

Langlade County Public Property Committee Minutes

Date of Meeting: October 7, 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, Robin Stowe, Gary Olsen, Lil Tower, Gary Miley, Dan Zupon, Patti Lucht, Todd Lucht, Kris Arrowood, Lewis Bowman, Dennis Mattmiller, Dennis Klement 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 September 3, 2013:** Motion by Vern Cahak to approve the previous minutes, Seconded by, Doug Nonnenmacher all ayes, Motion carried.
3. **Discuss Fairgrounds Promotional Committee's previous meeting minutes with questions if any:** Ronn Krueger chaired the meeting on September 26th. Stowe would like to have the new Fairgrounds Policy completed by December. The Fairgrounds inventory is complete and the terms and conditions of the Storage Agreement have been approved by Fairgrounds Promotional Committee (FPC). Stowe explained the agreement to the Committee. The Agreement creates a paper trail for personal property located at the fairgrounds and also limits the County's liability for this personal property. The user/property owner will not be charged to keep their items as long as they sign the agreement and abide by the terms. Stowe sent letters to those individuals and organizations identified as having an ownership interest in moveable property located at the fairgrounds. Any disputes regarding the ownership of moveable property will be submitted to the Public Property Committee. Doug Nonnenmacher asked about the alcohol coverage requested for events where alcohol will be served. Stowe explained that the FPC decided to temporarily suspend this requirement as users cited the difficulty in obtaining an alcohol rider as well as the costs for this coverage. During any events that include the furnishing of alcohol, a liquor liability rider is recommended, as in the absence of insurance, the user remains personally liable for any claims.
4. **Market Animal – Discuss Livestock Pavilion:** Lewis Bowman and Todd Lucht were present representing the Market Animal Committee. Lucht discussed the cleaning and sanitizing of the Pavilion. This Committee has livestock “weigh ins” scheduled for December and April and are concerned about pressure washing the Pavilion in cold weather.

The Market Animal Committee also has concerns about the barn being used as a storage facility in winter. They would like to attract additional events during this time. Stowe explained that until now, no one has come forward to the FPC to request usage of the Pavilion during the winter months; and therefore, similar to how other County's user similar Pavilions, the FPC was looking into storage for non-motorized vehicles (campers, boats) as a source of additional revenue. The Public Property Committee favors using the Pavilion for agricultural and livestock related activities and hopes to attract additional events to the Livestock Pavilion rather than using the facility for storage. Bob Benishek refers this item to the Fairgrounds Promotional Committee to review and discuss. Dennis Klement explained the power washing of the Pavilion and requests additional 220v outlets for electric power washers be installed. These items will be put on Agenda for FPC Oct 24th.

5. **Discuss Fairgrounds Policy and how it applies to 4-H and the Fair Board Organizations:** Stowe wanted to clarify the relationship between Langlade County and 4-H and the Fair Board. By action taken by the County Board in 2001, the 4-H program administered by UW-Extension is treated as function of the Langlade County, and as such there are no requirements for insurance, fees or deposits when 4-H or other County agencies use the fairgrounds. However, 4-H groups are subject to the conditions of Policy including scheduling and clean-up. Sally Hull and Karalee Brock will contact Pam Jankowski in the Maintenance Department to schedule events. This process will ensure that an event is sponsored by 4-H and allow timely follow-up on any post event issues (damage, clean-up).
6. **ADRC-CW – Discuss Tax Aide Program:** Lil Tower requests use of former Finance office space at Health Care Center for preparation of income and homestead taxes for elderly through AARP. They need chairs, table, internet and a phone. This space would be used 1 day a week from January – April 2014.
Motion to approve by Solin to allow this space to be utilized as presented, Seconded by Nonnenmacher all ayes motion carried. Tower to contact Maintenance for office equipment.
7. **Discuss long term plan for Fairgrounds trees:** Heuss suggests developing a long term plan for trees on the grounds. Most of the trees are quite mature and several die each year. Heuss will look into a plan for 2014. The committee may tour the Fairgrounds to review existing trees. Motion to allow Heuss to proceed with a plan for the Fairgrounds trees by Zalewski, Seconded by Solin, all ayes motion carried.
8. **Discuss fence at north property line at Deleglise Street site:** The County Surveyor has determined that Waste Management's fence is on our lot by approximately 1 foot. Stowe asked the Committee for direction on dealing with this boundary issue. Motion to convey this piece of property consisting of a one-foot strip of land along the lot line, to Waste Management by Solin, Seconded by Cahak, all ayes, Motion Carried. Stowe to draft the documents.
9. **Presentation on specifications for metal roofs (gauge, warranty, etc):** Dan Zupon and Gary Miley from Menards present information on their Energy Star and Impact Resistant

Steel Roofing Product. Discussion presented. Zupon stated they would like to be considered for future projects.

10. Review Status of Livestock Pavilion project:

- a. **Update from Fundraising Committee:** Dennis Mattmiller stated approximately \$35,000 is needed to finish the Pavilion, in addition to mechanical ventilation of the Pavilion for vehicle storage. The Committee is having a fund raiser on November 9th from 5-7:00 p.m. at the Edison Club. Remaining work includes: gravel on north side of the Pavilion, donor signs, concrete walk on north side of Pavilion and possibly purchasing a wash rack for livestock in the future. Stowe requests Mattmiller and Heuss prepare a list of desired fairgrounds improvements for submittal to Mole Lake in December.
- b. **Proposal from Fairgrounds Promotional Committee for storage rental rates:** Zalewski requested this item to be tabled until FPC meets with the Market Animal Committee.

