

Langlade County Public Property Committee Minutes

Date of Meeting: November 7, 2011; 6:15 p.m.

Place: Wolf River Room, Resource Center

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

Members Absent: None

Others Present: Robin Stowe, Nate Heuss, and Terry Poltrock

The meeting was called to order by Chairman Nonnenmacher at 6:15 p.m., in the Wolf River Room, Resource Center. Motion by Benishek, seconded by Cahak to approve the minutes of the September 28 and October 3, 2011 meetings. All ayes. Motion carried.

Review Status of Projects – Cattle Barn: Heuss reviewed an updated cattle barn floor plan and conceptual elevation with the committee. The proposed cattle barn would be 14,400 sq. ft. with a center show area having a raised 16' sidewall. There would be two wings of 60' x 80' with a 12' sidewall, overhead doors, and a decorative cupola. At a meeting with 4-H, they decided that they did not need an outdoor show area. Since the building is unsprinkled, State Code limits the fire area to 12,000 square feet and requires a minimum 2 hour firewall between fire areas. Cost is approximately \$15,000 - \$20,000. State code states that for Assembly use, occupancy cannot exceed 300 if the building is not sprinkled. Estimated cost of a sprinkler system is \$40,000 - \$45,000. Heuss met with Stacy Dehne of DATCP regarding a manure transfer system. Assistance will be needed from Land Conservation if a compliant manure transfer facility, milkhouse relocation, nutrient management plan and other items are to be done. The new milkhouse will need a holding tank. The updated cost estimate for the cattle barn is \$370,000, requiring that funds of \$125,000 be found for building construction. If the project is to include milkhouse relocation and a new manure transfer facility, add an allowance of \$20,000. A decision on the direction for the cattle barn must be made at the December county board meeting in order for there to be any opportunity for a new barn to be completed by fair time. Stowe stated that Chris Berry investigated a USDA Rural Development grant, but these grants are weighted toward multi-use structures. Lumberjack RC&D funding would not be available until sometime in 2012 and not for the dollar figure needed for this project. This agenda item was tabled until the December meeting to give more time to investigate possible funding options.

Multi-purpose Building Insulation Project: Heuss stated that he, Doug Nonnenmacher, and Shane Lund met with Randy Decker of Decker Lumber regarding this project. The punchlist has been completed. There may be an ongoing need to patch the tape in the future due to the harsh environment in the hockey arena.

Camp Susan Re-roof Project: This project is slated to be completed this coming spring. 4-H will probably request that Langlade County front the funds for this project (approximately \$45,000) and then through fund raising eventually repay Langlade County.

Langlade County Public Property Committee Minutes – November 7, 2011

Review Quotes for Lock Cylinder Replacement Project: Heuss stated that \$40,000 had been originally budgeted for this project. Cost reduction measures reduced the needed amount. To date, \$11,700 has spent for the card access system. Heuss provided the following quotes for new lock cylinders at the Courthouse, and exterior lock cylinders at the Resource Center and Health Care Center:

LaForce, Inc. -	\$3,872.72
Block Iron & Supply -	\$4,481.60

Motion by Benishek, seconded by Solin to accept the low quote of \$3,872.72 from LaForce, Inc., for lock cylinders for the Courthouse, Resource Center and Health Care Center. All ayes. Motion carried.

Discuss Soliciting Quotes for Flooring for the Safety Building: Heuss stated that he would like to solicit quotes for flooring for the parole office and upstairs corridors at the Safety Building. The cost would be approximately \$8,000. Motion by Benishek, seconded by Zalewski to approve soliciting quotes for flooring for the Safety Building. All ayes. Motion carried.

Review Maintenance Projects: Heuss informed the committee that the maintenance staff has been winterizing the fairgrounds and buildings. Landscape work was completed at the Resource Center and Health Care Center. Exterior painting was done at the Safety Building entrance and courthouse steps. Electrical work was completed at Camp Susan. At the courthouse, 40 unit heater filters were cleaned and rooftop bulbs were replaced. The electronic lock installation is complete and key fob policy forms were completed. Hockey has moved into the multi-purpose building. Test lighting installation is scheduled in Finance/IT. The east parking lot paving at the Health Care Center is completed, waiting for unit costs for undercutting. Carpet installation began at the Health Care Center this past weekend. “No weapons” signs were installed at the Courthouse and Safety Building. Forestry garage paving was completed.

