

## Langlade County Public Property Committee Minutes

**Date of Meeting:** September 3, 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, Ron Barger, Patsy Rolo, Gary Olsen, Eric Roller, Carol Feller Gottard, Mark Desotell, Sharon Kind, Cynthia Taylor, Sarah Repp, Charlie Brinkmeier, Brian Grabowsky, George Kitsemble Jr., Tim Spiegl, Dan Zupon, Rhonda Klement, Bill McFarlane 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 August 5, 2013:** Motion by Vern Cahak to approve the previous minutes, Seconded by, Doug Nonnenmacher, all ayes, Motion carried.
3. **Review bids for Library Roof with possible action:** Heuss reviewed the bids for the Library Roof Project with the Committee. Five bids were received, Kitsemble Exteriors had the low bid of \$58,900.00 for the Roof Replacement, the low bidder for Gutter Replacement was Knudson Sheet Metal for \$8,763.00 and a Voluntary Alternate in the amount of \$7,481.00. Members from the City as well as the Library were present to discuss this project. Mark Desotell is in agreement with what has been bid and concurs with accepting these contractors and their low bids. George Kitsemble Jr, is present and stated he can start within the next 3 weeks and will be finished by the project deadline. Motion by Cahak to accept the Kitsemble bid of \$58,900 for replacement of the Library roof, also to accept Knudson Sheet Metal's Voluntary Alternate bid of \$7,481.00 for gutter replacement, Seconded by Zalewski, all ayes motion carried. The City of Antigo and the Library Board concur with this decision.
4. **Discuss Fairgrounds Promotional Committee's previous meeting minutes with questions if any:** Gary Olsen requested the Committee's permission to bill Utilities for events on the Fairgrounds using the prior months rates instead of waiting for utility bills to be received a month later for the current rate. He did some research and the rates do not change drastically. This would eliminate the time and paperwork of sending a user two separate

billings. The Committee would like try this and review it in 3 months. This item will be put on the Agenda in December.

Due to some recent issues regarding the Fairgrounds Use Policy, discussion was presented to clarify the relationship between the Fair, Sub Committees, 4-H and Market Animal. All users of the Fairgrounds need to follow the Use Policy. The Fairgrounds Policy does not afford any preferential treatment to any user group with the exception to priority scheduling for the annual Youth Fair. The Committee clarified that all users need to sign the Agreement, pay deposits and schedule with the Fairgrounds Event Coordinator. Dennis Klement and representatives of the sub committees will be invited to the next meeting to clarify policy and procedures.

Zalewski stated that the Fairgrounds Inventory is complete and they will be developing a policy which sets forth the procedures, terms and conditions to be followed by users who wish to store personal property at the fairgrounds after scheduled events. Robin Stowe has drafted a policy for the Fairgrounds Promotional Committee to consider. Once a policy is developed, Robin will contact those individuals and groups listed on the inventory as having an ownership interest to determine whether they agree to the policy conditions and if not, then they will be asked to remove their personal property and equipment from the fairgrounds.

5. **Approve 2014 Safety Building Rent for the City:** Gary Olsen, Finance Director was present as well as Mark Desotell and Eric Roller from the City. Olsen provided Rent Options, and Historical Data regarding past years rental rates and rental formula. It is noted that the formula used to establish rent is designed to charge rent based the County's costs of operating the Safety Building, with the City sharing in those costs based upon the space allocated to the City (square footage). To avoid wide fluctuations in rental rates, the County does not allocate all capital and other costs (such as loss of revenues) to the City in the year of expense but has attempted to stabilize increases in rent over time. As such, the County's operating expenses have increased over the years at a greater ratio then the percentage increase in the City's rental rate. Olsen recommended setting the rent for the next 2 years, 2014 & 2015. Discussion occurred regarding how the rent was set in previous years. Motion to set the rent at a 6% increase each year for the next 2 years by Solin, seconded by Nonnenmacher. Mark Desotell made the comment that a 6% increase was too arbitrary for 2 years. He would like to see 3% or 3.5% over the next 2 years. Motion by Cahak to amended the Motion to a 5% increase for the two years, seconded by Zalewski. Further discussion presented. Benishek calls for vote – 1 aye (Cahak), 4 nay, motion lost. Motion back to 6%. Roller presented discussion regarding staffing in dispatch by the City and how they may need to cut somewhere if this goes thru at 6%. Benishek calls for vote for a 2 year agreement at 6% for each year, 3 ayes, 2 no (Zalewski and Cahak), motion carried. Rent for 2014 will be approximately \$74,191 and for 2015 approximately \$78,642.
6. **Discuss Continuation of City Walking Trail thru the Fairgrounds:** Sarah Repp and Charlie Brinkmeier were present to discuss the Continuation of the City Walking Trail thru the Fairgrounds. They presented a map with a proposed location of the trail on east side of the Fairgrounds. City would pay for modifications to Fairgrounds fence. Solin and

