Lincoln County
Public Property Committee Meeting
Tuesday September 13th, 2016 @ 6:00 PM
Lincoln County Service Center – Room 107
801 N. Sales Street, Merrill WI 54452

AGENDA

1. Call meeting to order
2. Approve minutes of the August 9th, 2016 meeting
3. Public comment
4. Review of vouchers
5. Year to date budget report
6. Maintenance Directors Report
7. Select bidder for Human Services window project
8. Lincoln County Property in the Schultz building update
9. Present the Maintenance Department 10 year plan for approval
10. Health and Human Services building generator project
11. Convene into close session
    Consideration of motion to adjourn into closed session pursuant to Section 19.85(1) (c), WI Stats., for purpose of considering employment, promotion or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercise responsibility, including discussion of performance of administrative employee.
    a. Maintenance Directors Performance Review
12. Reconvene into open session
13. Take any necessary action discussed in close session
14. Auction items – request to buy a used office chair.
15. Set future meeting dates
16. 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 statue.
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 consider 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 SEESIONS 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 <u>unless</u> 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, nay 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 August 9th, 2016
Lincoln County Service Center
801 N. Sales Street – Room 107
Merrill WI, 54452

MEMBERS PRESENT: Loretta Baughan, Hans Breitenmoser, Christopher Heller, Tyler Mueller
MEMBERS NOT PRESENT: Brian Hafeman
VISITORS: Patrick Gierl, Kortney Pike, Michelle Severt, Brian Severt, Erik Pfantz, Ryan Schwartzman

1. **Call meeting to order:** Meeting was called to order by chairman Hans Breitenmoser at 6:00 pm
2. **Approval of the minutes from July 12th, 2016:** M/S Heller/Baughan to approve the minutes as written. All ayes – motion carried
3. **Public Comment**: Erik Pfantz from the Merrill area asked the committee about utilizing an area of the pines north of the Service Center for recreational benefits. The committee informed him that he would have to submit a formal request to them in writing with the scope of the project and all related details. Once the request is made in writing, it would be put on the Public Property agenda for the next meeting for review and discussion. He indicated he would contact the maintenance director when he was ready to do this. No further action taken.
4. **Review of Vouchers:** placed on file
5. **Year to date budget report:** placed on file
6. **Maintenance Directors report**: placed on file
7. **Additional Maintenance Department staff:** The maintenance director briefed the committee on the request for an additional maintenance worker to accommodate the workload for the four additional buildings the maintenance department will be acquiring January 1st, 2017. The committee was briefed that this position would not affect the tax levy and that all county buildings with the exception of Pine Crest would now be under the maintenance department. M/S Baughan/Heller to approve the request for the additional maintenance worker. All ayes – motion approved
8. **Select bidder for the Human Services 3rd floor flooring project:** Maintenance Director presented the one bid received for this project (TMI Coatings, Inc- from St. Paul, MN) at a price of $83,730.00. The committee was informed that this price was well above the budget amount figured to do this project. Maintenance Director recommended that due to the inflated bid price, we reject the bid and revisit both a revised approach to this project and/or look at a different type of flooring all together. M/S Baughan/Heller to reject the bid. All ayes – motion carried. M/S Breitenmoser/Mueller to have the maintenance director pursue both other avenues for a more economical approach to the epoxy flooring or a different option altogether and to formulate this into an RFP for future bids. All ayes – motion carried.
9. **Maintenance Management system schedule:** The maintenance director briefed the committee that the funds for this project would not be allocated until January 1st, 2017 only after the full county board ratified the 2017 budget at the November 2016 county board meeting. Facility Dude company wants to begin gathering information and building the data base before this process occurs with the understanding that if the project is not approved in the 2017 budget, Lincoln County would not be liable for any cost incurred for this work and also under no contractual obligation. Committee agrees that the work is imperative to implementation as soon as January 1st and if Facility Dude is willing to begin with this understanding then they are good with the process of gathering the information for building the data base. M/S Heller/Baughan for Facility Dude to begin gathering information and building the Lincoln County data base for implementation January 1st, 2017. All ayes – motion carried
10. **Lincoln County Property in the Schultz building:** Maintenance Director briefed the committee on the events from the past couple weeks regarding the missing property from the Schultz building. The

committee was informed that the appropriate parties have been contacted and that efforts were being made to get the property returned to Lincoln County as soon as possible. This item was requested to be put on the September agenda for further discussion. No further action was taken.

11. **Auction items:** The maintenance director reported that their department sold on the Wisconsin Public surplus auction two items. (1) Used 38 foot aluminum flag pole for $344.99 and (2) used Hobart mixer for $735.00. Total check amount paid to Lincoln County from Wisconsin Public Surplus $1,079.99. No further action taken
12. **Set next meeting date:** The next meeting of the Public Property committee will be September 13th, 2016 at the Lincoln County Service Center at 6:00 pm in room 248.
13. **Adjourn:** M/S Mueller/Heller to adjourn. All ayes – motion carried at 6:43 pm.