Stowe stated that since a key control policy has not yet been approved that the committee should affirm that the director of facilities management has the authority to distribute key fobs and have the key fob forms signed. Motion by Zalewski, seconded by Cahak to delegate authority to the director of facilities management to issue key fobs contingent on employees filling out and signing a key fob form. All ayes. Motion carried.

Action on a key control policy will be taken at the December meeting.

Fair Report: Since Rhonda Klement could not attend the meeting, this item will be held over until the December meeting.

Antigo Stock Car Update – Discuss Appraisal of Racetrack Improvements: Nonnenmacher stated that the review of the racetrack improvements had been done, but he has not heard back from Duke Packard regarding the completion of the appraisal.

Review Any Bills from Antigo Stock to Other Users of the Race Track: Stowe stated that he has been trying to get this information from Ora Monegar since these questions arose at the

Langlade County Public Property Committee Minutes – November 7, 2011

October county board meeting. He has not yet received this information. Stowe did speak to Randy Furger of the Rib Mountain Riders Motorcycle Club who had an event at the fairgrounds in August. They did receive a bill from Antigo Stock Car for grading the track of \$240. They questioned having to pay the bill as the track was in rough condition after the demo derby and tractor pull at the fair. The Committee directed Robin to notify Mr. Furger that the Rib Mountain Riders and the Antigo Stock Car Association will need to resolve any billing disputes among themselves as the County was not a party to these transactions and is not aware of any agreements that may have existed between the parties (i.e., to charge for equipment used to repair the racetrack after the event in August).

Consider Proposal to Construct a ¼ Mile Race Track: This item was tabled as no one from Antigo Stock Car was in attendance.

Review Status of VIP Building – Demolition: Heuss informed the committee that he received three quotes for demolition of the VIP building. They are:

Duffek Sand & Gravel -	\$4,435.00 + \$800 for DNR permit and asbestos check
Krueger & Stienfest -	\$4,760.00 + DNR permit and asbestos check
Langlade Co. Hwy. Dept. -	\$5,677.00 + DNR permit and asbestos check

Heuss stated that the building entrance has been boarded up for safety. Heuss was requested to check with the finance director for a funding source and report back at the December committee meeting.

Fairgrounds Ad Hoc Committee Report: Stowe stated that the findings of the ad hoc committee were twofold. The recommendations are to have the Public Property Committee support the establishment of a new committee to oversee and promote the fairgrounds. The new committee would be comprised of three members of the County Board (including one member of the Public Property Committee) and two public members. The duties for the new committee may include some or all of the following: oversight of the fairgrounds, preparation of the annual budget for the fairgrounds, approving requests for events at the fairgrounds, billing and collecting rents and fees for the use of the fairgrounds, administration and enforcement of the fairgrounds policy (including fee schedules), administration and enforcement of leases of facilities at the fairgrounds, developing plans to promote and market the fairgrounds, development and distribution of fairgrounds facilities brochure, and administration of the fairgrounds electronic message board. In the event that a new committee is not formed, then it is suggested that the following recommendations to promote the use of the fairgrounds be implemented: development of a brochure which accurately describes all facilities and equipment available for use at the fairgrounds, requiring a deposit for scheduling any event at the fairgrounds, subject to a forfeiture for failing to provide a cancellation notice within a prescribed period of time (i.e., 60 days), reduce the scheduling preference for the annual 4-H youth fair to “two weeks prior to the event”, consider contracting with the Economic Development Corporation (or other vendor) to provide certain marketing and promotional services, adding a key policy for the fairgrounds, allowing equipment to be used anywhere on the fairgrounds, subject to the requirement that equipment be returned to designated areas after the event, providing dumpsters at no charge to the user, updating the agreement to conform with current practices, updating the insurance requirements as an attachment to the lease, revising the fee structure, consider creating “tier” rental structures and packages which would allow for lesser

Langlade County Public Property Committee Minutes – November 7, 2011

fees for small events and/or allow multiple uses of the fairgrounds on the same date, consider placing a portion of fees into a non-lapsing account for fairgrounds improvements/repairs, and clarify that camping is only allowed for a scheduled event.