Benishek stated there are negotiations presently going on with an adjoining land owner to acquire additional property for the Fairgrounds. They would like to wait to consider this request from the City until after these negotiations have materialized. Stowe suggested the City draft a proposal and present it to the Committee for future discussion. In the draft agreement, the parties could address the relocation of the walking trail should the County acquire the adjacent property in the future. The Committee members were given a letter of support submitted by Chris Berry in favor of the City's request. If trail was allowed and additional land was acquired, City is willing to relocate trail to east side of additional land.

7. **Report on County Fair:** Rhonda Klement and Bill McFarlane were present to report on the Fair. Klement stated that they are still working on numbers, and most vendors would like to come back next year. They are possibly bringing back the Sprint Cars and the Bands would also like to return. She stated they do need some power issues resolved by the Commercial Building. More parking was needed even though they used the North lot. There was not enough handicapped parking available either. They have used the same carnival for the past 8 years and they work well together are very happy with them. Livestock Pavilion was discussed regarding signage and the fact that there was no perimeter marked for the 100 foot rule regarding food and drink. Ron Barger stated the hand washing stations could be placed the 100 foot distance away as a reminder. The Policy was discussed regarding the sanitizing and cleaning of the Pavilion. The Pavilion needs to be cleaned and sanitized as soon as possible after an event. The Committee decided a time frame of 48 hours will be added to the policy. If the Pavilion is not cleaned in the time permitted, the County will have it cleaned at the expense of the user. Barger will work on the Policy changes and simplify the wording. Barger stated they had no illness reported during the fair and all inspections were great. At future events, 4-H must provide signage prohibiting food and drink outside each entrance.
8. **Review Status of Livestock Pavilion project:**
  - a. **Update from Fundraising Committee:** None at this time.
9. **Review bids for Commercial Building Siding replacement:** Heuss received bids for the Commercial Building Siding replacement project. He received 4 bids, the low bid was from Spiegl Construction for \$20,970. Tim Spiegl was present and explained his bid to the Committee. He has a post bid alternate of \$6,170 to add concrete block around the perimeter of the building 32" high. Insulation was discussed and the possibilities of heating this building for future Winter Fairgrounds events. Heuss stated \$40,000 is budgeted for this project. Insulation of roof would increase bid by \$15,000. Discussion presented. Motion to accept Spiegl's Bid No. 1 for \$20,970.00 and to add the block around the perimeter 32" high for an amount of \$6,170.00 by Solin, Seconded by Cahak, 4 ayes, 1 nay (Nonnenmacher). Fairgrounds Promotional Committee asked to discuss and study the possibility of insulating the roof in the future. This item will be on the Agenda for next month.
10. **Discuss Laydown area – Race Track Parking Lot:** Heuss presented information regarding a laydown area for American Transmission Company to store materials until May 15, 2014 for a project they have in this area. This company would be paying rent for using this area

which is located back in the racetrack parking area. Stowe stated a Waiver of Liability must be signed. Motion by Zalewski to permit this area to be used over the Winter, until May 15, 2014 with the rent set at \$600.00 per month, Seconded by Solin, all ayes, Motion carried.

**11. Discuss conversion to Digital Controls at HCC:** This is a CIP project that was previously approved for 2013. The project will modernize the HVAC controls at HCC, increase employee comfort and reduce utility expenses. Automated Logic already services the Safety Building and the Resource Center. The proposal from Automated Logic is \$165,690 and the Maintenance Staff will pull wires saving the County \$19,000. This would bring the cost down to approximately \$146,690. Heuss would need additional funds to install valves. Motion to approve proposal not to exceed \$175,000 for the complete project by Solin, Seconded by Cahak, all ayes, Motion carried.