Submitted August 10, 2016
Maintenance Director
Patrick Gierl

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
60 LARRY D. BAUMGART										
203288		07/31/2016	270830	081116	302694	440.00	08/11/2016	INV	PD	WASTE REMOVAL
INVOICE: 13821			CHECK DATE: 08/11/2016							
203046		08/04/2016	270588	080416	302539	380.00	08/04/2016	INV	PD	MISSED PAYMENT JULY 2014
INVOICE: 203046			CHECK DATE: 08/04/2016							
						820.00				
61 BECHER-HOPPE ASSOCIATES INC.										
203289		07/31/2016	270831	081116	302695	36.00	08/11/2016	INV	PD	HUMAN SERVICES-WINDOWS
INVOICE: 19823			CHECK DATE: 08/11/2016							
3553 CLEAN POWER, L.L.C.										
203631		08/18/2016	271144	081816	302861	2,637.26	08/18/2016	INV	PD	CLEANING HUMAN SERVICES
INVOICE: 58895			CHECK DATE: 08/18/2016							
623 CONSTELLATION ENERGY SERVICES										
203391		07/31/2016	270933	081616	6799	1,044.55	08/16/2016	INV	PD	NATURAL GAS SERVICE
INVOICE: 1686109			CHECK DATE: 08/16/2016							
116 CTL COMPANY INC.										
203315		08/11/2016	270857	081116	302706	213.69	08/11/2016	INV	PD	SUPPLIES
INVOICE: S2071387.001			CHECK DATE: 08/11/2016							
203861		08/25/2016	271374	082516	303007	70.93	08/25/2016	INV	PD	SUPPLIES
INVOICE: S2077772.001			CHECK DATE: 08/25/2016							
203863		08/25/2016	271376	082516	303007	293.79	08/25/2016	INV	PD	SUPPLIES
INVOICE: S2079435.001			CHECK DATE: 08/25/2016							
203862		08/25/2016	271375	082516	303007	174.36	08/25/2016	INV	PD	SUPPLIES
INVOICE: S2081128.001			CHECK DATE: 08/25/2016							
						752.77				
159 ETCO ELECTRIC SUPPLY										
203316		08/11/2016	270858	081116	302715	157.45	08/11/2016	INV	PD	SUPPLIES
INVOICE: 3228246			CHECK DATE: 08/11/2016							
203864		08/25/2016	271377	082516	303015	22.54	08/25/2016	INV	PD	SUPPLIES
INVOICE: 3229494			CHECK DATE: 08/25/2016							
						179.99				
172 FASTENAL COMPANY										
203865		08/25/2016	271378	082516	303017	1.61	08/25/2016	INV	PD	SUPPLIES
INVOICE: WIMER89807			CHECK DATE: 08/25/2016							
7274 FREEDOM FLAG & POLE, LLC										
203290		07/31/2016	270832	081116	302720	44.95	08/11/2016	INV	PD	GOLD BALL
INVOICE: 7695			CHECK DATE: 08/11/2016							
1309 GUSTAVE A. LARSON COMPANY										

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
202985		07/31/2016	270526	080416	302577	202.12	08/04/2016	INV	PD	SUPPLIES
INVOICE:	WAU0301561		CHECK DATE: 08/04/2016							
203291		07/31/2016	270833	081116	302726	57.80	08/11/2016	INV	PD	SUPPLIES
INVOICE:	WAU0304100		CHECK DATE: 08/11/2016							
203632		08/18/2016	271145	081816	302890	25.44	08/18/2016	INV	PD	SUPPLIES
INVOICE:	WAU0304617		CHECK DATE: 08/18/2016							
						285.36				
6160 HEARTLAND COOPERATIVE										
203296		07/31/2016	270838	081116	302729	54.00	08/11/2016	INV	PD	STRAW
INVOICE:	225823		CHECK DATE: 08/11/2016							
203293		07/31/2016	270835	081116	302729	16.00	08/11/2016	INV	PD	FUEL
INVOICE:	79425		CHECK DATE: 08/11/2016							
203294		07/31/2016	270836	081116	302729	27.50	08/11/2016	INV	PD	FUEL
INVOICE:	79499		CHECK DATE: 08/11/2016							
203295		07/31/2016	270837	081116	302729	27.55	08/11/2016	INV	PD	FUEL
INVOICE:	79682		CHECK DATE: 08/11/2016							
203292		07/31/2016	270834	081116	302729	33.28	08/11/2016	INV	PD	FUEL
INVOICE:	80156		CHECK DATE: 08/11/2016							
						158.33				
215 HOLIDAY CREDIT OFFICE										
203866		08/25/2016	271379	082516	303028	121.10	08/25/2016	INV	PD	FUEL
INVOICE:	203866		CHECK DATE: 08/25/2016							
222 INDUSTRIAL RECYCLERS OF WISCONSIN										
203919		07/31/2016	271432	082916	6825	130.70	08/29/2016	INV	PD	RECYCLING
INVOICE:	229166		CHECK DATE: 08/29/2016							
203918		07/31/2016	271431	082916	6825	40.40	08/29/2016	INV	PD	RECYCLING
INVOICE:	229167		CHECK DATE: 08/29/2016							
203917		07/31/2016	271430	082916	6825	130.00	08/29/2016	INV	PD	RECYCLING
INVOICE:	229168		CHECK DATE: 08/29/2016							
						301.10				
261 LINDER ELECTRIC MOTOR INC										
203297		07/31/2016	270839	081116	302741	86.21	08/11/2016	INV	PD	SUPPLIES
INVOICE:	50058		CHECK DATE: 08/11/2016							
7265 MARATHON PEST CONTROL										
203317		08/11/2016	270859	081116	302744	26.00	08/11/2016	INV	PD	PEST CONTROL
INVOICE:	20423		CHECK DATE: 08/11/2016							
203868		08/25/2016	271381	082516	303041	26.00	08/25/2016	INV	PD	PEST CONTROL
INVOICE:	21050		CHECK DATE: 08/25/2016							
203871		08/25/2016	271384	082516	303041	26.00	08/25/2016	INV	PD	PEST CONTROL
INVOICE:	21062		CHECK DATE: 08/25/2016							
203870		08/25/2016	271383	082516	303041	26.00	08/25/2016	INV	PD	PEST CONTROL
INVOICE:	21076		CHECK DATE: 08/25/2016							
203869		08/25/2016	271382	082516	303041	26.00	08/25/2016	INV	PD	PEST CONTROL
INVOICE:	22322		CHECK DATE: 08/25/2016							

