

Langlade County Public Property Committee Minutes

Date of Meeting: September 8, 2014 at 5:00 pm

Place: Resource Center – Wolf River Room

Members Present: Chairman Robert Benishek, Doug Nonnenmacher, and Larry Poltrock.

Members Absent: Dave Solin, Sam Hardin.

Others Present: Robin Stowe, Bill Greening, Nate Heuss, Pam Jankowski, Joleen Davison, Nancy Bugni, Rhea Marien, Sharon Zmuda, Cindy Kuhls, Betty Cross, Gary Whitman, Phil Beck, Tom Stanek, Drew Kelly.

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 4, 2014:** Motion by Doug Nonnenmacher to approve the previous minutes, Seconded by Larry Poltrock, all ayes, Motion carried.
3. **Discuss School House at Fairgrounds:** Several members of the Retired Educators Association (REA) were present. The School House building is in need of repair and funding for these repairs is a concern. Estimates have been received to reside this building. Portions of the roof will also need repair soon. Discussion presented regarding “use” of other buildings on the grounds and the improvements made. Gary Whitman presented documentation showing the School House had 618 visitors during the 2014 Fair. Phil Beck stated the County should be responsible to maintain and fund the repairs. The REA wants to keep this building historical, keep it on the grounds and open to the public. This building cannot be placed on the State Historical Registry due to it being moved from its original location. The REA would like to obtain a Historical Marker to be placed on the building. The REA requests the Committee to take action to repairs in 2015. Motion by Nonnenmacher to put the School House repairs project on 2015 Capital Improvement Plan, Seconded by Poltrock, all ayes, Motion carried. Beck is requesting funding be carried over into 2015 for this project.
4. **Discuss renting office space in the Resource Center for WEDC:** Chris Berry, Regional Director for the Economic Development Corporation, appears via telephone and is requesting to rent office space at the Resource Center. The amount of rent per month would be \$250.00 and Berry is agreeable to that. A year to year lease will be drafted and signed with an October 1, 2014 occupancy date. Motion by Nonnenmacher to allow Berry to rent this space for \$250.00 per month, Seconded by Poltrock, all ayes, Motion carried.

5. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:**
Fairgrounds users have always been required to have all necessary permits, approvals and insurance for their event, including insurance for furnishing alcohol, in addition to the Liability Insurance that is required to host an event on the Fairgrounds. At this time we are not requiring the proof of the alcohol rider to host an event where alcohol will be disbursed; however, we are informing the event user of the ramifications of not having this additional rider. We are providing them with a list of insurance companies they can obtain this additional rider from if they so choose and also information on organizations they can partner with that have this insurance coverage.
Julie Webb informed the Committee at their last meeting, information on how to prevent underage drinking and suggested wrist bands and checking identification to be sure the person is 21 years of age. Stowe suggested this presentation be presented to the City as this is where the Liquor Licenses are issued.
Bob Benishek would like the Fairgrounds Promotional Committee to discuss hiring a person to market events at the Fairgrounds. This person would be contracted and work on a commission basis.
6. **Fairgrounds Promotional Committee's request to purchase Kiosk for brochures:** Pam Jankowski explained the request from the Fairgrounds Promotional Committee to purchase a Kiosk for marketing purposes to hold brochures to be on display at the Fairgrounds. Motion by Nonnenmacher to allow \$125.00 to be taken from the Fairgrounds Revenue Account for this purchase, Seconded by Poltrock, all ayes, Motion carried.
7. **Fairgrounds Promotional Committee's request to set aside funds for Dump Station:** Rhonda Klement advised the Committee that the Fairgrounds Promotional Committee (FPC) would like to have a dump station for campers installed on the grounds. She stated this may bring in additional revenue allowing campers to utilize the grounds when available. This would be a public dump station meaning that anyone can come and use the dump station for a fee. Preliminary cost estimate is \$5,000. Quotes have not been obtained yet. The FPC is requesting to " earmark " revenue for this project. Motion to set aside funds from the Fairgrounds Revenue Account to complete this project by Nonnenmacher, Seconded by Poltrock, all ayes Motion carried.
8. **Fair Report:** Rhonda Klement, Fair Coordinator, presented her Fair Report to the Committee. She stated the Commercial Building was a great improvement to the Fair; this building was re-sided and insulated as well as upgraded wiring. This greatly improved the comfort of the vendors and they had no electrical issues. Klement advised the Promoter of the Sprint Car Races was not impressed with the condition of the track and almost cancelled his event. She would like to see the track appearance maintained in case other promoters come and see the track. She would like it to look somewhat ready for use and appealing. Klement stated they had to put in extra time prepping the track and had to pay for 3 hours of grading in order to get the track usable. This is mostly due to inactivity. Heuss stated the track could be graded prior to the Fair. He will also look into having it professionally sprayed for weeds next year. Klement was very happy with the Maintenance Staff for their assistance when needed. Klement visited other surrounding area Fairs and was very pleased with our accommodations in comparison to other Fairgrounds. The Livestock Pavilion has been power

washed per the Fairgrounds Policy. Klement stated she still has some bookkeeping to do but the Fair was very successful. The Committee accepts the Fair Report.