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

a. **Update on Roof & Siding Maintenance Shop:** Heuss stated the siding is finished and they have over half the metal roof installed. They need to work on the fascia yet.

b. **Update on Jack Lake Restroom project:** Heuss has the construction contract written and signed by both parties for this project. The project can proceed up to \$30,000 in expenses before grant paperwork is received from the State.

**13. Approve Disposal of County Equipment:** Jankowski present a list of items to be sold on the Public Surplus Auction site to the Committee. Motion to approve by Solin, Seconded by Zalewski, all ayes, Motion carried.

**14. Approve Office Equipment/Furniture Purchases:**

a. **Economic Support:** Patsy Rolo, Director of Economic Support, would like to order a new work station and a chair for a new Economic Support employee at a cost of \$2,200.00. She has solicited quotes and Office Enterprises has the lowest quote. These funds are coming from the Affordable Care Act Grant only. She would also like to purchase client chairs for the offices from these grant funds. She will need 22 chairs at a cost of \$2,579.50 and is waiting on a quote for 4 more chairs. Motion by Solin to allow these purchases and to take the low quote for the 4 additional chairs when the quotes are received, Seconded by Zalewski, all ayes, Motion carried.

**15. Review Budget Summary:** Committee Members received the Budget Summary for review.

**16. Verify Date of Next Meeting:** The next regular meeting will be Monday October 7, 2013 at 5:00 pm at the Resource Center, Wolf River Room.

**17. Adjourn:** Motion by Nonnenmacher, Seconded by Cahak to adjourn at 7:30 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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Director of Facilities Management

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## September 3, 2013 – Public Property Committee Report

### 1. COMPLETED WORK

- SB / Jail: Replaced 24 batteries in UPS system. Moved junk computers & phone system. Relocated Finance East and IS departments into Lower Level. Repaired 2 lights. Replace hot water circulation pumps. Replaced 24 batteries in UPS (for 9-1-1 equipment). Repaired kitchen dishwasher. Unplug jail toilets. Repaired air doors.
- RC: Replaced 4 speed controls for roof fans. Mounted / reinstalled lights at RC after ceiling install. Finished ceiling in child support. Install board in extension office. Replaced cracked window.
- HCC: Made 2 signs for social services. Moved desk/file cabinet for social services. Arranged office for BNCH and mounted bulletin board. Moved desk into different office. Solicited quotes for energy efficiency grant. Moved 2 offices from HCC to CH. Replaced 3 pole breaker for outside air fan. Several fiber optic locates for diggers hotline.
- CH: Repair Clerk of Courts vault panic button. Moved 3 offices from CH to SB. Moved big printer and burster to fairgrounds for auction. Moved envelope machine from CH to SB (quote of \$1200 to move this). Transferred 31 boxes of files from CH to RC. Repaired urinal flush valve. Installed historic lock in small courtroom door. Patched 3 holes in Finance office. Removed counter from 2<sup>nd</sup> floor office. Hauled old computer equipment to recycler.
- Fairgrounds: Replaced PA amp. Removed PA mixers and replaced / sent old ones in for repair after lightning strike. . Removed all disconnects, lights, outlets from for siding project / replaced after siding install. Prepared tree stands for auction.
- General: Pulled cables and terminate jacks for 4 wireless internet connections at SB, RC, HCC.

### 2. ADMINISTRATION

- Construction Administration – Jack Lake building contract, Maintenance shop roof & siding, commercial building siding bids, public library roof replacement bids.
- Focus on Energy grant: meetings continue. LED exterior light installation proceeding.
- Architectural: Sheriff's building out for bids. Jack Lake project starting.

### 3. FACILITY STATUS

- Cattle Barn
  - Ventilation system for vehicle storage.
- Health Care Center
  - Digital Controls system Fall 2013. Maintenance pulling wires.
  - VAV system for gym area.
- Courthouse
  - Alterations to 3<sup>rd</sup> Floor locks for security.
- Safety Building
  - 7,350 S.F. Impound Building Site project bidding
  - Water / Gas conservation measures.
  - Condensing Boiler Fall 2013
- Resource Center
  - Replace west side single pane windows.
- Fairgrounds
  - Maintenance Building Siding is complete. Roof project is in progress.