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
203867		08/25/2016	271380	082516	303041	26.00	08/25/2016	INV	PD	PEST CONTROL
INVOICE: 23989			CHECK DATE: 08/25/2016							
						156.00				
6174 MASTERS BUILDING SOLUTIONS, INC.										
202986		07/31/2016	270527	080416	302597	291.64	08/04/2016	INV	PD	FILTERS
INVOICE: IP003970			CHECK DATE: 08/04/2016							
203298		07/31/2016	270840	081116	302747	668.32	08/11/2016	INV	PD	SUPPLIES
INVOICE: IP004044			CHECK DATE: 08/11/2016							
203872		08/25/2016	271385	082516	303042	42.00	08/25/2016	INV	PD	SUPPLIES
INVOICE: IP004204			CHECK DATE: 08/25/2016							
						1,001.96				
2942 MAVO SYSTEMS										
203873		08/25/2016	271386	082516	303043	2,503.11	08/25/2016	INV	PD	REMOVAL OF CARPET LINOLEUM
INVOICE: 3863			CHECK DATE: 08/25/2016							
216 MERRILL ACE HARDWARE										
203310		07/31/2016	270852	081116	302749	6.29	08/11/2016	INV	PD	SUPPLIES
INVOICE: 152912/1			CHECK DATE: 08/11/2016							
203306		07/31/2016	270848	081116	302749	11.50	08/11/2016	INV	PD	SUPPLIES
INVOICE: 152951/1			CHECK DATE: 08/11/2016							
203309		07/31/2016	270851	081116	302749	1.34	08/11/2016	INV	PD	SUPPLIES
INVOICE: 152967/1			CHECK DATE: 08/11/2016							
203305		07/31/2016	270847	081116	302749	13.94	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153094/1			CHECK DATE: 08/11/2016							
203300		07/31/2016	270842	081116	302749	5.39	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153135/1			CHECK DATE: 08/11/2016							
203299		07/31/2016	270841	081116	302749	3.14	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153141/1			CHECK DATE: 08/11/2016							
203301		07/31/2016	270843	081116	302749	5.84	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153179/1			CHECK DATE: 08/11/2016							
203311		07/31/2016	270853	081116	302749	7.19	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153224/1			CHECK DATE: 08/11/2016							
203302		07/31/2016	270844	081116	302749	3.58	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153235/1			CHECK DATE: 08/11/2016							
203307		07/31/2016	270849	081116	302749	5.38	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153430/1			CHECK DATE: 08/11/2016							
203308		07/31/2016	270850	081116	302749	1.22	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153438/1			CHECK DATE: 08/11/2016							
203303		07/31/2016	270845	081116	302749	5.39	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153473/1			CHECK DATE: 08/11/2016							
203304		07/31/2016	270846	081116	302749	11.68	08/11/2016	INV	PD	SUPPLIES
INVOICE: 153507/1			CHECK DATE: 08/11/2016							
						81.88				
400122 MERRILL WATER UTILITY										
203874		08/25/2016	271387	082516	303048	9,184.40	08/25/2016	INV	PD	WATER & SEWER
INVOICE: 203874			CHECK DATE: 08/25/2016							
78 MULTI MEDIA CHANNELS										

