

Langlade County Public Property Committee Minutes

Date of Meeting: September 8, 2015 at 5:00 pm

Place: County Board Room – Safety Building

Members Present: Chairman Robert Benishek, Dave Solin, Doug Nonnenmacher & Larry Poltrock.

Members Absent: Sam Hardin

Others Present: Nate Heuss, Gary Olsen, Dennis Mattmiller, Rhonda Klement, Dennis Klement, Roseann Hoffman, Ann Boshan, Mary Schmoll, Krista Otto, Robin Stowe, Drew Kelly and Pam Jankowski

The meeting was called to order by Chairman Robert Benishek at 5:00 p.m. in County Board Room, Safety Building, Antigo. The Pledge of Allegiance was recited.

1. **Approve/amend the minutes of the previous meeting held on August 3, 2015:** Motion by Doug Nonnenmacher, to approve the previous meeting minutes, Seconded by Larry Poltrock, all ayes, Motion carried.
2. **Request permission to purchase new desk for IS/Technology Services Employee:** Gary Olsen is asking for a new desk for Sue Paycer. Her existing desk would be put in the Human Resources office which will be located in the Law Library. Emmons Business Interiors gave a quote of \$2,920.55. Olsen stated he has money in his budget for this item. Motion by Poltrock to allow this purchase, Seconded by Nonnenmacher, all ayes, motion carried.
3. **Discuss tables in County Board room:** Tables were purchased from North Central Tech at \$11.00 each for a total of \$150.00. The room has been arranged in different configurations to see what works best. The old tables will be removed if everyone is in agreement and likes the new tables. Heuss directed to remove tables and dispose of them on the Auction or to another public entity.
4. **Discuss status of outstanding obligations that existed prior to close out of the Livestock Pavilion project:** Robin Stowe presented some background regarding the Livestock Pavilion project. Fundraising Committee obligations: Tim Spiegl, \$10,000, Dennis Mattmiller \$20,000, and approximately \$3,000 for donor signs. This project was closed out by the County in 2013. Dennis Mattmiller clarified that work was done that exceeded the base bid; including the restrooms, cattle washing stations & milk house equipment. Langlade County provided funds of \$245,000 and received a building valued at over \$600,000 due to monetary and in-kind donations. Fund raising efforts are being made by a small group of people. The Fund Raising Committee would like to see more collaboration regarding this with 4-H, the

County and anyone else who benefits from the Livestock Pavilion. It was suggested that revenue from storing RV's/Campers/Boats etc. could go back into paying this debt off. The Fund Raising Committee may address the Fairgrounds Promotional Committee regarding this. Gary Olsen would like this outstanding debt paid and thinks the County should at least reimburse the dollar amount that was paid for the donor signs by the Fund Raising Committee. This reimbursement would then go to pay a portion of the bill for Tim Spiegl. Roseann Hoffman would like the County to consider helping with this debt.

If the County decides to help with this debt, Poltrock would like to still see the fund raising efforts going strong to re-pay the County back. He doesn't want groups to think they can start a project on their own and then expect the County to eventually bail them out.

Jason Nagel expressed interest in having additional livestock shows in the Pavilion, but is concerned about the costs associated with power washing and cleaning up afterwards, it isn't feasible. The cost of power washing after the Fair this year was \$1,000. Currently, all user groups are responsible for cleaning Fairgrounds facilities after use.

If a Beef or Dairy Show would like to be held during the months the County rents out the Livestock Pavilion for storage, this may be brought to the Committee for discussion. The Committee stressed that the Fund Raising Committee obligations should be met before starting new projects in the Pavilion.

5. **Review status of fund raising efforts:** Ann Boshan and members of the Crocker Kids 4-H Club, Dennis Mattmiller, Roseann Hoffman and Mary Schmoll have been serving meals out of the Kitchen on the Fairgrounds during the Flea Market events to raise money for the Pavilion. Presently they are selling raffle tickets for a UTV to help the fund raising efforts. See Item #5 for further information.
6. **Discuss plan to expand storage in the Livestock Pavilion to include the Beef Wing:** The Fairgrounds Promotional Committee discussed utilizing the Beef Wing of the Livestock Pavilion during the Winter months for the storage of Campers/RV's/Boats etc. and wanted the Public Property Committee to approve this. Presently this building is rented out for storage except for the Dairy and Beef Wings. The Beef Wing is used for the market animal "weigh-ins" during this storage period. After discussion, the Committee approves rental of the Beef Wing for Winter Storage.
7. **Fair Report:** Rhonda Klement, Fair Coordinator gave her report on the Fair. It was a record year for attendance. She would like some improvements done for next year such as additional power on the grounds and lighting in the north parking lot. She would like Maintenance to take care of a few things; extra trash barrels, the tower speakers and sound system could use some critiquing, and a few cleaning and repairing issues. She also would like to get permission to post NO SMOKING signs in the Grandstands. Klement would like to get permission from the City to close off part of Arctic Street by the Highway Department for parking reasons. Handicapped parking was expanded this year into 2 areas and seemed to work out well.

