

**MAINTENANCE DEPARTMENT
JOEL WENDT, MAINTENANCE DIRECTOR
1110 E. MAIN STREET
MERRILL WI 54452**

**LINCOLN COUNTY PUBLIC PROPERTY COMMITTEE
Thursday, May 21, 2009 @ 10:00 a.m.
Lincoln County Service Center – 801 N. Sales Street
Merrill WI 54452**

MEMBERS PRESENT: Alber, Bailey, Berndt, and Zeitz

MEMBERS EXCUSED: Bloomer **MEMBERS ABSENT:**

VISITORS: Joel Wendt

1. **Call Meeting to Order:** Vice-Chair Zeitz called the meeting to order at 10:00 a.m.
2. **Approval of Minutes:** Motion made by Supervisor Berndt, seconded by Supervisor Bailey to approve the minutes of April 9, 2009 as presented. Motion carried - all ayes.
3. **Review of Vouchers:** Vouchers were reviewed and to be place on file.
4. **Discussion/Action Meeting Room Policy:** Discussion was held on the meeting room policy. The question was raised about the charge if the price was appropriate or not.
Motion made by Supervisor Berndt, seconded by Supervisor Bailey to adopt the meeting room policy. Motion made by Supervisor Alber, seconded by Supervisor Zeitz to amend the meeting room policy to charge \$50.00 per half day. Under cancellation – remove the charge for cancellation with less than 24 hours. Room assignments will be at the discretion of the County Officials in charge. Motion carried with the amendments listed above – all ayes. The motion to adopt the meeting room policy with the amendments was passed all ayes.
5. **Discussion/Action – HAM Radio Operators:** Discussion was held about the use of the Normal Park to practice emergency communications for disaster preparedness. Motion made by Supervisor Alber, seconded by Supervisor Zeitz to allow the HAM Radio Operators to use the Normal Park for their exercise with Wendt to coordinate with the Farmers' Market. Motion carried – all ayes.
6. **Discussion/Action on Cancer Society Request:** Wendt explained that he had a request from the American Cancer Society and the Relay for Life of Merrill to adopt a tree that will be planted at the Courthouse that will replace the trees that have been removed. Motion made by Supervisor Berndt, seconded by Supervisor Bailey to allow the Relay For Life and the American Cancer Society to replace a tree that has been removed. Motion carried – all ayes.
7. **Discussion/Action – Tomahawk Annex Location:** Discussion was held on the rental space in Tomahawk and some concerns about the code requirements. Wendt will bring this back next month with more information.
8. **.Discussion/Action – Written Maintenance Report:** The maintenance report was reviewed by the Committee and placed on file. The Committee reviewed the 2010 Budget and did not feel comfortable with the amounts that have been reduced in the past budgets. They would like to see them restored back to the original amounts. The utilities are going to be a big question.

Motion made by Supervisor Alber, seconded by Supervisor Zeitz to forward this to Finance with a note that we do not have a history for the utilities in the new buildings, so we may be coming for additional funds in the utilities come in higher. Motion carried – all ayes.

Motion made by Supervisor Bailey, seconded by Supervisor Alber to make a recommendation to Law Enforcement to look at charging inmates for toilets that have to be unplugged due to items flushed that don't belong in the toilets. Motion carried – all ayes.

- 9. Discussion/Action camping fees at the Fairgrounds:** Discussion was held about a flat fee for camping at the Fairgrounds for each day of the event. We will try a flat fee of \$75.00 per day for camping for each event.

Motion made by Supervisor Zeitz, seconded by Supervisor Berndt to charge a flat fee of \$75.00 per day for camping. Motion carried – all ayes.

- 10. Discussion/Action Maintenance Department Consolidation:** Discussion held about the affects of consolidating the Maintenance Department. The Committee supports the current set-up and structure of the Maintenance Department.

CLOSED SESSION

- 11. Convene into Closed Session pursuant to Section 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee. Section 19.85(1)(c).**
a. Department Head Evaluation

Motion made by Supervisor Zeitz, seconded by Supervisor Alber to convene into closed session with Joel Wendt to remain for the closed session. Roll call: Supervisor Alber – aye; Supervisor Bailey – aye; Supervisor Berndt – aye; Supervisor Zeitz, aye. Motion carried.

OPEN SESSION

- 12. Take any necessary action on Items discussed in Closed Session**

Motion made by Supervisor Alber, seconded by Supervisor Zeitz to re-convene to open session. Roll call vote: Supervisor Alber – aye; Supervisor Bailey – aye; Supervisor Berndt – aye; and Supervisor Zeitz – aye. Motion carried.

Motion made by Supervisor Alber, seconded by Supervisor Zeitz to give Department Head – Joel Wendt an outstanding evaluation. Motion carried – all ayes.

- 13. Agenda Items for Next Month:** The following will be agenda items for the April meeting:

Tomahawk Annex Lease; Update on Jail Issues; Update Maintenance moves; Discussion on contracting grounds maintenance; Tree planting policy; and costs for a more permanent fix for Fairground grandstand roof

- 14. Next meeting date.** June 18, 2009 at 10:00 a.m. at the Lincoln County Service Center.

- 15. Adjournment:** Motion made by Supervisor Zeitz seconded by Supervisor Berndt to adjourn the meeting at 12:00 p.m. Motion carried – all ayes.