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
203909		07/31/2016	271422	082916	6829	168.00	08/29/2016	INV	PD	CARPET,WINDOW,FLOORING
INVOICE: 203909			CHECK DATE: 08/29/2016							
310 NAPA AUTO PARTS OF MERRILL										
203312		07/31/2016	270854	081116	302753	3.49	08/11/2016	INV	PD	PARTS
INVOICE: 608057			CHECK DATE: 08/11/2016							
350 OTIS ELEVATOR COMPANY										
203875		08/25/2016	271388	082516	303055	20,114.39	08/25/2016	INV	PD	SERVICE CONTRACT
INVOICE: CVW05090916			CHECK DATE: 08/25/2016							
4639 RIVERSIDE CLEANING SERVICE										
203313		07/31/2016	270855	081116	302769	3,575.00	08/11/2016	INV	PD	CLEAN SERVICE CENTER-JUNE
INVOICE: 11328			CHECK DATE: 08/11/2016							
203314		07/31/2016	270856	081116	302769	3,575.00	08/11/2016	INV	PD	CLEAN SERVICE CENTER
INVOICE: 11464			CHECK DATE: 08/11/2016							
						7,150.00				
4404 TRANE U.S. INC										
202987		07/31/2016	270528	080416	302643	318.91	08/04/2016	INV	PD	SUPPLIES
INVOICE: 1185878X			CHECK DATE: 08/04/2016							
203318		08/11/2016	270860	081116	302788	651.86	08/11/2016	INV	PD	SUPPLIES
INVOICE: 36948858			CHECK DATE: 08/11/2016							
						970.77				
6273 SEFERINO TREVINO										
202822		08/03/2016	270371	080416	6790	1,100.00	08/04/2016	INV	PD	RENT
INVOICE: 202822			CHECK DATE: 08/04/2016							
507 VIKING ELETRIC										
203633		08/18/2016	271146	081816	302969	61.83	08/18/2016	INV	PD	SUPPLIES
INVOICE: 1673991			CHECK DATE: 08/18/2016							
300014 WAL-MART COMMUNITY BRC										
203876		08/25/2016	271389	082516	303094	99.14	08/25/2016	INV	PD	SUPPLIES
INVOICE: 203876			CHECK DATE: 08/25/2016							
521 WI PUBLIC SERVICE										
202988		07/31/2016	270529	080416	302660	17.88	08/04/2016	INV	PD	UTILITIES
INVOICE: 202988			CHECK DATE: 08/04/2016							
202989		07/31/2016	270530	080416	302660	190.85	08/04/2016	INV	PD	UTILITIES
INVOICE: 202989			CHECK DATE: 08/04/2016							
202990		07/31/2016	270531	080416	302660	20,993.27	08/04/2016	INV	PD	UTILITIES
INVOICE: 202990			CHECK DATE: 08/04/2016							
203566		08/18/2016	271079	081816	302978	87.38	08/18/2016	INV	PD	UTILITIES
INVOICE: 203566			CHECK DATE: 08/18/2016							

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
						21,289.38				
		64 INVOICES				70,353.58				

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

MAINTENANCE AS OF 09-06-2016

FOR 2016 13

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
26 MAINTENANCE DEPARTMENT								
0040 56 ADDITION								
10264051 541000	56 ADDITION UTILIT	0	0	0	.00	.00	.00	.0%
10264051 541010	WATER SEWAGE FIRE	3,200	0	3,200	1,569.20	.00	1,630.80	49.0%
10264051 542000	56 ADDITION CLEANI	45,000	0	45,000	22,763.56	.00	22,236.44	50.6%
10264051 543000	56 ADDITION REP AN	20,000	0	20,000	9,420.03	.00	10,579.97	47.1%
10264051 551000	56 ADDITION INSURA	3,000	0	3,000	.00	.00	3,000.00	.0%
10264051 560000	CLEANING SUPPLIES	2,000	0	2,000	2,207.99	.00	-207.99	110.4%*
10264051 562002	ELECTRICITY	47,000	0	47,000	39,439.55	.00	7,560.45	83.9%
10264051 562003	GAS	21,000	0	21,000	8,676.79	.00	12,323.21	41.3%
10264051 582007	56 ADDITION OUTLAY	0	0	0	.00	.00	.00	.0%
10264057 582007	56 ADDITION FLAT R	0	0	0	.00	.00	.00	.0%
10264057 583001	56 ADDITION CIP	205,000	0	205,000	.00	.00	205,000.00	.0%
10264057 583003	56 ADDN CIP PARKIN	0	0	0	.00	.00	.00	.0%
TOTAL 56 ADDITION		346,200	0	346,200	84,077.12	.00	262,122.88	24.3%
0043 COURTHOUSE								
10264351 532000	COURTHOUSE LINC IN	15,000	0	15,000	8,750.00	.00	6,250.00	58.3%
10264351 541000	COURTHOUSE FUEL	12,000	0	12,000	4,347.45	.00	7,652.55	36.2%
10264351 541010	WATER SEWER FIRE	3,100	0	3,100	2,097.96	.00	1,002.04	67.7%
10264351 543000	COURTHOUSE REPAIR	15,000	0	15,000	6,579.77	.00	8,420.23	43.9%
10264351 552001	COURTHOUSE TELEPHO	1,500	0	1,500	617.15	.00	882.85	41.1%
10264351 560000	COURTHOUSE SUPPLIE	5,500	0	5,500	1,728.59	.00	3,771.41	31.4%
10264351 562002	ELECTRIC	23,000	0	23,000	12,342.63	.00	10,657.37	53.7%
10264351 582001	COURTHOUSE OUTLAY	0	10,200	10,200	.00	.00	10,200.00	.0%
10264357 582001	COURTHOUSE TREE PR	0	1,157	1,157	1,150.00	.00	7.00	99.4%
TOTAL COURTHOUSE		75,100	11,357	86,457	37,613.55	.00	48,843.45	43.5%
0045 MAINT SHOP NORTH								
10264551 530000	FAIRGROUND PURCHAS	0	0	0	.00	.00	.00	.0%
10264551 541010	WATER SEWAGE FIRE	0	0	0	.00	.00	.00	.0%