The Sprint Car Races were a success bringing in over 4000 spectators. Track preparation for these races was extensive, 3 hours getting the track ready to prep, then 30 hours of time getting it ready to grade, 15 hours getting the equipment ready and running, then 29 hours of watering, (214,000 gallons of water on the track). Rhonda feels if the track is being advertised for use, it should be in good shape and close to race ready. A promoter will not take time to have a race here with all this prep work to be done beforehand. She did comment on that these grounds are exceptional compared to other Fairgrounds she has visited.

8. **Approve new design and purchase of Resource Center Sign:** The Committee was given a proof of the new sign that Super Letting and Signs from Weston, WI has drawn up for the Resource Center. The sign will cost approximately \$1,200. Several Companies were contacted for pricing. Committee requests 2 additional companies be contacted before a decision is made. Discussion regarding the type of sign and the size presented. Motion to approve funding for a sign for the Resource Center at approximately \$1,200 by Dave Solin, Seconded by Poltrock, all ayes, Motion Carried.
9. **Discuss Fairgrounds Promotional Committee's previous meeting with questions if any:** The new Dump Station was discussed. The concrete was not installed by the contractor properly. Maintenance is aware of this and the contractor has been notified to make the necessary repairs.
10. **Update on Storm Water Runoff charges at the Fairgrounds:** This item will be on the next agenda.
11. **Review Maintenance Projects/Monthly Report:** Nate Heuss submitted his report to the Committee for the month of August. (See attached)
 - a. **Impound Building Renovations:** Metal siding panels to be installed. East side exterior to be painted and a small room for utility sink to be built.
 - b. **Jack Lake Shelter & Restroom Building – Construction Update:** Building is substantially complete.
 - c. **Safety Building Roof Replacement:** Contract has been signed. Project is re-scheduled to Spring 2016. The County is receiving a \$5,000 credit from the contractor.
 - d. **Racetrack pond clay removal:** The pond has been pumped out into the overflow pond and the clay buildup will be removed.
 - e. **Horse Barn Repairs & Painting:** Exterior boards and gates are being replaced and stained. Arena fence needs replacing in 2016.
 - f. **Jack Lake Ski Chalet:** Heuss has provided a scope design and is assisting as needed.

- g. **Courthouse office options:** Waiting for direction from County Board on Human Resource Office location and configuration.
- h. **Livestock Pavilion Ventilation:** Work to proceed later this month.
- i. **Airport Repairs:** Elastomeric paint will be added to the water leak repairs from the Spring 2015. East side of terminal leak appears to be fixed.
- j. **Exposition Building Water Line Repairs:** Underground water line replaced (existing line failed in several places)
- k. **Small Courtroom:** Options are being explored to make the Small Courtroom more useable.

Bob Benishek discussed the storage location of the Menominee Transportation busses. They are currently housed across from the Courthouse in the Wolf River Valley Seeds parking lot in a building that is not totally enclosed. They are having trouble with the pigeons and wanted the County to take some action. Menominee was offered to store the busses at the Fairgrounds and chose their present location. No action taken.

- 12. **Approve Disposal of County Equipment:** List of items presented by Pam Jankowski. Motion to approve list by Poltrock, Seconded by Solin, 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 Monday, October 5, 2015 at 3:30 p.m. place to be determined.
- 15. **Adjourn:** Motion to adjourn at 7:03 p.m. by Nonnenmacher, Seconded by Poltrock, all ayes, Motion Carried.

