

**Lincoln County
Public Property Committee Meeting
Tuesday July 12th, 2016 @ 6:00 PM
Lincoln County Service Center – Room 248
801 N. Sales Street, Merrill WI 54452**

AGENDA

1. Call meeting to order
2. Approve minutes of the June 14th, 2016 meeting
3. Public comment
4. Review of vouchers
5. Year to date budget report
6. Maintenance Directors Report
7. Quest Construction Data Network program
8. Land Transfer Proposal between City of Merrill and Lincoln County Humane Society
9. Facility Dude maintenance program review
10. Auction items - none
11. Set future meeting dates
12. Adjourn

Distribution: Public Property Committee: Loretta Baughan, Hans Breitenmoser, Brian Hafeman, Christopher Heller, Tyler Mueller
Administrative Coordinator
Other County Board Supervisors
Department Heads
Beverly King

News Media- Posted on _____ at _____ m. by _____
Courthouse – Posted on _____ at _____ m. by _____
Service Center – Posted on _____ at _____ m. by _____
Tomahawk Annex – Posted on _____ at _____ m. by _____

There may be a quorum of other Lincoln County committees present at this meeting. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

Meeting Minutes of
Lincoln County Public Property Committee
Tuesday June 14th, 2016
Lincoln County Service Center
801 N. Sales Street – Room 257
Merrill WI, 54452

MEMBERS PRESENT: Hans Breitenmoser (arrived at 6:10), Loretta Baughan, Brian Hafeman, Christopher Heller

MEMBERS NOT PRESENT: Tyler Mueller

VISITORS: Patrick Gierl, Travis Spoehr, Lisa Gervais, Daniel McCauley, Tony Butler, Scott Baughan

1. **Call meeting to order:** Meeting was called to order by committee vice chair Loretta Baughan at 6:00 PM
2. **Approval of the minutes for May 10th, 2016 meeting:** M/S Hafeman/Heller to approve minutes as printed – all ayes – motion carried
3. **Public Comment:** none
4. **Review of Vouchers:** placed on file
5. **Year to date budget report:** placed on file
6. **Maintenance Directors report:** placed on file
7. **Review Pine Crest proposed building project:** Lisa Gervais briefed the committee on the proposed project and fielded questions and concerns regarding different aspects of the project. No committee action taken.
8. **Presentation by Facility Dude reference Facility Maintenance program:** Daniel McCauley and Tony Butler from Facility Dude presented the program to the committee and fielded questions regarding many aspects of the program. Committee chair asked that the agenda item be forwarded to the July meeting giving the committee time to review the program and to forward questions to maintenance Director. No further action taken.
9. **Review and approve 2017 CIP/Outlay Projects:** Maintenance Director presented a five year plan for Lincoln County CIP/Outlay projects. The committee reviewed this plan and addressed the specific needs for the 2017 fiscal year. The committee made several recommendations for changes to the 2017 CIP/Outlay and M/S Heller/Hafeman to accept the plan as revised and to forward onto the Finance Director for review and approval. All ayes – motion carried.
10. **Auction items:** M/S Hafeman/Baughan to place the following items up for sale through Lincoln County's approved vendor. (Wisconsin Surplus Sales Auction) # 1 – used Hobart mixer and #2 – used 38 foot flag pole. All ayes – motion carried.
11. **Set future meeting date:** The next meeting of the Public Property committee will be July 12th, 2016 at 6:00 PM at the Lincoln County Service Center in room 248
12. **Adjourn:** M/S Breitenmoser/Heller to adjourn. All ayes – motion carried. Meeting adjourned at 9:38 PM

Submitted June 15th, 2016
Maintenance Director
Patrick Gierl



LINCOLN COUNTY
VENDOR INVOICE LIST

07/05/2016 08:05
dawn-b

DOCUMENT P.O. INV DATE VOUCHER WARRANT CHECK # INVOICE NET DUE DATE TYPE STS INVOICE DESCRIPTION

60 LARRY D. BAUMGART

200900 05/31/2016 268555 061616 301485 380.00 06/16/2016 INV PD WASTE REMOVAL
 INVOICE: 13639 CHECK DATE: 06/16/2016

61 BECHER-HOPPE ASSOCIATES INC.

200565 05/31/2016 268220 060916 301290 1,375.60 06/09/2016 INV PD ARCHITECTURAL SERVICES
 INVOICE: 19655 CHECK DATE: 06/09/2016

83 CARQUEST OF MERRILL

200566 05/31/2016 268221 060916 301300 12.20 06/09/2016 INV PD SUPPLIES
 INVOICE: 169374 CHECK DATE: 06/09/2016

200567 05/31/2016 268222 060916 301300 6.97 06/09/2016 INV PD SUPPLIES
 INVOICE: 170259 CHECK DATE: 06/09/2016

3553 CLEAN POWER, L.L.C.

200631 06/09/2016 268286 060916 301307 2,637.26 06/09/2016 INV PD CLEAN HUMAN SERVICES
 INVOICE: 55959 CHECK DATE: 06/09/2016

623 CONSTELLATION ENERGY SERVICES

200974 05/31/2016 268629 061716 6669 1,600.55 06/17/2016 INV PD NATURAL GAS SERVICE
 INVOICE: 1670748 CHECK DATE: 06/17/2016

