

## Langlade County Public Property Committee Minutes

**Date of Meeting:** October 3, 2016 at 3:15 pm

**Place:** Langlade County Health Services Center – Senior Center  
1225 Langlade Road, Antigo, WI 54409

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

**Members Absent:** None

**Others Present:** Nate Heuss, Doug Curler, Pat Novak, Terry Brand, Roy Dieck, Lois Jones, Kathy Boksa, Barbara Lehrer, Alice Griego, Tim Moe, Ron Barger, Rhonda Klement, Joe Novak, Craig Hotchkiss and Pam Jankowski

1. The meeting was called to order by Chairman Larry Poltrock at 3:16 p.m. at the Health Services Center – Senior Center. The Pledge of Allegiance was recited.

Motion to excuse Sam Hardin by Vern Cahak, Seconded by Bob Benishek, all ayes, Motion Carried.

2. **Approve/amend the minutes of the previous meeting held on September 6, 2016:** Motion by Cahak, to approve the previous meeting minutes, Seconded by Nonnenmacher, 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:** No comments or agenda items to be added to a future agenda.
4. **Senior Center Presentation – Terry Brand:** Terry Brand thanked the Committee for allowing the opportunity to have the Senior Center space. Roy Dieck – Treasurer, provided a financial report. Kathy Boksa handles Membership, Exercise Classes, and the Alzheimer’s Care Givers program. She provided a brief synopsis of these programs. A longer exercise rail is needed and they are asking if Maintenance can help with this. They would also like to paint the room a different color and have volunteered the labor if the County would donate the paint. Barb Lehrer is Chairman of the Program Committee and provided the October Calendar of Programs. She is asking whether the building can remain open after hours when they have programs that have a later starting time. Doug Curler, Publicity Chairman provided the September newsletter to the Committee. The Senior Center has a Facebook Page with additional information. Lois Jones - Vice Chair of the Senior Center, stated they are very appreciative of the space but they are outgrowing what they have and asks for more space if available. Larry Poltrock inquired about their plan. They would like to stay in the

Health Services Center but they would like rooms where they don't have to dismantle a project because the room will be used for another program the next day. Ron Barger will research this and see if additional space is available. Maintenance will take care of the additional exercise rail and provide paint. The space issue will be put on the next agenda for an update. At this time the Seniors are not being charged for space or asked to provide liability insurance.

Sam Hardin and joins the Committee meeting at 3:25 pm.

5. **Discuss selling high dollar auction items outside auction for the "reserve price" after they have been listed without the reserve being met:** Discussion presented regarding selling auction items outside of the auction after they have been listed and the reserve had not been met. This was prompted by an offer to purchase a vehicle for the reserve price after the auction closed. Motion to allow selling auction items for the reserve price outside of the auction after it has been listed and not sold by Hardin, Seconded by Cahak, 4 ayes, 1 Nay (Poltrock) Motion Carried.
6. **Policy Clarification: Loaning tables and chairs out to private parties or organizations that are not County related.** Maintenance had been contacted by a private party to use tables and chairs off premises. Clarification requested on policy. Motion to hold this over until next month to confer with Robin Stowe on policy by Benishek, Seconded by Nonnenmacher, all ayes, Motion Carried.
7. **Discuss painting Juvenile Justice Staff Offices:** All offices are painted the same off-white color. The Juvenile Justice Office staff request a more welcoming color because of having children in their offices. They would like it to not look so "institutional" but rather a warm color to help calm children. Maintenance is not opposed to this but wants to make sure this doesn't become a situation where they get requests to paint other county offices different colors. Ron Barger has discussed this with his oversight committee and they are in agreement with changing the color for these offices. Heuss is directed to work with Robin Stowe to create a policy for this issue. Motion to hold this over until next month by Benishek, Seconded by Nonnenmacher, all ayes, Motion Carried.
8. **Fair Report – Rhonda Klement:** Even losing a day due to weather, this years Fair superseded last years profits according to Klement. Parking was an issue as usual, just not enough room even using the north lot. A record crowd showed for the Sprint Car Races, selling over 900 day passes on Friday. Lighting the North Parking Lot is still a concern. Due to rain and the ditches filled with water, the public was walking on the road from that lot to the main grounds and she felt this was a safety hazard and may ask the City to close North Avenue during the Fair. Handicapped parking needs to be addressed. No problems with electrical power. Minor damage to the black top in front of the 4-H Food stand will be repaired soon. A 5-year contract has been signed with the carnival - 4 years remaining. Benishek asks the Fairgrounds Promotional Committee to work on a new long range plan for Fairgrounds. This will be put on their next agenda.