11. Request increase of credit limit for Maintenance Employee: Heuss requests increasing Dewey Chrudimsky's credit card from \$500 to \$1000. Dewey orders Maintenance items for the Safety Building on this card and often cannot purchase due to exceeding his limit. Motion to approve increase by Solin, Seconded by Zalewski, all ayes, Motion carried.

12. Consider tour of McKenna Warehouse conducted by Public Property and Public Safety: This building was previously considered as the Sheriff's Impound & Storage Building. Public Property Committee will tour building with Public Safety Committee to make a final determination on the building. Meeting will be scheduled for October 15, 2014 at 4:00 p.m. or October 17th at 4:00 p.m. Agendas will be sent for this meeting.

13. Review current process to solicit-open & accept bids: Heuss explains current process for soliciting, opening and accepting bids. Heuss presented a list of projects contracted out 2011-2013 and noted that most of the projects went to local contractors. Committee is pleased with the results to date. Top bidding priorities are durability and value. Langlade County occasionally rebids projects or waives bid irregularities in order to maximize use of funds. Heuss will return to scheduling bid openings at the Public Property Meeting.

14. Review Maintenance Projects/Monthly Report: Heuss reviewed his report with the Committee for the month of September and was accepted. See attached.

- a. **Update on Roof & Siding Maintenance Shop:** Project is complete pending clean up and warranty information.
- b. **Update on Jack Lake Restroom project:** Project has started and will be enclosed before winter. Paperwork has been received for the \$45,000 grant. This Restroom is located in the Camping area.

- c. **Update on Digital Controls at HCC:** Project has started. Wires are being pulled by Maintenance which saves the County approximately \$20,000.
 - d. **Library Roof:** Project will start October 8th. Contract has been written and materials direct purchased in order to save tax.
 - e. **Commercial Building re-siding:** The contract has been written and work will start late October to early November. Maintenance will remove electrical items from siding.
15. **Approve Disposal of County Equipment:** None at this time.
16. **Approve Office Equipment/Furniture Purchases:** None at this time.
17. **Review Budget Summary:** Committee Members received the Budget Summary for review.
18. **Verify Date of Next Meeting:** The next regular meeting will be Monday, November 4, 2013 at 5:00 pm at the Resource Center, Wolf River Room.
19. **Adjourn:** Motion by Zalewski, Seconded by Cahak to adjourn at 6:56 p.m., all ayes, Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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

Nate Heuss
Director of Facilities Management

PHONE – 715-627-6307
FAX - 715-627-6550

October 7, 2013 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: Remove / replace 26 Wall Pack lights with LED, change 11 ballasts, unplug sinks at SB & Jail, New Finance Suite: replace locks / repair drywall & paint wall / install coat hooks / move offices, replace air handler filters, unplug jail toilets & urinals, paint front entrance canopy at replaced lights.
- RC: Relocate temperature sensor / removed all old thermostats, Replace parking lot light time clock, replace weatherstrip on door, install 4 windows & siding, paint register in land conservation office.
- HCC: Move postage machine and phone line, pull wires / terminate 2 access points, Solicit quotes / show contractors around for zone valve replacement, clean 2 areas of carpet, repaint exterior hollow metal doors & frames, paint east canopy & supports, move 10 file cabinets for NCH, repair gym light, replaced 42 water damaged ceiling tiles, paint west canopy and supports. Change air filter and grease 6 air handlers, change oil & filters on air compressor at HCC.
- CH: Carpet install in second floor office, repaired lock in clerk of courts,
- Fairgrounds: Replace 3 maintenance shop wall pack lights with LED, pavement striping at Forestry drain, repair lock for Hockey, remove antenna for emergency management, set up for kid's safety day, replace 5 ballasts and 40 lamps, setup for gun show & Oktoberfest, repair roof on school house, 3 days setup / clean up Fall Festival.
- General: Mount 7 wireless access points to ceilings in CH/SB/RC/HCC, install boxes and run wires/2 disconnects/receptacle/switch & fixtures Jack Lake cabin, locate underground wires for new restrooms and fuel tank removal (Jack Lake), 6 Digger's Hotline Locates, Box up old lamps & ballasts to be recycled, replaced front struts in Dodge ½ ton pickup.

2. ADMINISTRATION

- Construction Administration –
 - Jack Lake weekly site visits, contract written. Questions answered.
 - Maintenance shop roof & siding: Construction observation & closeout.
 - Commercial building siding contract written. Work start early November.
 - Public library roof replacement contract written, direct purchase materials & change order. Tax savings \$1700. Work start October 8.
- Focus on Energy grant: LED exterior light installation complete. Spending last of grant. Report & summary after completion of grant.
- Architectural: Coordinating HCC controls project. Safety Building condensing boiler. Project planning. Considering VFD / VAV project at HCC.

3. FACILITY STATUS

- Cattle Barn
 - Discuss ventilation system for vehicle storage.
- Health Care Center
 - HVAC Controls upgrade. Maintenance pulling 4 miles of wire. \$20,000 savings.
- Courthouse
 - Alterations to 3rd Floor locks for courtroom security (Adding card reader to courtroom door 10/5)
- Safety Building
 - 7,350 S.F. Impound Building Site project – pending McKenna walkthrough.
- Resource Center
 - West side single pane windows have been replaced (land conservation).
- Fairgrounds
 - Livestock Pavilion: Adding grab bars, towel & toilet paper dispensers to restrooms.
 - October Events: 5 Rabbit Show / 11-13 Gun Show / 12 Oktoberfest (livestock barn) / 19 Jr. Women's / 21 JC Magic Show