116 CTL COMPANY INC.

200632 06/09/2016 268287 060916 301314 17.83 06/09/2016 INV PD SUPPLIES
 INVOICE: S2050172.001 CHECK DATE: 06/09/2016

200633 06/09/2016 268288 060916 301314 186.96 06/09/2016 INV PD SUPPLIES
 INVOICE: S2050176.001 CHECK DATE: 06/09/2016

201147 06/23/2016 268773 062316 301622 20.00 06/23/2016 INV PD SUPPLIES
 INVOICE: S2057599.001 CHECK DATE: 06/23/2016

201146 06/23/2016 268772 062316 301622 151.64 06/23/2016 INV PD SUPPLIES
 INVOICE: S2057799.001 CHECK DATE: 06/23/2016

201148 06/23/2016 268774 062316 301622 240.30 06/23/2016 INV PD SUPPLIES
 INVOICE: S2057806.001 CHECK DATE: 06/23/2016

201434 06/30/2016 269059 063016 301740 162.65 06/30/2016 INV PD SUPPLIES
 INVOICE: S2060461.001 CHECK DATE: 06/30/2016

1121 CUMMINS NPOWER, LLC

200143 05/31/2016 267828 060216 301205 625.04 06/02/2016 INV PD SERVICE GENERATOR
 INVOICE: 809-54518 CHECK DATE: 06/02/2016

159 ETCO ELECTRIC SUPPLY

200568 05/31/2016 268223 060916 301326 144.75 06/09/2016 INV PD SUPPLIES
 INVOICE: 3223679 CHECK DATE: 06/09/2016

200569 05/31/2016 268224 060916 301326 58.75 06/09/2016 INV PD SUPPLIES

779.38

19.17



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DOCUMENT P.O. INV DATE VOUCHER WARRANT CHECK # INVOICE NET DUE DATE TYPE STS INVOICE DESCRIPTION

INVOICE: 3223286 CHECK DATE: 06/09/2016
201435 06/30/2016 269060 063016 301745 117.48 06/30/2016 INV PD SUPPLIES
INVOICE: 3225413 CHECK DATE: 06/30/2016

320.98

172 FASTENAL COMPANY

INVOICE: WIMER88450 06/16/2016 268602 061616 301512 13.48 06/16/2016 INV PD SUPPLIES
CHECK DATE: 06/16/2016

2587 FOLEY'S TREE SERVICE

INVOICE: F6486 06/16/2016 268603 061616 301513 265.00 06/16/2016 INV PD TREE TREATMENT
INVOICE: F6525 06/23/2016 268775 062316 301633 65.00 06/23/2016 INV PD TREE TREATMENT
CHECK DATE: 06/23/2016

330.00

7274 FREEDOM FLAG & POLE, LLC

INVOICE: 7533 05/31/2016 268225 060916 301332 2,381.50 06/09/2016 INV PD NEW FLAG POLE
INVOICE: 7552 06/16/2016 268604 061616 301515 48.95 06/16/2016 INV PD GOLD BALL
CHECK DATE: 06/16/2016

2,430.45

198 ANDREW F. GORETSKI

INVOICE: 744 06/23/2016 268776 062316 301638 220.00 06/23/2016 INV PD SIGN FOR HEALTH DEPARTMENT
INVOICE: 745 06/23/2016 268777 062316 301638 35.00 06/23/2016 INV PD CAUTION MARKER STEP-COURTHOUSE
CHECK DATE: 06/23/2016

255.00

1309 GUSTAVE A. LARSON COMPANY

INVOICE: WAU0301587 06/16/2016 268605 061616 301520 397.30 06/16/2016 INV PD SUPPLIES
CHECK DATE: 06/16/2016

6160 HEARTLAND COOPERATIVE

INVOICE: 296734 05/31/2016 268559 061616 301523 47.89 06/16/2016 INV PD SILAGE FORK
INVOICE: 78071 05/31/2016 268557 061616 301523 24.53 06/16/2016 INV PD FUEL
INVOICE: 78151 05/31/2016 268558 061616 301523 16.00 06/16/2016 INV PD FUEL
INVOICE: 78293 05/31/2016 268556 061616 301523 8.20 06/16/2016 INV PD FUEL
CHECK DATE: 06/16/2016

96.62

5747 HERB FITZGERALD CO.

INVOICE: 181278-IN 06/09/2016 268289 060916 301342 31.64 06/09/2016 INV PD SAIL SWITCH
CHECK DATE: 06/09/2016



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215 HOLIDAY CREDIT OFFICE

201152 06/23/2016 268778 062316 301644 FUEL
INVOICE: 201152 CHECK DATE: 06/23/2016

222 INDUSTRIAL RECYCLERS OF WISCONSIN

201250 05/31/2016 268875 062916 6710 PD RECYCLING
INVOICE: 219528 CHECK DATE: 06/29/2016
201249 05/31/2016 268874 062916 6710 PD RECYCLING
INVOICE: 219616 CHECK DATE: 06/29/2016
201252 05/31/2016 268877 062916 6710 PD RECYCLING
INVOICE: 219617 CHECK DATE: 06/29/2016
201251 05/31/2016 268876 062916 6710 PD RECYCLING
INVOICE: 219618 CHECK DATE: 06/29/2016
201273 05/31/2016 268898 062916 6710 PD RECYCLING
INVOICE: 221294 CHECK DATE: 06/29/2016
201272 05/31/2016 268897 062916 6710 PD RECYCLING
INVOICE: 221295 CHECK DATE: 06/29/2016