9. **Highway Department renovations update:** The Ad Hoc Committee has toured Highway Departments in Marquette and Portage Counties. Site location has been approved for placement of the proposed 80'x 140' building with 25' of building north of existing fairgrounds fence and 55' south of existing fence.  
Benishek would like the new building to be able to be utilized for summer events at the Fairgrounds.
10. **Review Maintenance Projects/Monthly Report:** Heuss submitted his report to the Committee for the month of September. (See attached)
- a. **Antigo Public Library flooring replacement update:** This project has been completed. Some moving expenses were saved by utilizing staff workers from City, County and Library.
  - b. **Grandstands Structural Repairs:** The grandstands were constructed in 1983. Columns needed structural repair. Welding is done; plates have been added to columns. These will be protected with 2-part epoxy and then concreted in.
  - c. **Airport Entrance Renovations:** Bids have been received and will be opened at the next airport meeting.
  - d. **Safety Building/Health Care Center Signage:** Signs ready to be installed.
  - e. **Camp Susan: log repairs:** Contractor to repair building logs before 2017 camping season.
11. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:**  
Benishek reviews previous meeting. Camping policies are being worked on. Love Locks discussed briefly.  
Item for next Fairgrounds Agenda: Discuss allowing local businesses to promote their business with advertising along the fence.
12. **Approve Disposal of County Equipment:** None at this time
13. **Review Budget Summary:** Committee Members received the Budget Summary for review.
14. **Verify Date of Next Meeting:** The next regular meeting will be Monday, November 7, 2016 at 3:15 p.m. at the Forestry Department Conference Room.
15. **Adjourn:** Motion to adjourn at 4:51 p.m. by Nonnenmacher, Seconded by Cahak, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski,  
Recording Secretary

# LANGLADE COUNTY MAINTENANCE DEPARTMENT

Fairgrounds - 1635 Nava Road, Antigo, Wisconsin 54409

Nate Heuss, AIA  
Director of Facilities Management

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## October 3, 2016 – Public Property Committee Report

### 1. COMPLETED WORK

- SB/Jail: Repaired / replaced smoke detectors in jail cells. Replaced water valve in Huber Dorm, replace batteries for booster box fire alarm system, unplug toilets / showers in jail, install new lockers in dispatch, replace lamps in SB and Jail Cells, Clean coils for a/c chiller, repair camera in 2 jail cells, clean staff restroom in lower level SB, setup county board room for retirement event. Replace light ballasts in booking area, perform voltage tests on receptacles in phone room.
- CH: Locate underground lines for new internet cable, rewire chiller pump to run / order replacement starter & controls, reset electronic mag lock to courtroom & test, pull RG-6 cable to 3<sup>rd</sup> floor of courthouse for Clerk of Courts CCAP connection, check on possible addition of panic buttons
- RC: Patch / paint wall in extension area office, hang coat hangers, replace light bulbs/ballasts,
- HCC: Test/log generator, make signs for 3 offices for new employees, program and change codes on all 7 doors with keypad locksets, hang large bulletin boards/pictures for staff, clean grass/dirt/etc around windows & entrances, hook up phones & computer equipment, clean & pressure wash 4 entrances, move furniture in offices 30,32,34, bring desk in from garage, replace/reinstall large window screen in transportation office, haul cans collected to humane society, reset boiler #1 / check controls & pumps, repair toilet in mens restroom, remove/clean light diffusers in Social Services, program fobs and get keys for 3 new staff, adjust water feed valve for boiler #1 / order replacement valve, prep/paint offices for new staff.
- Fairgrounds: setup/cleanup for Flea Market, jackhammer and remove concrete from around steel columns in Grandstand, setup/cleanup for Rabbit Show, setup/takedown for St. John's Fall Festival, setup/takedown for Kids' Safety Day (haul 2 truckloads from HCC to Fairgrounds), rewire 2 cords with 40 amp / 240v outlets & plugs for Fall Festival,
- General: Set up & takedown tables/chairs and PA system at Camp Susan for County Board meeting, load up sold auction items for purchasers, Shred 10 boxes of paper for register in probate, replace bulbs in airport hangar, patch holes in maintenance break room, 14 Digger's Hotline locate requests.

### 2. ADMINISTRATION

- Antigo Public Library – Construction Administration
  - Project substantially complete.
  - 4 days remove/reinstall built in desks in Library staff area, move furniture.
- Highway Renovation Project:
  - Alternate site approved by Ad Hoc Committee.
  - Toured other County Highway Departments.
  - Soil borings results reviewed. Structural evaluation conducted.
- Airport Entrance Alterations
  - Bids received, will open October 5 at Airport Committee meeting.

### 3. FACILITY STATUS

- Courthouse
  - Parking lot replacement 2017.
  - Small Courtroom renovations 2017.
- Safety Building / Impound Building
  - New exterior signage for Safety Building has been received and is waiting for installation.
  - Replace Impound Building siding – east side – Fall 2016.

- Highway Building
  - Site planning / soil borings for new building.
  - Structural review of existing buildings.
- Camp Susan
  - Contractor to repair building logs before 2017 camping season.
  - September County Board meeting.
- Fairgrounds
  - Replacing ceiling tile in Clover Room. Starting week of October 17.
  - Clover room furnace needs replacement (original to building)
  - Exposition building roof – 2017 replacement. Currently leaking around dormers.
  - 1983 Grandstands
    - Rust removal and welding is complete. Will be protected with 2 part epoxy and then concreted in.
    - Budget for gutter replacement & sealant replacement – future year
- Resource Center
  - xxxxxx
- Health Care Center
  - New exterior building sign has been received and is waiting for installation.
  - Adding window for Social Service in waiting room area.

*End of Monthly Public Property Committee Report*