MAINTENANCE AS OF 09-06-2016

FOR 2016 13

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10264551 543000	MAINT SHOP NORTH R	0	0	0	3,477.25	.00	-3,477.25	100.0%*
10264551 560000	NORTH SHOP SUPPLIE	0	0	0	150.12	.00	-150.12	100.0%*
10264551 562002	ELECTRICITY	0	0	0	47.44	.00	-47.44	100.0%*
10264551 562003	MAINT SHOP NORTH G	0	0	0	320.45	.00	-320.45	100.0%*
10264551 571000	NORTH SHOP SUPPY-	0	0	0	.00	.00	.00	.0%
10264557 583001	FAIRGROUND CIP	0	0	0	.00	.00	.00	.0%
10264557 583003	FAIRGROUNDS OUTLAY	0	0	0	.00	.00	.00	.0%
TOTAL MAINT SHOP NORTH		0	0	0	3,995.26	.00	-3,995.26	100.0%
0048 GENERAL MAINTENANCE								
10264851 511000	GENERAL MAINTENANC	176,576	0	176,576	112,788.78	.00	63,787.22	63.9%
10264851 520000	GENERAL MAINTENANC	80,937	0	80,937	50,428.81	.00	30,508.19	62.3%
10264851 530000	PROFESSIONAL SERVI	10,000	0	10,000	5,831.70	.00	4,168.30	58.3%
10264851 532000	GEN MAINT CONTRACT	25,000	0	25,000	48,289.99	.00	-23,289.99	193.2%*
10264851 542020	SNOW REMOVAL	5,000	0	5,000	853.92	.00	4,146.08	17.1%
10264851 543001	VEHICLE REPAIR AND	2,000	0	2,000	310.71	.00	1,689.29	15.5%
10264851 543002	GENERAL MAINT BLDG	7,000	0	7,000	139.58	.00	6,860.42	2.0%
10264851 543004	MACHINARY REPAIR	4,000	0	4,000	947.06	.00	3,052.94	23.7%
10264851 543005	GEN MAINT OTHER BL	2,500	0	2,500	3,193.70	.00	-693.70	127.7%*
10264851 552001	TELEPHONE	1,500	0	1,500	876.18	.00	623.82	58.4%
10264851 553000	ADVERTISING	2,500	0	2,500	581.90	.00	1,918.10	23.3%
10264851 554001	PRINTING ALLOCATIO	600	0	600	146.84	.00	453.16	24.5%
10264851 555000	GENERAL MAINT TRAV	5,000	0	5,000	370.00	.00	4,630.00	7.4%
10264851 560002	UNIFORMS	1,000	0	1,000	190.47	.00	809.53	19.0%
10264851 561005	OFFICE, FURNITURE	3,000	0	3,000	1,090.00	.00	1,910.00	36.3%
10264851 562001	GENERAL MAINTENANC	500	0	500	1,788.76	.00	-1,288.76	357.8%*
10264851 565002	TOOL/EQUIP EXPENDI	1,000	0	1,000	2,452.48	.00	-1,452.48	245.2%*
10264851 570004	STORM DAMAGE	0	0	0	.00	.00	.00	.0%
10264851 581001	GENERAL MAINT OP F	0	0	0	.00	.00	.00	.0%
10264857 581004	EQUIP OUTLAY JOHN	40,000	0	40,000	47,200.00	.00	-7,200.00	118.0%*
10264857 582001	MEMORIAL DRIVE SID	0	0	0	.00	.00	.00	.0%
10264857 583001	ELEVATOR PROJECT	0	0	0	.00	.00	.00	.0%
10264857 583002	CIP STORAGE FACILI	0	0	0	6,339.82	.00	-6,339.82	100.0%*
10264857 583003	CIP FOCUS ON ENERG	84,000	0	84,000	.00	.00	84,000.00	.0%
TOTAL GENERAL MAINTENANCE		452,113	0	452,113	283,820.70	.00	168,292.30	62.8%
0052 SAFETY BUILDING								
10265251 530000	SAFETY BUDG CONTRA	0	4,500	4,500	4,500.00	.00	.00	100.0%