351.90

261 LINDER ELECTRIC MOTOR INC

201436 06/30/2016 269061 063016 301767 SUPPLIES
INVOICE: 4798 CHECK DATE: 06/30/2016

7265 MARATHON PEST CONTROL

200144 05/31/2016 267829 060216 301227 PEST CONTROL
INVOICE: 19774 CHECK DATE: 06/02/2016
200951 06/16/2016 268606 061616 301537 PEST CONTROL
INVOICE: 20421 CHECK DATE: 06/16/2016
201441 06/30/2016 269066 063016 301770 PEST CONTROL
INVOICE: 21048 CHECK DATE: 06/30/2016
201438 06/30/2016 269063 063016 301770 PEST CONTROL
INVOICE: 21060 CHECK DATE: 06/30/2016
201440 06/30/2016 269065 063016 301770 PEST CONTROL
INVOICE: 21072 CHECK DATE: 06/30/2016
201439 06/30/2016 269064 063016 301770 PEST CONTROL
INVOICE: 21073 CHECK DATE: 06/30/2016
201437 06/30/2016 269062 063016 301770 PEST CONTROL
INVOICE: 21074 CHECK DATE: 06/30/2016

182.00

277 MENARDS

200952 06/16/2016 268607 061616 301541 SUPPLIES
INVOICE: 35873 CHECK DATE: 06/16/2016
201154 06/23/2016 268780 062316 301665 CREDIT
INVOICE: 36508 CHECK DATE: 06/23/2016
201153 06/23/2016 268779 062316 301665 SUPPLIES
INVOICE: 36509 CHECK DATE: 06/23/2016



216 MERRILL ACE HARDWARE

200578	INVOICE: 150679/1	05/31/2016	268233	060916	301367	5.84	06/09/2016	INV	PD	SUPPLIES
200572	INVOICE: 150725/1	05/31/2016	268227	060916	301367	4.49	06/09/2016	INV	PD	SUPPLIES
200586	INVOICE: 150727/1	05/31/2016	268241	060916	301367	7.63	06/09/2016	INV	PD	SUPPLIES
200583	INVOICE: 150749/1	05/31/2016	268238	060916	301367	.71	06/09/2016	INV	PD	SUPPLIES
200585	INVOICE: 150808/1	05/31/2016	268240	060916	301367	8.24	06/09/2016	INV	PD	SUPPLIES
200582	INVOICE: 150863/1	05/31/2016	268237	060916	301367	10.79	06/09/2016	INV	PD	SUPPLIES
200574	INVOICE: 151026/1	05/31/2016	268229	060916	301367	2.24	06/09/2016	INV	PD	SUPPLIES
200579	INVOICE: 151071/1	05/31/2016	268234	060916	301367	86.20	06/09/2016	INV	PD	SUPPLIES
200581	INVOICE: 151073/1	05/31/2016	268236	060916	301367	13.91	06/09/2016	INV	PD	SUPPLIES
200577	INVOICE: 151154/1	05/31/2016	268232	060916	301367	14.39	06/09/2016	INV	PD	SUPPLIES
200576	INVOICE: 151194/1	05/31/2016	268231	060916	301367	1.17	06/09/2016	INV	PD	SUPPLIES
200575	INVOICE: 151209/1	05/31/2016	268230	060916	301367	4.49	06/09/2016	INV	PD	SUPPLIES
200587	INVOICE: 151247/1	05/31/2016	268242	060916	301367	13.47	06/09/2016	INV	PD	SUPPLIES
200580	INVOICE: 151468/1	05/31/2016	268235	060916	301367	15.29	06/09/2016	INV	PD	SUPPLIES
200584	INVOICE: 151537/1	05/31/2016	268239	060916	301367	5.84	06/09/2016	INV	PD	SUPPLIES
200573	INVOICE: 151625/1	05/31/2016	268228	060916	301367	6.74	06/09/2016	INV	PD	SUPPLIES
200571	INVOICE: 151754/1	05/31/2016	268226	060916	301367	1.89	06/09/2016	INV	PD	SUPPLIES

68.76

203.33

78 MULTI MEDIA CHANNELS

201279	INVOICE: 201279	05/31/2016	268904	062916	6717	98.00	06/29/2016	INV	PD	EVIDENCE CONCRETE
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310 NAPA AUTO PARTS OF MERRILL

200588	INVOICE: 595033	05/31/2016	268243	060916	301378	2.39	06/09/2016	INV	PD	PARTS
200589	INVOICE: 596739	05/31/2016	268244	060916	301378	24.61	06/09/2016	INV	PD	PARTS
200590	INVOICE: 599117	05/31/2016	268245	060916	301378	13.49	06/09/2016	INV	PD	PARTS
200591	INVOICE: 599128	05/31/2016	268246	060916	301378	25.98	06/09/2016	INV	PD	PARTS



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200592 INVOICE: 599335 05/31/2016 268247 060916 301378 13.34 06/09/2016 INV PD PARTS
CHECK DATE: 06/09/2016

79.81

350 OTIS ELEVATOR COMPANY

200145 INVOICE: CVM23425001 05/31/2016 267830 060216 301237 10,935.00 06/02/2016 INV PD ELEVATOR CONTRACT WORK
CHECK DATE: 06/02/2016