Respectfully submitted,

Pamela Jankowski
Recording Secretary

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

Nate Heuss, AIA
Director of Facilities Management
September 8, 2015 – Public Property Committee Report

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1. COMPLETED WORK

- SB / Jail: Installed / Programmed multi plexers for jail camera's; Pulled / sprayed weeds ; Replaced light bulbs in safety building and jail cells; clean fresh air/exhaust vents in all jail cells; repair broken water supply line to MH cell; unplug drain line in kitchen; unplug toilets/sinks in jail H2/PP/SM Blocks; trace wires for microphone in booking area; replace dayroom lights in 5 jail cells; work on Impound Building alarm; replace light bulbs in dispatch area; repair lights in jail.
- RC: Move desk, file cabinets, bookcase and table in zoning office; spray weeds in snow storage area; haul 2 truckloads of paper.
- CH: Run cables / jumpers to get panic buttons hooked up for Corporation Counsel and Law Library; haul chairs to 3rd floor; relocate bookcases in Judge's area; move keyboard tray in finance office; wire and program occupancy sensor; painted Judge's chambers; repair 2 wall A/C units, relocate books and large bookshelves in Jury room.
- HCC: Pull wire from Per Mar panel to Veterans' office for panic button / hook up & test button; work with ALC to reprogram old AC1 air conditioning; spray woods; pick up trash in yard; haul/shred paper; repair & clean wheelchair for ADRC; haul desk, straighten posts and mount 2 Veterans' Department signs; grease/check filters in all Air Handlers; repair roof drain on south end of building.
- Fairgrounds: Make control box for racetrack stop/go lights and test; repair 2 lights in MPB; add a range receptacle in MPB kitchen for St. John's Fall Festival; stained new horse barn boards, hang donor signs in Livestock Pavilion; set up stage for Customer Appreciation; clean MP kitchen (fryers and grill); clean MP restrooms after fair; replace lock on gate by horse barn; move stage out of MPB.
- Highway Department: Replace 3 photocells; check electrical problem; order 1 new LED wall pack to replace bad fixture / replaced fixture; make 5 signs.
- Veterans' Memorial Park (Jack Lake): Check power pedestal & replace breakers; found wiring problem in campers trailer; check shelter electrical problem / found bad main breaker / replaced breaker.
- General: Yearly fire extinguisher inspections all buildings; 10 Digger's Hotline locates; diagnose/remove/repair electric motor on hangar door at airport (saved trip from service company in Waukesha). Coordinate painting of east side terminal building; assist Airport with pricing on a/c repairs; cleanup from Youth Fair / setup, work, cleanup from Flea Market; haul 6 tables to Lakeside for 4H pig roast.

2. ADMINISTRATION

- Construction Administration – Jack Lake Shelter: Punchlist review / project closeout. Waiting for as built markups, O&M manuals, product warranties, completion final items.
- Safety Building Roof Replacement: AIA Construction Contract written / signed. Project rescheduled to spring 2016 / \$5000 credit to County for rescheduling project.
- Schematic Design: Small courtroom alterations / Space options for HR office.
- Jack Lake Ski Chalet: Assisting as needed. Scope design / spec.
- Race Track Pond: pumped out into overflow pond and clay buildup will be removed.

3. FACILITY STATUS

- Courthouse
 - Elevator piston replacement scheduled for 2016.
- Safety Building / Impound Building
 - Install metal siding panels over infilled door/window area.
 - Remaining Work: Planning to have east side of exterior painted. Need to build small room for utility sink in west side of building.

- Jack Lake Shelter
 - Building is substantially complete and was used for a wedding reception. Final Punchlist items / closeout items remain.
- Fairgrounds
 - Horse Barn / Arena:
 - Replacing exterior boards and gates.
 - Arena fence needs to be replaced in 2016.
 - Livestock Barn
 - Ventilation work to proceed late September.
 - Donor signs are in place.
 - Exposition Building
 - Underground water line replaced (existing line failed in several places).
 - Possible rental of pits area as utility project staging area winter 2017-18
- Courthouse
 - HR Office Options – waiting for direction.
 - Adding panic button to Corporation Counsel Office.
- Resource Center
 - Researching options for new exterior sign.
- Health Care Center
 - Adding panic button to Veterans Office.
- Airport
 - Finalize water leak repairs spring 2015: Add flashing and paint.
 - Masonry tuckpointing done fall 2014 appears to have helped stop the water issue.
 - Assisted with water issue in entrance nook.
- Highway Department
 - Evaluate Highway Office area / design renovations Fall 2015. Evaluate roof/existing facilities.

End of Monthly Public Property Committee Report