If the County Board were to try to add the additional committee at this time and change the County Board rules, they would need a two-third vote to make the change. This advisory report will be discussed in more detail at the December meeting and any recommendation to revise the Board rules would be referred to the Executive Committee for action.

Consider Posting Buildings and Grounds as Prohibiting Weapons under the New Conceal Carry Law: The law took effect in November 1, 2011 and the Courthouse and Jail are exempt from the law, but were posted to make everyone aware of this prohibition. Stowe stated that the question before the committee is which, if any, additional buildings or grounds the committee would like to post. Stowe informed the committee that the employees of the Resource Center would like the building posted and that Keith Wolf had posted the North Central Health Care portion of the Health Care Center. After discussion, motion by Solin, seconded by Cahak to only post the Resource Center and Health Care Center at this time. All ayes. Motion carried. Solin requested that Heuss bring back a list of other county buildings and number of entrances that could potentially be posted.

Discuss Revisions to Purchasing Policy: Stowe recommended the following changes the Purchasing Policy:

1) Any capital improvement projects with an estimated cost of \$250,000 or more require the appointment of an independent project manager. ~~The designated project architect/engineer shall not serve as the project manager.~~ Effective 2/14/11, the Director of Facilities Management may be designated as independent project manager. Any capital improvement projects performed by the County do not require the appointment of an independent project manager.

2) E. METHOD OF PURCHASE.

~~The purchasing authority shall have the discretion to utilize a "Buy Local, Buy Wisconsin" approach to purchasing by granting a discount of up to 5% to be applied to the price offered by any business located in Langlade County and/or in the State of Wisconsin, when determining which vendor has submitted the lowest purchase price for an item or service.~~ Effective 7/1/11

Stowe explained that when the State legislature changed the prevailing wage rate that they eliminated the ability to give preferences based upon the geographic location of the bidder.

3) Change to the Office/Computer Equipment Purchasing Policy: The Department Head shall coordinate the acquisition of their telephone equipment, including cell phones, with the ~~Public Property~~ Finance/IS Committee. The approval of the ~~Public Property~~ Finance/IS Committee is required prior to the installation of additional telephone lines, the purchase of a County cell phone or acquiring a cellular service plan through the County. The acquisition of wireless communication devices and services (such as: cell phones, pagers, etc.) require the prior approval of the Oversight and ~~Public Property~~ Finance/IS Committees. Also, the acquisition of these devices and services

Langlade County Public Property Committee Minutes – November 7, 2011

must be coordinated with the Purchasing Agent.

Stowe explained that the finance director is currently working with the Finance Committee the purchase of new phone system for the county. This new phone system will be integrated with the County's computer network and therefore, the Finance and Information Services Committee would be in a better position to oversee this system.

Motion by Benishek, seconded by Solin to approve the changes to the Purchasing Policy. All ayes. Motion carried.

Approve Disposal of County Equipment: A list of surplus property was provided by the finance department. Motion by Solin, seconded by Zalewski to approve selling the list of surplus property on the Public Surplus site. All ayes. Motion carried. Heuss also shared with the committee a handout from the finance director that showed that selling the previous list of items on the public surplus site went very well.

Review Budget Summary: The committee reviewed the maintenance department budget summary as of October 31, 2011. Motion by Benishek, seconded by Cahak to accept the budget summary. All ayes. Motion carried.

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

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

Adjourn: Motion by Solin, seconded by Cahak to adjourn at 7:57 p.m. All ayes. Motion carried.

Respectfully submitted,

Terry Poltrock
Recording Secretary