365 PETERSON BROTHERS SAND & GRAVEL

201442 INVOICE: 10427 06/30/2016 269067 063016 301789 317.75 06/30/2016 INV PD SCREENED TOPSOIL
CHECK DATE: 06/30/2016

4639 RIVERSIDE CLEANING SERVICE

200593 INVOICE: 11177 05/31/2016 268248 060916 301401 3,575.00 06/09/2016 INV PD CLEAN SERVICE CENTER
CHECK DATE: 06/09/2016

6273 SEFERINO TREVINO

200070 INVOICE: 200070 06/01/2016 267755 060216 6658 1,100.00 06/02/2016 INV PD RENT
CHECK DATE: 06/01/2016
201228 INVOICE: 201228 06/29/2016 268854 063016 6687 1,100.00 06/30/2016 INV PD RENT
CHECK DATE: 06/30/2016

2,200.00

479 TRIDENT SUPPLY

201155 INVOICE: A6359 06/23/2016 268781 062316 301713 202.60 06/23/2016 INV PD SUPPLIES
CHECK DATE: 06/23/2016

300014 WAL-MART COMMUNITY BRC

201443 INVOICE: 201443 06/30/2016 269068 063016 301810 356.43 06/30/2016 INV PD SUPPLIES
CHECK DATE: 06/30/2016

521 WI PUBLIC SERVICE

200594 INVOICE: 200594 05/31/2016 268249 060916 301453 157.40 06/09/2016 INV PD UTILITIES
CHECK DATE: 06/09/2016
200595 INVOICE: 200595 05/31/2016 268250 060916 301453 28.99 06/09/2016 INV PD UTILITIES
CHECK DATE: 06/09/2016
200905 INVOICE: 200905 05/31/2016 268560 061616 301587 90.06 06/16/2016 INV PD UTILITIES
CHECK DATE: 06/16/2016

276.45

476 WISCONSIN BUILDING SUPPLY

200596 INVOICE: 465326 05/31/2016 268251 060916 301456 24.99 06/09/2016 INV PD SUPPLIES
CHECK DATE: 06/09/2016

30,411.93

81 INVOICES



P 6
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LINCOLN COUNTY
VENDOR INVOICE LIST

07/05/2016 08:05
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** END OF REPORT - Generated by Dawn Bergs **



FOR 2016 13

	ORIGINAL APPROP	TRANSFRS/ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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0040 56 ADDITION							
10264051 541000	0	0	0	.00	.00	.00	.0%
10264051 541010	3,200	0	3,200	759.40	.00	2,440.60	23.7%
10264051 542000	45,000	0	45,000	17,042.24	.00	27,957.76	37.9%
10264051 543000	20,000	0	20,000	9,246.03	.00	10,753.97	46.2%
10264051 551000	3,000	0	3,000	.00	.00	3,000.00	.0%
10264051 560000	2,000	0	2,000	1,503.17	.00	496.83	75.2%
10264051 562002	47,000	0	47,000	21,140.34	.00	25,859.66	45.0%
10264051 562003	21,000	0	21,000	8,275.85	.00	12,724.15	39.4%
10264051 582007	0	0	0	.00	.00	.00	.0%
10264051 582007	0	0	0	.00	.00	.00	.0%
10264057 583001	205,000	0	205,000	.00	.00	205,000.00	.0%
10264057 583003	0	0	0	.00	.00	.00	.0%
TOTAL 56 ADDITION	346,200	0	346,200	57,967.03	.00	288,232.97	16.7%
TOTAL EXPENSES	346,200	0	346,200	57,967.03	.00	288,232.97	

0043 COURTHOUSE							
10264351 532000	15,000	0	15,000	6,250.00	.00	8,750.00	41.7%
10264351 541000	12,000	0	12,000	4,091.22	.00	7,908.78	34.1%
10264351 541010	3,100	0	3,100	1,461.60	.00	1,638.40	47.1%
10264351 543000	15,000	0	15,000	5,537.82	.00	9,462.18	36.9%
10264351 552001	1,500	0	1,500	617.15	.00	882.85	41.1%
10264351 560000	5,500	0	5,500	1,463.14	.00	4,036.86	26.6%
10264351 562002	23,000	0	23,000	6,564.38	.00	16,435.62	28.5%
10264351 582001	0	10,200	10,200	.00	.00	10,200.00	.0%
10264357 582001	0	1,157	1,157	1,150.00	.00	7.00	99.4%
TOTAL COURTHOUSE	75,100	11,357	86,457	27,135.31	.00	59,321.69	31.4%
TOTAL EXPENSES	75,100	11,357	86,457	27,135.31	.00	59,321.69	

0045 MAINT SHOP NORTH							
10264551 530000	0	0	0	.00	.00	.00	.0%
10264551 541010	0	0	0	.00	.00	.00	.0%
10264551 543000	0	0	0	3,198.08	.00	-3,198.08	100.0%*



FOR 2016 13

0045	MAINT SHOP NORTH	ORIGINAL APPROP	TRANSFRS/ADJUSTM	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10264551	560000	0	0	0	150.12	.00	-150.12	100.0%*
10264551	562002	0	0	0	47.44	.00	-47.44	100.0%*
10264551	562003	0	0	0	284.92	.00	-284.92	100.0%*
10264551	571000	0	0	0	.00	.00	.00	.0%*
10264557	583001	0	0	0	.00	.00	.00	.0%*
10264557	583003	0	0	0	.00	.00	.00	.0%*
TOTAL MAINT SHOP NORTH		0	0	0	3,680.56	.00	-3,680.56	100.0%*
TOTAL EXPENSES		0	0	0	3,680.56	.00	-3,680.56	