MAINTENANCE AS OF 09-06-2016

FOR 2016 13

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10265251 541000	SAFETY BLDG ELECTR	70,000	0	70,000	45,084.56	.00	24,915.44	64.4%
10265251 541010	WATER SEWER FIRE	34,000	0	34,000	24,658.58	.00	9,341.42	72.5%
10265251 543000	SAFETY BUILDING RE	23,500	0	23,500	24,239.17	.00	-739.17	103.1%*
10265251 543002	**INACTIVE**	0	0	0	.00	.00	.00	.0%
10265251 543006	SAFETY BLDG NON-JA	2,500	0	2,500	473.75	.00	2,026.25	19.0%
10265251 543007	SAFETY BUILDING JA	2,500	0	2,500	4,007.34	.00	-1,507.34	160.3%*
10265251 560000	SAFETY BUILDING SU	7,500	0	7,500	2,141.65	.00	5,358.35	28.6%
10265251 562003	GAS	40,000	0	40,000	17,065.92	.00	22,934.08	42.7%
10265257 582001	SAFETY BUILDING FI	50,000	0	50,000	.00	.00	50,000.00	.0%
10265257 583001	SAFETY BUILDING CI	25,000	0	25,000	21,870.00	.00	3,130.00	87.5%
TOTAL SAFETY BUILDING		255,000	4,500	259,500	144,040.97	.00	115,459.03	55.5%
0053 TOMAHAWK ANNEX								
10265351 532000	TOMK ANNEX SECRETA	25,000	0	25,000	120.00	.00	24,880.00	.5%
10265351 541000	TOM ANNEX UTILITY	2,000	0	2,000	1,502.14	.00	497.86	75.1%
10265351 542000	TOMK ANNEX CLEANIN	1,500	0	1,500	750.00	.00	750.00	50.0%
10265351 544001	TOMK ANNEX RENTAL	5,500	0	5,500	9,900.00	.00	-4,400.00	180.0%*
10265351 552001	TOMK ANNEX TELEPHO	600	0	600	885.92	.00	-285.92	147.7%*
10265351 560000	TOMK ANNEX SUPPLIE	250	0	250	103.08	.00	146.92	41.2%
TOTAL TOMAHAWK ANNEX		34,850	0	34,850	13,261.14	.00	21,588.86	38.1%
0095 GOVERNMENT SERVICE CNTR								
10269551 531320	GOV SERV CNTR CONT	50,000	0	50,000	25,320.61	.00	24,679.39	50.6%
10269551 541000	GOV SERV CNTR UTIL	0	0	0	.00	.00	.00	.0%
10269551 541010	WATER SEWER FIRE	3,500	0	3,500	1,609.74	.00	1,890.26	46.0%
10269551 543000	GOV SERV CNTR REPA	15,000	0	15,000	11,131.45	.00	3,868.55	74.2%
10269551 560000	GOV SERV CNTR SUPP	7,000	0	7,000	1,934.73	.00	5,065.27	27.6%
10269551 562002	ELECTRIC	42,500	0	42,500	23,664.05	.00	18,835.95	55.7%
10269551 562003	GAS	7,000	0	7,000	1,682.79	.00	5,317.21	24.0%
10269551 582007	SERVICE CENTER OUT	0	0	0	.00	.00	.00	.0%
TOTAL GOVERNMENT SERVICE CNTR		125,000	0	125,000	65,343.37	.00	59,656.63	52.3%
0281 MAINTENANCE SHOP								
10268151 541000	MAINT SHOP UTILITI	0	0	0	.00	.00	.00	.0%

MAINTENANCE AS OF 09-06-2016

FOR 2016 13

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10268151 541010	WATER SEWER FIRE	600	0	600	258.20	.00	341.80	43.0%
10268151 543002	BUILDING REPAIR AN	2,000	0	2,000	664.56	.00	1,335.44	33.2%
10268151 560000	SUPPLIES - HARD LI	1,000	0	1,000	489.75	.00	510.25	49.0%
10268151 562002	ELECTRICITY	900	0	900	563.16	.00	336.84	62.6%
10268151 562003	GAS	3,000	0	3,000	448.93	.00	2,551.07	15.0%
10268151 571000	SUPPLY/MISC - DISP	500	0	500	525.45	.00	-25.45	105.1%*
TOTAL MAINTENANCE SHOP		8,000	0	8,000	2,950.05	.00	5,049.95	36.9%
TOTAL MAINTENANCE DEPARTMENT		1,296,263	15,857	1,312,120	635,102.16	.00	677,017.84	48.4%
TOTAL EXPENSES		1,296,263	15,857	1,312,120	635,102.16	.00	677,017.84	
GRAND TOTAL		1,296,263	15,857	1,312,120	635,102.16	.00	677,017.84	48.4%

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

Maintenance Directors Report

September 6, 2016

7-29-16	Meeting with Randy and Nancy by phone to discuss the Schultz building furniture issue
8-1-16	Meeting with Randy and Nancy to discuss the missing furniture
8-3-16	Meeting with Dave Johnson at the fairgrounds to close out the building furniture issues and give back the keys
8-5-16	Meeting with Randy to discuss the furniture issue
8-9-16	Meeting with Renee and Dawn regarding the flooring project
	Attend the Public Property meeting
8-10-16	Teleconference with staff at the Facility Dude
	Teleconference with Wanda from Lincoln Industries regarding the blue prints for the L.I. buildings
8-11-16	Meeting with Nancy from Corp. Council regarding the furniture issue
	Meeting with the County Sheriff regarding the missing furniture
	Retrieved the blue prints from the two Lincoln Industry building
8-15-16	Meeting with Randy regarding the briefing for the county Board on missing furniture
8-16-16	Working on the Maintenance Dept. ten year plan
	Attend the County Board meeting
8-19-16	Meeting with Renee from the Health and Human Services building on the recycling issues
8-22-16	Meeting with Ruder Ware attorney to discuss the missing furniture issue
8-24-16	Annual review with Randy
8-25-16	Meeting with Jacque and Sharan to discuss the Biometric screening schedule and facility set up
	Meeting with Randy Jim Krol and Mason Klimek to discuss the Performance contract options
8-29-16	meeting with Mike from the Hwy. Dept. on facility reviews – Merrill
	Met with Ted from Foley's tree service on county tree maintenance
8-30-16	Meeting with Mike from the Hwy. dept. regarding the facility review – Tomahawk
	Working on the Lease renewal for several offices in the county
8-31-16	Meeting with Lock smith to discuss the lock options for the elevator equipment room doors
9-1-16	Safety building HVAC project facility walk through
	Bid opening for the Health and Human Services building window project
9-2-16	meeting with Randy and Dan regarding the Hwy. Dept. vehicle retained by the maintenance dept.