9. **Consider renting space out at the Sheriff's Shed/Impound Building:** Sheriff Bill Greening has concerns regarding security if the Committee proceeds with renting space out. He is able to utilize the entire building for Sheriff's Department items, but would agree to sharing space with other departments if need be.
10. **Review and approve scope of work for Impound Building Renovations project:** Heuss reviewed the scope of work to be done to renovate this building. Approximately \$85,000 is available for this renovation. Heuss is asking for direction on proceeding. Nonnenmacher is not comfortable with making this decision without the entire Committee present. A special meeting will take place on September 16, 2014 at 8:30 a.m. in the County Board Room. This will postpone the start date. Work to be done by Maintenance Department is contingent on having adequate time.
11. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of August. (See attached)
 - a. **Jack Lake Restroom Project:** To be completed in 2015.
 - b. **Clerk of Court Security Glass Project:** On site work to commence mid October.
 - c. **Courthouse parking lot seal coating and restriping:** The parking lot now has blue striped spaces and yellow striped spaces. Employees of the Courthouse and Safety Building are now required to park only in the blue spaces. Yellow spaces are located near the entrance for easier access for the public. A memo has been drafted on behalf of this Committee to alert employees of this change.
 - d. **Memorial bench on Courthouse grounds:** The memorial plaque for the bench is finished; the concrete pad needs to be poured.
 - e. **Fairgrounds Trees:** Red Pine trees donated by Dave Solin have been planted. White Pine trees will be planted also.
12. **Approve Disposal of County Equipment:** Pam Jankowski presented a list of County property to be sold on the Public Surplus Auction site. The Committee approved selling these items. Motion by Nonnenmacher, Seconded by Poltrock, all ayes Motion carried.
13. **Review Budget Summary:** Committee Members received the Budget Summary for review.
14. **Verify Date of Next Meeting:** The next regular meeting will be October 6, 2014 at 5:00 p.m. at the Resource Center, Wolf River Room. A special meeting will be held on September 16, 8:30 a.m. in the County Board room in the lower level of the Sheriff's Department.

15. Adjourn: Motion by Poltrock, Seconded by Nonnenmacher to adjourn at 7:10 p.m. all ayes,
Motion carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

LANGLADE COUNTY MAINTENANCE DEPARTMENT
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Director of Facilities Management

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September 8, 2014 – Public Property Committee Report

1. COMPLETED WORK

- SB / Jail: cleaned condenser coil for roof top A/C unit, unplug east garage floor drains, unplug sinks & toilets in jail, unplug sink in kitchen with sewer snake, landscape north side of safety building, paint room in safety building and jail cell, replace jail camera. Cleaned out gutter on impound building.
- RC: Move furniture out of extension offices for auction, rearrange furniture, haul in chairs, tables, desks from NTC, hang bulletin boards in extension office
- HCC: Hang white board for Health Dept., haul used social services equipment to fairgrounds, move exit light, smoke detector and light switches for new door east side, haul 18 chairs to auction, hook battery charger to bus to start, spray for bugs inside and outside of building, move 4 desks and 2 tables in 3 offices for NCH, change outlet in emergency generator (heat tape for regulator), water and weed front entry plantings, check and repair north addition A/C unit with Berkowitz, move 3 storage cabinets for Social Services, make 3 signs for Social Services, hang TV in waiting room.
- CH: Rewire noisy lighting contactor, repaired hot/cold water pump, repaired heating cabinet.
- Fairgrounds: Repaired lock in MP building, cleaned entrance mat, set up for international food festival, replaced damaged flooring in schoolhouse, located 10 trees for planting, replaced ballasts at multi-purpose building.
- General: Change (2) 1,000 watt fixtures to (2) 131 watt LED fixtures over highway dept. gas pumps, change highway dept. ballasts, haul/shred paper, check air handler at library (found blown fuse), mow all lawns, 17 Digger's Hotline locates, install 9 windows & trim in maintenance shop. Hauled 3 trailer loads of furniture from NTC and moved into RC/HCC.

2. ADMINISTRATION

- Impound Building – Complete Drawings / State Submittal.
- Accessibility Study Draft – ADA study of County buildings completed later in 2014.
- Jack Lake Beach Shelter 2015 – Design Development this fall.
- Clerk of Courts Counter is under contract. On site work will start mid October.
- Horse Barn: Produce cost study for H&P project (New barn or repair existing).
- Electrical Worker Retirement – end of 2016.
- Maintenance Worker back from medical leave. Lawn mowing LTE's both gone.

3. FACILITY STATUS

- Safety Building
 - Impound Building Renovations – PPC approve scope of work / Cost estimate. Maintenance to do carpentry, electrical, demolition work (Schedule permitting).
 - Repairs to jail kitchen AC unit.
- Fairgrounds
 - Fairgrounds trees: Red pine have been planted. White pine will be planted.
- Courthouse
 - Parking lot resurfacing / restriping work to be done September 6 (weather permitting). PPC needs to issue Employee parking memo.
 - Memorial bench assembled. Waiting for concrete pour & plaque.
- Veterans' Memorial Park
 - Restroom Project Complete.