0048 GENERAL MAINTENANCE

10264851	511000	176,576	0	176,576	80,224.27	.00	96,351.73	45.4%*
10264851	520000	80,937	0	80,937	35,670.04	.00	45,266.96	44.1%*
10264851	530000	10,000	0	10,000	1,375.60	.00	8,624.40	13.8%*
10264851	532000	25,000	0	25,000	39,138.60	.00	-14,138.60	156.6%*
10264851	542000	5,000	0	5,000	853.92	.00	4,146.08	17.1%*
10264851	543001	2,000	0	2,000	310.71	.00	1,689.29	15.5%*
10264851	543002	7,000	0	7,000	139.58	.00	6,860.42	2.0%*
10264851	543004	4,000	0	4,000	253.91	.00	3,746.09	6.3%*
10264851	543005	2,500	0	2,500	474.64	.00	2,025.36	19.0%*
10264851	552001	1,500	0	1,500	348.58	.00	951.42	36.6%*
10264851	553000	2,500	0	2,500	237.10	.00	2,262.90	9.5%*
10264851	554001	600	0	600	63.13	.00	536.87	10.5%*
10264851	555000	5,000	0	5,000	210.00	.00	4,790.00	4.2%*
10264851	560002	1,000	0	1,000	190.47	.00	809.53	19.0%*
10264851	561005	3,000	0	3,000	1,090.00	.00	1,910.00	36.3%*
10264851	562001	500	0	500	1,246.32	.00	-746.32	249.3%*
10264851	570004	1,000	0	1,000	2,178.07	.00	-1,178.07	217.8%*
10264851	581001	0	0	0	.00	.00	.00	.0%*
10264851	581004	40,000	0	40,000	47,200.00	.00	-7,200.00	118.0%*
10264857	582001	0	0	0	.00	.00	.00	.0%*
10264857	583001	0	0	0	.00	.00	.00	.0%*
10264857	583002	0	0	0	6,339.82	.00	-6,339.82	100.0%*
10264857	583003	84,000	0	84,000	.00	.00	84,000.00	.0%*
TOTAL GENERAL MAINTENANCE		452,113	0	452,113	217,744.76	.00	234,368.24	48.2%*
TOTAL EXPENSES		452,113	0	452,113	217,744.76	.00	234,368.24	

0052 SAFETY BUILDING

10265251	530000	0	0	0	4,500.00	.00	-4,500.00	100.0%*
TOTAL EXPENSES		0	0	0	4,500.00	.00	-4,500.00	100.0%*



FOR 2016 13

0052	SAFETY BUILDING	ORIGINAL APPROP	TRANSFRS/ADJUSTM	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10265251	541000	70,000	0	70,000	19,535.78	.00	50,464.22	27.9%
10265251	541010	34,000	0	34,000	15,975.54	.00	18,024.46	47.0%
10265251	543000	23,500	0	23,500	14,331.42	.00	9,168.58	61.0%
10265251	543002	0	0	0	.00	.00	2,142.19	14.3%*
10265251	543006	2,500	0	2,500	357.81	.00	-168.03	106.7%*
10265251	543007	2,500	0	2,500	2,668.03	.00	5,358.35	28.6%
10265251	560000	7,500	0	7,500	2,141.65	.00	24,664.16	38.3%
10265251	562003	40,000	0	40,000	15,335.84	.00	50,000.00	.0%
10265257	582001	50,000	0	50,000	.00	.00	14,065.00	43.7%
10265257	583001	25,000	0	25,000	10,935.00	.00	169,218.93	33.6%
TOTAL SAFETY BUILDING		255,000	0	255,000	85,781.07	.00	169,218.93	
TOTAL EXPENSES		255,000	0	255,000	85,781.07	.00	169,218.93	

0053 TOMAHAWK ANNEX

10265351	532000	25,000	0	25,000	120.00	.00	24,880.00	5.5%
10265351	541000	2,000	0	2,000	1,130.86	.00	869.14	56.5%
10265351	542000	1,500	0	1,500	495.00	.00	1,005.00	33.0%
10265351	544001	5,500	0	5,500	7,700.00	.00	-2,200.00	140.0%*
10265351	552001	600	0	600	757.56	.00	-157.56	126.3%*
10265351	560000	250	0	250	39.60	.00	210.40	15.8%
TOTAL TOMAHAWK ANNEX		34,850	0	34,850	10,243.02	.00	24,606.98	29.4%
TOTAL EXPENSES		34,850	0	34,850	10,243.02	.00	24,606.98	

0095 GOVERNMENT SERVICE CNTR

10269551	531320	50,000	0	50,000	18,170.61	.00	31,829.39	36.3%
10269551	541000	0	0	0	.00	.00	2,704.19	22.7%
10269551	541010	3,500	0	3,500	795.81	.00	4,572.55	69.5%
10269551	543000	15,000	0	15,000	10,427.45	.00	5,239.83	25.1%
10269551	560000	7,000	0	7,000	1,760.37	.00	30,373.65	28.5%
10269551	562002	42,500	0	42,500	12,126.35	.00	5,646.70	19.3%
10269551	582003	7,000	0	7,000	1,353.30	.00	.00	.0%
10269551	582007	0	0	0	.00	.00	80,366.11	35.7%
TOTAL GOVERNMENT SERVICE CNTR		125,000	0	125,000	44,633.89	.00	80,366.11	
TOTAL EXPENSES		125,000	0	125,000	44,633.89	.00	80,366.11	

0281 MAINTENANCE SHOP

10268151	541000	0	0	0	.00	.00	.00	.0%
TOTAL EXPENSES		0	0	0	.00	.00	.00	.0%



FOR 2016 13

0281	MAINTENANCE SHOP	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10268151	541010 WATER SEWER FIRE	600	0	600	129.10	.00	470.90	21.5%
10268151	543002 BUILDING REPAIR AN	2,000	0	2,000	657.83	.00	1,342.17	32.9%
10268151	560000 SUPPLIES - HARD LI	1,000	0	1,000	489.75	.00	510.25	49.0%
10268151	562002 ELECTRICITY	900	0	900	424.76	.00	475.24	47.2%
10268151	562003 GAS	3,000	0	3,000	412.75	.00	2,587.25	13.8%
10268151	571000 SUPPLY/MISC - DISP	500	0	500	267.61	.00	232.39	53.5%
	TOTAL MAINTENANCE SHOP	8,000	0	8,000	2,381.80	.00	5,618.20	29.8%
	TOTAL EXPENSES	8,000	0	8,000	2,381.80	.00	5,618.20	
	GRAND TOTAL	1,296,263	11,357	1,307,620	449,567.44	.00	858,052.56	34.4%

** END OF REPORT - Generated by Dawn Bergs **

Maintenance Directors Report

July 12th, 2016

- 6-6-16 Met with Otis Elevator to begin work on the jail update
Met with Cummins – N – Power on jail generator
- 6-8-16 Attended the law enforcement committee meeting to present the concrete project bids for the evidence building
Attended the Pine Crest meeting for the new addition
Met with Trane at the jail to do inspection and information walk through
- 6-14-16 Attended Public Property meeting
- 6-15-16 Met with Custom Mural at the courthouse to work on sign project
Met with Nancy to discuss the sales of the two auction items
- 6-16-16 Met with the rep from the wage study group
- 6-17-16 met with J & J Lee Construction to discuss sewer lateral for the concrete project
- 6-20-16 Met with Chad from clean power regarding keys for the cleaning crew
- 6-22-16 Attended the CTL show in Wausau to investigate new products and pricing
Annual Pars report to Finance Director
- 6-23-16 Met with Randy from US Lamp regarding lighting update at social service parking lot
Met with Melody from Becher Hoppe regarding window site visit notes
Attended the window RFP site visit at Human Services building
- 6-27-16 Met with John Lee in my office to sign the Evidence building RFP
- 6-28-16 Attended the safety program review meeting
Met with Central Carpet at the jail for the elevator floor install
Met with Nancy to discuss the Quest CDN program for future RFP's
- 6-29-16 Met with Dave from North Star Environmental at social services building to do inspection
- 6-30-16 Attended the Dept. Head meeting
Met with Dan at the Lincoln County Landfill to maintenance tour
- 7-5-16 Prepare the July agenda for the Public Property meeting

Current RFP's out for bid are the Health and Human Services window project and the third floor flooring project. Site work on the Evidence building Concrete project due to begin July 11th at 8 am.

Report prepared 7-5-16

Patrick Gierl

PLEASE REVIEW DOCUMENTATION FOR
DISCUSSION AT MEETING.

QUESTCDN.COM

THANKS.

Alliance Partner (QAP) Implementation and Project Posting Information

Welcome to your partnership with the Quest Construction Data Network!
We are very pleased that you have elected to join with us in bringing new efficiencies to the administration and communication of bid process communication. We are providing this document to help you get the most out of this partnership right from the beginning. This page gives a brief overview of the processes involved. There are detailed instructions for each of these steps in the pages that follow. Please feel free to use some of the sample language provided here for your announcements and communication. You certainly may modify our suggested language to fit your specific needs.

Notification to prospective bidders of your new digital initiative

Although this is not a required step we encourage our partners to communicate with their bidder network to notify them of this new digital information delivery. We have found that this early preliminary communication paves the way for the effective use of this new digital format.

Publication of your project

The most important first step is the creation of the advertisement on the QuestCDN web site to secure your Quest project number for inclusion in your general advertising. It is also important to price your paper plan set delivery with an appropriate differential to encourage your bidder network to download digital information. We have included sample ad language in the detailed instructions following.

Creation and uploading of your project plans

Once the project plans and specifications are complete, they need to be converted to an Adobe Acrobat .pdf file. This digital project file should be your base document for not only downloading but also should be used for the paper plan set printing to maintain continuity of information delivery/.

Creation and uploading of addenda

This is probably one of the greatest time savers of the entire process. Addenda are converted to a .pdf file and uploaded to the site. An automatic eMail notification is sent to all planholders that have acquired the digital plans.

Maintenance of the planholder list

This feature allows you to have one complete, master planholder list that is online for anyone to access. Companies that download your projects are automatically added to the "electronic" portion of the planholder list. You can easily add your manual (paper) planholders to this master list by using the instructions that follow. This online information will save you the many interrupting phone calls you receive for this information.

Posting of results

Once all the bids are in, you may use this feature to publish the bidding results. As with the online planholder list this will also save you the many interrupting phone calls you receive for this information.



Notification to prospective bidders

Your bidders have certain habits they follow when they read or hear about projects you are putting out for bid. It is important to let them know in advance that you are introducing a new option for them. That way they will be prepared to take advantage of this new process right from the beginning.

This is also an opportunity to promote your company's progressiveness and the many benefits to all the bidding participants in using this cost effective and efficient process.

Attachment A has a suggested format for an announcement letter and a simpler announcement eMail. We suggest you send this information out a few weeks before you advertise your first project with QuestCDN.

[**Click here for Attachment A**](#)

QUESTCDN.COM

Publication of your project

When you are ready to advertise your project, log on to the QuestCDN website, go to “Projects”, “Add Project” and fill in the project advertising template. When you save this advertisement it is immediately added to the QuestCDN.com site and will display the assigned Quest project number to include in your general advertising.

It is critical to do this before you place your general paper advertisement, since you need the project eBidDoc™ number for inclusion in your traditional communication (paper ad, faxes, etc). You do not need to be ready to actually upload the plans when you post your advertisement on the Quest template and you may choose to “hide” the project ad on the Quest site until an appropriate time to display.

Many of the template fields are self-explanatory. We are highlighting here those that may need minor clarification. Please note that you must fill out all fields that are marked with an asterisk*.

Project Category - Choose the appropriate project category from the drop down list provided. This places your ad in the appropriate group if someone is browsing the ads on the web site.

Download Fee - The “download fee \$” field allows you to set the amount the user will pay for downloading your project documents. This field will become the default for the plan fee when you actually upload the plan. The present minimum fee for an eBidDoc™ download is \$10. Our revenue sharing program provides our QAPs a 50% share of all download revenues subject to Quest receiving its minimum download fee.

Bid Closing Date – Please follow the **mmddyyyy** format shown. This date is used by the system when displaying ads in sequence by bid date and also for purging ads. Your ad will no longer be displayed on the website beginning the day after the bid date. If you issue an addendum changing the bid date, use “**Modify Projects**” to revise the bid date on the project advertisement template also.

Project Completion Date - The project completion date is optional but can help your prospective bidders determine if your project fits into their schedule. Please follow the **mmddyyyy** format.

Project Description – This is currently a 4000 character field, which should allow you plenty of room to provide detailed information about your project. The more detail you provide, the better informed your prospective bidders are about whether or not this project potentially includes something they would be interested in bidding on. The more detailed the project description the better the search function works. This will save phone calls. Also, please see our page on formatting your text using HTML tags.

[Click here for HTML tag guideline](#)

QUESTCDN.COM

Show Planholder – To correctly use the “show planholder” field, set this to “yes” if you want to allow users to see & print the planholder list, set it to “no” if you want to leave the planholder list display turned off. You will still be able to see and print the planholder list when you are logged in as the administrator.

Solicitor Discipline – You can leave this field set to its default “Soliciting Agent” or change it to your company’s area of expertise. This becomes the descriptive title used for this section of the ad when the ad is displayed online.

Soliciting Agent Contact/eMail address – This field and the Soliciting Agent eMail address are very important, not only to folks reading the ad, but during the addenda process. The name and address supplied here are used in the addenda notification process. The name is used to sign the eMail notifying planholders of the issuance of each addendum, and the eMail address is used as the reply eMail address for the addendum notification. They do not have to be for the same person.

Plan Document Information – This is used to tell your bidders where plans are available (including paper) and their cost. Be sure you include that they will be on this web site. Since you can modify this field any time you want, you can use this field to keep your prospective bidders informed of when the plans are due out. Again, this can reduce phone calls to your office by keeping current information easily available to anyone.

a/e/gc/misc – After you have saved your initial ad, you can use the “**Modify Project**” function to come here and add additional companies or agencies that are involved in the plans for this project. This can help direct bidders to the right contact person if they have a question during the bidding phase. Once you have added them, they will display as part of your project advertisement.

Project Type –

Open – The default is “open”. This allows anyone who has access to the website to read your project advertisement and download the plans.

Protected – This selection allows anyone who has access to the web site to read the advertisement, but they must have the password to download the plans. You can use this for pre-qualifying prospective bidders. You must enter the password in the box just below this field.

Hidden – This selection keeps both your advertisement and plans hidden from everyone, except those that you give the project number and password to. Use this for projects where it is bid by invitation only.

*After filling out the form click the **Save** button. When saving the advertisement, be sure to Record the project eBidDoc™ number that is displayed for use in your general advertising.*

**Click here for Attachment C for “Sample Language”
to be used in your general advertising**

Creation and uploading of your project documents

Once your project documents are ready to be assembled, use Adobe Acrobat to create a .pdf document that includes all the specifications and plans for the project (everything that you will include in your paper plan set). If you do not have digital files to convert to incorporate into your assembly, you will need to make arrangements to have them scanned into a .pdf format. Be sure to take a couple minutes and “bookmark” the completed .pdf file, so that your bidders will find it easy to navigate the document. If you need to upload more than one file (e.g. you want to provide a spreadsheet in addition to the Plans and Specs), you must place all files into a ZIP file. QuestCDN allows uploading of only one file.