Current RFP's out for bid are the Health and Human Services flooring project and the Safety building HVAC project

Report prepared 9-5-2016

Patrick Gierl

LINCOLN COUNTY BID FORM: Health and Human Services Window Project Date: September 1, 2016

Contractor	Base Bid	Alternate #1	Alternate #2	Alternate #3	Comments
Lueck Inc. 706 South Main Street Oshkosh WI 54902 920-235-0106	$310,215	$8,035.00 for glazing option			
The Wilson Group Inc. 1606 W. Main Street Greenwood MO 64034 816-537-0212	$452,905	$11,500.00 for glazing option			

Two bids opened and Lueck Inc. is clearly the bid of choice. Not just because they were low bid but because they were only one of two companies to show up for the site visit. They asked the right questions and offered great suggestions to make this project more stream lined. Lueck Inc. showed at great interest in wanting to work with Lincoln County and I am recommending them for this project.

Witnes to Bid opening: Patrick Gierl
Chris Marlow

Bid Reader: Patrick Gierl

Departmental Ten Year Long Range Plan

Department: Maintenance

Mission Statement:
To safely, efficiently and economically maintain all Lincoln County Buildings and Grounds with a high degree of professionalism: Working to exceed all standards that govern our department while being mindful of leaving a positive and lasting legacy for the future of Lincoln County

Department Program Changes: 2017 and beyond will see the addition of the Facility Dude maintenance program added to the department. The annual cost of this program is roughly $8,220.00 annually. The first year of the program is covered in the initial outlay request approved by committee and my hope is that the future annual dues will be paid for in cost savings from the implementation of the program. I will closely monitor the progress of the program and report to the committee as it unfolds. The greatest benefit of the maintenance program is the continuity it brings to the department in history of all maintenance done to any and all buildings and individual components within the buildings. It also lays out a replacement cost budget for all building with regards to the mechanicals and structures.
This program change will benefit the county in cost savings with regards to unscheduled down time, utility cost savings, man hour savings, overtime costs savings and greater accuracy for future budget projections.

Statutory Mandates: **N/A**

Personnel Changes: For 2017 and beyond the maintenance department is adding one new employee to the staff to accommodate the four additional buildings being added to the department. The two Lincoln County Hwy. facilities and the two Lincoln Industry buildings in Merrill and Tomahawk. There will be no tax levy impact on the budget for this position.

Department Structural Changes: With the addition of the new employee in 2016 and the fact that this employee fits the role of electrician and refrigeration technician, the county has saved a great deal of money in not having to call outside companies to maintain and repair/add systems at a great deal of cost. It is the plan of the maintenance department to continue to have one certified electrician/refrigeration technician on staff as a standard part of the maintenance team.

Legal Issues: N/A

Financial: Our outlay and CIP projections will be steep for the coming three to four years, but then we should be able to return to some normal schedule more palatable to the budget. I will know better after we have a year or two of the maintenance program under our belts to see just how deep the actual mechanical and structural defects go.

Information Technology: With the addition of the maintenance program, the maintenance staff will be switching to smart phones to accommodate the use of the program. This will allow instant and accurate reporting of all tasks accomplished with part's costs and labor hours for each piece of equipment being worked on.

As the HVAC controls industry continues to change and new technology is introduced, we will look each year at the possibilities for significant savings with updated control systems.

Capital Improvement Projects (CIP):

Please see my spreadsheet for a list of all projects scheduled at this time. Of course this plan will be updated each year to reflect any unforeseen issues and or adjustments to the priority of the projects scheduled.

