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LANGLADE COUNTY



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## MEETING MINUTES

**Committee:** Public Property  
**Date:** Wednesday, January 13, 2021  
**Time:** 1:30 p.m.  
**Location:** County Board Room, Lower Level of the Safety Building

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at approximately 1:30 p.m. by Chairman Shinnars.
2. Pledge of Allegiance.

### PERSONNEL COMMITTEE

Name	Role	Status
George Shinnars	Chair	Present
Richard Wiegert	Member	Present
Roger Buck	Member	Present
Vern Cahak	Member	Present
John Breske	Member	Present

### Non-Committee Members Present

Name	Interest	Name	Interest
Nate Heuss	Facilities Management Director	Robin Stowe	Corporation Counsel
Reinhart Balcerzak	Supervisor	Becky Rank	Deputy County Clerk/ Recording Secretary
Terry Brand	Citizen		

3. **Approve previous meeting minutes of December 9, 2020.** Motion by Cahak, second by Buck to approve the December 9, 2020. All ayes, motion carried.
4. **Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** None
5. **Update on the Fairgrounds promotion discussions.** Hold item per Chairman.
6. **Discuss and approve Lions' Club banner request for Off-Road Races June 5 & 6, 2021.** Zach Zagar asked the Committee for approval to promote the Off-Road Races by hanging a banner on the Fairground fence. The banner will be 48" X 20'. Motion by Wiegert, second by Buck to allow the banner to be hung on the west fence of the Fairgrounds. All ayes, motion carried. Chairman Shinnars stated there will be a request for more fencing and seating. Zagar will get proposals and bring back to the committee for review.
7. **Discuss Cleaning services for Courthouse, and other county buildings.** Heuss stated this item is a continuation from last months meeting. Heuss stated the Committee agreed that more hours are needed for cleaning in the Courthouse. Discussion was to increase the LTE's weekly hours, however the budget will not sustain the extra hours. Chairman Shinnars asked if the Courthouse Maintenance worker would be able to help with supplemental cleaning of the restrooms in the Courthouse. Discussion held on the possibility of having the cleaning crew from the Resource Center come once a week to clean the public areas. Chairman Shinnars would like Heuss to contact the cleaning service at the Resource Center and discuss the possibility of coming to the Courthouse once a week. Information only.
8. **Update on Second Courtroom.** Heuss updated the Committee on the second courtroom. Heuss presented the Committee with a preliminary Opinion of Cost for the 2<sup>nd</sup> Courtroom Renovations. Heuss and the Committee discussed different options and remodeling costs for each floor. Heuss stated the Wisconsin Historic Preservation Trust will need to approve the renovations. Heuss will bring the preliminary numbers to the County Board. Information only.

9. **Sober Living Update.** Chairman Shinnors updated the Committee on the Sober Living Facility. Shinnors stated the flooring is being installed, window blinds are also being installed. IT Director Paycer is working on getting a second quote for a security system. Shinnors stated overall the building is coming together. Information only.
10. **Update on Surplus Auction.** Heuss updated the Committee on the Surplus Auction. Heuss is working with the County Clerk's office on auction items. Information only.
11. **Discuss County Property Disposal Policy.** Committee looked at the current County Property Disposal Policy. Discussion held. Chairman Shinnors would like the Property Disposal Policy to state "per the discretion of the Facilities Management Director". Motion by Wiegert, second by Breske to approve the Property Disposal Policy to state "Per the discretion of the Facilities Management with reinforcement from the Public Property Chairman". All ayes, motion carried.
12. **Update on Fairgrounds Race Track Detention Pond.** Heuss updated the Committee on the Fairgrounds Race Track Detention Pond. Heuss stated Tim Rusch with Rusch Engineering & Surveying proposed a Detention Pond modification showing all clean water would run off into the wetland with all dirty water running into the Detention Pond. Heuss stated this would prevent the Detention Pond from filling so fast. Heuss stated the engineering/evaluation cost will be a little under \$4,000 with funding coming from the Small Project Fund. Motion by Wiegert, second by Buck to approve up to \$4,000 to Rusch Engineering & Surveying for engineering/evaluation of the Fairground Race Track Detention Pond with funding coming from the Small Project Fund. All ayes, motion carried.
13. **Discuss elevated booth in the track infield.** Heuss stated the race track tower has water damage and will need repair. Maintenance Worker Dave Kluwe evaluated the race track tower giving an estimate in cost and time to repair of \$2,500 and an outside proposal was \$15,000. Heuss stated funding will come from the Small Project Fund. Discussion held on the estimated time to repair. Wiegert would like estimates on a new steel building. Wiegert will get estimates for a steel building and bring back to Committee in February. Information only.
14. **Discuss LED replacement status.** Heuss updated the committee on the LED lighting replacement project. Heuss stated they are working on the Highway building. Heuss is looking at the Airport and Park facilities. Information only.
15. **Discuss 2021 Maintenance Small Project List.** Heuss presented the Committee with a written Preliminary 2021 Maintenance Project Fund Requests. Heuss asked the Committee for direction on which project to focus on for the 2021 year. The Committee looked at the proposed projects with discussion held. The Committee agreed on all proposed projects except those projects listed for additional considerations. The Chairman called for a voice vote, all Committee Members voted aye.
16. **Discuss Maintenance Department Assistant Status.** Heuss stated Maintenance/Forestry Administrative Assistant Brock is doing a wonderful job. Brock express a concern that a half-time position is needed for clerical help stating there are duties not being complete. Heuss would like a half-time employee be considered. Information only.
17. **Maintenance Report.** Heuss presented the Committee with a written report. Committee reviewed. Report is on file in the County Clerk's Office.
18. **Approve disposal of County Equipment:** Heuss stated an elementary school desk has been sitting in the maintenance building. This desk was placed on the auction site and did not sell. A County employee asked to purchase the desk for \$5. Committee approved by a voice vote.
19. **Review Budget Summary:** Heuss presented the Committee with a December Budget Summary. Committee reviewed the budget. Heuss stated revenue has been exceeded with funds going back to the General Fund. Information only
20. At approximately 2:30 p.m., consider moving into closed session pursuant to Section 19.85 (1)(C)(f), Wis. Stats., to review employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and/or to review financial, medical, social or personnel histories of specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; deliberating or negotiating the purchasing of any person referred to in such investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to discuss yearly evaluation of Facilities Management Director. Motion by Wiegert, second by Cahak to move into closed session. Voice vote Shinnors, aye; Wiegert, aye; Buck, aye; Breske, aye; Cahak, aye. All ayes, motion carried. Committee moved into closed session at 2:58 p.m.

Those remaining in closed session were Heuss, Balcerzak, Stowe and Rank

21. At approximately 2:45 p.m., consider returning to open session with possible action on any matters discussed during closed session. Motion by Cahak, second by Wiegert to move out of closed session. All ayes, motion carried. Committee moved out of closed session at 3:26 p.m. Facilities Management Director evaluations will be submitted to Jenny Carson. All ayes, motion carried.
22. **Verify Date of Next Meeting.** Wednesday, February 10, 2021 at 1:30 p.m. in County Board Room
23. **Adjourn the Meeting.** Motion by Cahak, second by Wiegert to adjourn the meeting at 3:27 p.m. All ayes, motion carried.

**Minutes transcribed and submitted by:**  
**Becky Rank, Deputy County Clerk**  
**Recording Secretary**