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MEETING MINUTES

Committee: Public Property Committee
Date: Wednesday, January 8, 2025
Time: 10:00 a.m.
Location: Highway Conference Room, Highway Department 1521 Artic Street, Antigo

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

1. The meeting was called to order at approximately 10:00 a.m. by Chairman Buck.
2. **Conduct Roll Call:** Motion by Haatvedt, second by Wickersheim to excuse Baumgartner. All ayes, motion carried.
3. Please silence all cell phones
4. Recite the Pledge of Allegiance

PUBLIC PROPERTY COMMITTEE			
Name	Role	Status	
Roger Buck	Chair	Present	
Warren Wagner	Vice-Chair	Present	
Benjamin Baumgartner	Member	Absent	
Jeff Wickersheim	Member	Present	
Chet Haatvedt	Member	Present	
Non-Committee Members Present			
Name	Interest	Name	Interest
Dewey Chrudimsky	Lead Maintenance Worker	Jason Hilger	County Administrator
Al Murray	Forestry Administrator	Karalee Brock	Maintenance/ Forestry Admin Manager
Kevin Bouche	Maintenance Director	Becky Rank	Deputy County Clerk/ Rec. Secretary

5. **Approve previous meeting minutes of October 16, 2024:** Motion by Wagner, second by Haatvedt to approve the previous meeting minutes of October 6, 2024. All ayes, motion carried.
6. **Report from the Maintenance Director:** Office Manager Brock presented the Committee with the current 2024 budget, stating it is in good shape. Brock stated line item 2410 shows an overage of \$18,575.93. Brock explained to the Committee that other line items need to be adjusted and that number will go down. Overall the expenditures are under budget and revenue is over budget. Brock stated some bills need to be paid yet but the budget should balance. Maintenance Director Bouche updated the Committee on future project needs for the County. Bouche stated the boiler at the Health Care Center has reached its end of life. Bouche is working with the County Administrator Hilger on financing for that project. Bouche stated other projects include: entrance doors at the safety building, and the handicapped push pad is not working properly, he is working on getting parts for the system or doing a full replacement; the dishwasher in the jail kitchen was fixed once, and the fix did not hold and the part will need to be replaced, looking at replacement options; skylights in the safety building have been inspected with possible maintenance required. Information only.
7. **Review of speed and speed control on Fairgrounds Property:** Forest Administrator Murray presented the committee with a Draft Public Service Announcement. County Administrator Hilger stated it has become a concern with the amount and speed of traffic coming through the Fairgrounds from North Avenue to Artic Street. Highway Commissioner Braun did a traffic study on this stretch. It was presented that over 1,200 motor vehicles per week utilize the Fairground property as a shortcut. The shortcut, including the area directly in front of the Highway Department, is not a public street. These areas are not maintained as a public roadway. The study also showed that the average speed for those utilizing the shortcut was 24 mph, up to 51 mph. The posted speed limit on the Fairground property is 15 mph. Discussion was held on different options to address the safety issue.

Motion by Haatvedt, second by Wagner effective midnight, Monday, January 13, 2025, the South gate of the Fairgrounds will be locked to exclude vehicle traffic while allowing pedestrian and bicycle traffic through, for safety concerns. All ayes, motion carried. Forest Administrator Murray will send out a PSA and work with signage, Office Manager Brock will post on the marquee sign and County Administrator Hilger will meet with the City Administrator to discuss long-term options.

8. **2024 Budget Update:** Discussed above.
9. **2025 Budget Update:** Discussed above.
10. **Discussion of Comp Time:** Maintenance Director Bouche is working with County Administrator Hilger on the proposal to change the County Handbook to allow employees to choose between adding to compensatory bank or overtime pay. Chairman Buck presented the Committee with a handout with a breakdown of comp time earned. Per the Employee Handbook employees are eligible for paid "other" compensatory time off from work on an hour-for-hour basis for hours worked beyond the normal weekly work schedule but representing forty or fewer hours per work week. A maximum of one regular week of work may be banked as compensatory time off. Employees may carry over a maximum amount of time equivalent to one normal day of work from one calendar year to the following calendar year. A compensatory time balance over the maximum carry-over amount shall be paid out after December 1st of each year. A compensatory time balance will also be paid out to the employee upon transfer to another department within the County and the termination of employment. It is up to the Department Head to manage those hours to make sure the employee takes that time off before the end of the year so the department does not have to pay out extra. Lead Maintenance Worker Chrudimsky stated per the employee handbook comp time is to be used if available before PTO. Each employee earns PTO hours twice a month, based on years of service. When the total number of accrued PTO hours in the employee's account exceeds the requisite accrual limit the employee may transfer PTO to the extended bank. If the extended bank is also maxed out the employee will no longer accrue PTO until the PTO amount is used down. Per the handbook, when there is a vacancy in a department and an employee is unable to take PTO time off and they are losing PTO, the Department Head can authorize the payout of PTO that is being lost if the employee's Extended Leave Bank is full. Exceptions may be made by the County Administrator on a case-by-case basis if it is in the best interest of the County. Supervisor Haatvedt would like to see more information on compensation time accrued for the Maintenance Department. Chairman Buck would like to get more information bringing it back for discussion. Information only.
11. **Updates from the County Administrator regarding Public Property:** County Administrator Hilger stated operationally things are good in the Maintenance Department, it has been an easy winter thus far. The Maintenance Department does a great job with snow removal and keeping everything clear. Hilger discussed the 2024 budget, stating it looks good.
12. **Next meeting date:** February 12, 2025, if needed, or March 12, 2025, at 10:00 a.m. Highway Conference Room.
13. **Adjourn the meeting:** Motion by Wagner, second by Haatvedt to adjourn the meeting at 11:04 a.m. All ayes, motion carried.

Becky Rank, Deputy County Clerk
Recording Secretary