month of October and was accepted. See attached.
  - a. **Roof & Siding Maintenance Shop:** This project is completed.
  - b. **Jack Lake Restroom project:** Photos distributed to Committee, Masonry finished, trusses set, roof shingled and rough plumbing is complete.
  - c. **Digital Controls at HCC:** Maintenance is pulling wires, installation of controllers is presently taking place.
  - d. **Library Roof:** This project is nearly finished. Shingles should be completed by the end of this week. Knudson Metals will be installing the gutters.
  - e. **Commercial Building re-siding:** Scheduled to start late November.
11. **Approve Disposal of County Equipment:** List presented to Committee. Motion by Solin, Seconded by Nonnenmacher, all ayes motion carried.
12. **Review Budget Summary:** Committee Members received the Budget Summary for review.

13. **Verify Date of Next Meeting:** The next regular meeting will be Monday, December 2, 2013 at 5:00 pm at the Resource Center, Wolf River Room.

14. **Adjourn:** Motion by Solin, Seconded by Nonnenmacher to adjourn at 6:10 p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski  
Recording Secretary

**LANGLADE COUNTY MAINTENANCE DEPARTMENT**  
**Fairgrounds - 1635 Neva Road, Antigo, Wisconsin 54409**

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Nate Heuss  
Director of Facilities Management

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November 4, 2013 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Replaced heating zone actuator, painted exterior steel beam at west jail entrance (light replaced), removed lockers in H1 jail, pulled wires for card reader at south door safety building, painted lobby area for new interior light fixtures, raked around flower bed and clipped flower bed, replaced light bulbs in kitchen, jail & safety building. Added safety building access to courthouse employee key fobs.
- RC: repaired toilet, made panel for land conservation desk,
- HCC: Pulling 4 miles of wire for Controls Replacement project. Coordinate zone valve installation. Removed duct from ceiling.
- CH: Assisted with courtroom lockout, pull wires for card reader for large courtroom card reader. Switch courtroom pump system from cold water to hot water and start boilers. Remove 1 dead tree and 1 dead tree top from grounds. Clean unit heater filters.
- Fairgrounds: Installed grab bars / toilet paper dispenser / soap dispensers in Livestock Pavilion, made signs & hung in Livestock Pavilion,
- General: Hauled table to finance. Hauled 30 tables to/from airport for extension office, loaded rubber mats for Keith Wilson, scrubbed kitchen floor MP building, setup/clean for gun show & Oktoberfest, setup for magic show, winterization of fairgrounds, hung sign on Maintenance Shop, organize auction items. Repair photo eye for maintenance shop exterior lighting. Remove flag from Pavilion for winter. Remove 4 dead trees from Fairgrounds. Check defibrillator units. County auction items put on website.

2. ADMINISTRATION

- Construction Administration –
  - Jack Lake weekly site visits & construction questions.
  - Maintenance shop roof & siding: Contract closeout.
  - Commercial building siding contract written. Work start early November.
  - Public library roof replacement 75% complete. Gutter replacement work to start.
  - Explore emergency location for Clerk of Courts (i.e. natural disaster)
- Focus on Energy grant: VFD's at Health Care Center.
- Coordinating HCC controls project.
- Sheriff Impound Building Study

3. FACILITY STATUS

- Cattle Barn
  - Possible use for camper & boat storage.
- Health Care Center
  - HVAC Controls modernization in progress.
- Courthouse
  - Courtroom door card reader has been added.
  - Heating system has been turned on.
- Safety Building
  - LED exterior lights installed.
- Resource Center
  - Completing interior drywall and painting in land conservation (new windows).
- Fairgrounds
  - Hockey has control of the multipurpose building.
  - Winterization is complete.