Special Instructions for a ZIP file if you are using the View Documents Option on QuestCDN:

If your projects have a free viewing option (before bidders actually download your complete Plans and Specs), you must identify the PDF file that will be processed for viewing purposes by a special name. The system will only process one PDF for viewing purposes so name that PDF file starting with the letters “vu” or “VU”. If you use a zip file, one PDF file must be named this way even if there is only one PDF inside the ZIP File. For example, it could be “vu123456.pdf” or “vuprojectabc.pdf”. The unique thing is the file name must start with “vu”.

When you have the digital project document file complete and ready for upload, log into QuestCDN.com and go to “**Projects – Modify Projects**”, select your project then select “**Upload Plans**”. Note – be sure your documents are final approved – there is no replacing of an uploaded document by you – if you need to have one replaced, contact QuestCDN customer service for assistance.

This displays a list of your projects requiring digital file attachments in the drop down box. Select the project to which you would like to attach your eBidDoc™.

Once this is selected – verify that the “**download fee**” displayed is what you actually want for the download fee. You may change it at this time.

Browse for and select the “digital plan document” placing it in the project file window.

“**.pdf**” files (eBidDoc™) are the standard format for uploading a digital plan document. They are available for immediate download by bidders once uploaded. We would suggest that you modify the .pdf document properties to display the page and bookmarks when opened.

When you have the upload template completed, click the “**Save**” button. Let the system run until you get a verification message saying “Upload succeeded for Quest Project #_____”. (There is no animation displaying the ongoing upload process but if you place your cursor in the upload box heading it will display as an hourglass.) File upload speeds on the internet are quite a bit slower than file download speeds so be prepared for a longer process to upload.

Creation and uploading of Addenda

Convert your native addenda files into a single .pdf file just as you did for the project documents. Please bookmark the file if it extensive and set the document properties to display both page and bookmarks when opening.

Here are the steps when you have the Project Addenda converted & ready to upload:

Select “Modify Projects” from the “Projects” functional menu.

Select the Project from the list for which you want to upload an addendum.

Select “Add Addendum”

Fill the form in completely and accurately. Be very careful with your entry because we do not provide you with an editing capability presently

Browse for the file containing your addendum .pdf file placing it into the save window.

Click the “Save” button and wait for an updated list of all addenda for this project to appear. It will be noted in the “Available” column when the addenda is available for immediate download.

An eMail will automatically be sent to any electronic planholder when the addendum is available for download. The e-mail address that was placed in the soliciting agent section of the ad will be notified if any e-mails fail to reach the planholder. Planholders are also asked to reply to this address when they receive the e-mail.

[Click here to see Attachment B for a sample eMail](#)



Maintenance of the Planholder List

When you have manual paper plan set planholders to add to the Planholder List:

Select "Modify Projects" from the "Projects" menu.

Select the Project for which you want to add manual planholders.

Select "Add Planholder".

Fill out the template manually or "Search" the database for selection of the company to fill in the template automatically.

Leave the "amount" field blank – this is will be used for the posting of results and is not meant as a place to record any fee or deposit for the paper plans.

Click "Done" when you are finished adding manual planholders.

Posting of Results

Once all the bids are in, you can post the preliminary or final bid results to the web site. This will save many phone calls from companies seeking this information.

The steps are:

Select “Modify Projects” from the “Projects” menu.

Select the Project for which you want to add the bid result information .

Select “Add Placeholder/Post Results”

Select “Post Results”

There are two ways to post results. You can use either one or both as you want:

A. Total by bidder:

Double click in the Bid Amount field for the Bidder

Fill in the bid amount in the “amount” field. Please use whole numbers (no decimals) and do not include commas or the currency symbol. If awarding you can select the Check Box for the appropriate bidder and also complete the Award Date Field.

B. Upload a bid tabulation or bid abstract:

Scroll to the bottom of the plan holder list

Select the Browse button

Browse for the file containing your bid tab/abstract and **select it** (it can be any file format)

Click the “Post Results” button to Save all your work

Close the windows when finished

Note - You can upload again if you need to (e.g. – upload preliminary results and then upload final results). The bidders will always download the last file you uploaded.

Once you have posted results, your project automatically shows up in the View Results screen.



CITY OF MERRILL

Office of the City Attorney
Thomas N. Hayden, City Attorney

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July 5, 2016

Corporation Counsel Nancy Bergstrom
Lincoln County Service Center
801 N. Sales Street, Suite 207
Merrill, WI 54452

RE: Elimination of "Reversionary Clause" in former County Property conveyance

Dear Nancy:

This will confirm the outcome of the meeting you, Dave Johnson and I had on June 23rd. You are aware that the prior conveyance of lands from Lincoln County to the Humane Society contained a reversionary clause stating: *"Should the Lincoln County Humane Society, Inc. discontinue the use of the herein described premises as an animal shelter facility for the County and the public, the property shall revert to ownership by Lincoln County, Wisconsin, for a purchase price of \$1.00."*

The City of Merrill and the Lincoln County Humane Society are exchanging land to allow for a more orderly operation of the respective facilities, and the reversionary clause is a cloud on the title. Please consider this writing as the City of Merrill's request that Lincoln County extinguish the reversionary clause as it applies to the parcel marked with green diagonal lines on the attached map. I will forward the property legal description in the next couple of days. I did want to get the request to you in time for the appropriate Committees and, ultimately County Board action

On behalf of the City, and myself, thank you for your assistance. It's much appreciated.

Very truly yours,

CITY OF MERRILL

A handwritten signature in cursive script that reads "Tom Hayden".

Thomas N. Hayden, City Attorney

TNH/dw