CIP and OUTLAY

Projects	Dept	outlay	outlay initial cost	cip initial cost	start year	review in XXX years	future review	future review	future review	completed date
lawn repair	sc	x	10,000.00		yearly	1	#VALUE!	#VALUE!	#VALUE!	
replace salt spreader unit	maint	x	8,000.00		2021		2021	2021	2021	
Jail Elevator Controller update	safety		80,000.00		2020	15				
elevator updating - Courthouse -controller	courthouse	x	45,000.00		2019		2019	2019	2019	
elevator updating - SS back unit	Social Services	x	24,000.00		2022		2022	2022	2022	
window replacement SS	ss			316,000.00	2016		2016	2016	2016	
bathroom project courts	courts			estimate?	project		#VALUE!	#VALUE!	#VALUE!	
focus on energy Solar project	jail				project		#VALUE!	#VALUE!	#VALUE!	
Courthouse Controls upgrade		x	37,000.00		2020	10	2030	2040	2050	
Boiler project w/ control update	ss			457,000.00	2018		2018	2018	2018	
replace garage doors on sallyport	jail				maint		#VALUE!	#VALUE!	#VALUE!	
replace 2nd half of floor maint shop	maint	x	35,000.00		2019		2019	2019	2019	
filter system for boilers - Service Center	SC	x	10,000.00		2017		2017	2017	2017	
filter system for boilers - Jail	Jail	x	10,000.00		2017		2017	2017	2017	
Service Center Flooring Projects										
ground floor project - carpet		x	35,000.00		2022		2022	2022	2022	
second floor project - carpet		x	38,000.00		2025		2025	2025	2025	
Social Services Flooring Projects										
ground floor - social services	ss			50,000.00	2022		2022	2022	2022	
first floor - social services	ss	x	47,000.00		2018		2018	2018	2018	
parking lot surface/repair/stripping	safety	x	40,000.00		2018	5	2023	2028	2033	
parking lot surface/repair/stripping	courts						0	0	0	
parking lot surface/repair/stripping	sc			55,000.00	2020	5	2025	2030	2035	
parking lot surface/repair/stripping	ss			55,000.00	2021	5	2026	2031	2036	
evaporator / condenser #1 SS (1994)	ss			75,000.00	2019		2019	2019	2019	
evaporator / condenser #2 SS (1993)	ss			70,000.00	2017		2017	2017	2017	
evaporator / condenser #3 SS (1993)	ss			73,000.00	2018		2018	2018	2018	
courthouse roof	courts						0	0	0	12/31/15
safety building roof	safety						0	0	0	
social services building roof	ss						0	0	0	
service center roof	sc						0	0	0	
courthouse dome/clock painting	courts			50,000.00	2019		2019	2019	2019	
lighting update projects	safety				project		#VALUE!	#VALUE!	#VALUE!	
branch 3 courtroom upgrade	courts				project		#VALUE!	#VALUE!	#VALUE!	
JD 1435 replacement - maint dept vehicle	maint	x	35,000.00		2022	10	2032	2042	2052	
#1-2007 F250 - miles 26,629.0	maint	x	38,000.00		2017	10	2027	2037	2047	

with #1 truck BOSS RT 3 Straight blade plow 8'0	maint				2017		2017	2017	2017
#2-2010 F250 - miles 22,795.3	maint	x	38,000.00		2019	10	2029	2039	2049
with #2 truck BOSS RT 3 Straight blade plow 8'0	maint				2019				
#3-2015 F350 - miles 2,141.5	maint	x	40,000.00		2025	10	2035	2045	2055
with #3 truck BOSS RT 3 Straight blade plow 8'0	maint						0	0	0
generator project at ss	ss			250,000.00	2017	20	2037	2057	2077
Huber Air units	Safety								
Maintenance Operations and Capital program	all	x		45,000.00	2017				
							0	0	0
			570,000.00	**1,496,000.00**					

Employee Name:_____ Date of Evaluation __/__/____

LINCOLN COUNTY DEPARTMENT HEAD EVALUATION FORM

Please respond to each question by indicating the appropriate level. Areas left unmarked will be graded as Meets Expectations. Areas marked Needs Improvement must be discussed with the employee during the committee meeting. Failure to discuss an item will be counted at Meets Expectations.

AREA OF EVALUATION	Needs Improve-ment	Meets Expect-ations	Exceeds Expect-ations	COMMENTS
A. Relationship with the Committee				
1. Keeps the Committee informed on issues, needs and operation of the Department.				
2. Offers professional advice to the Committee on items requiring Committee action, with appropriate recommendations based on thorough study of the matter.				
3. Provides Committee with adequate time to review background materials prior to making decisions.				
4. Supports Committee policy and actions to the public and staff.				
5. Recommends policy revisions/additions to the Committee.				

Employee Name:_____ Date of Evaluation __/__/____

AREA OF EVALUATION	Needs Improve-ment	Meets Expect-ations	Exceeds Expect-Ations	COMMENTS
A. Relationship with Committee (cont'd)				
6. Prepares and publishes an annual report of Department operations.				
7. Provides leadership for long-term planning for Department.				
8. Works toward establishing a working relationship and good communications with the Chair and other Committee members.				
B. Business and Finance				
1. Prepares budget employing accepted and sound fiscal and budgetary practices.				
2. Supervises operations, insisting on competent and cost-effective performance.				
3. Evaluates financial needs within the Department and makes recommendations for adequate funding.				

Employee Name:_____ Date of Evaluation __/__/____

AREA OF EVALUATION	Needs Improve-ment	Meets Expect-ations	Exceeds Expect-Ations	COMMENTS
C. Community Relations				
1. Gains respect and support of the community on the Department operation. Is willing to listen to opinions and concerns of the public.				
2. Provides prompt, courteous service to those served by the department.				
Additional Comments:				
Date of Evaluation:				Evaluator's Signature: