

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

LINCOLN COUNTY PUBLIC PROPERTY COMMITTEE

Monday, August 11, 2008 @ 10:00 a.m.

Health & Human Services Building

Lower Level Conference Room

MEMBERS PRESENT: Alber, Bailey, Berndt, Bloomer, and Zeitz

MEMBERS EXCUSED:

MEMBERS ABSENT:

VISITORS: Joel Wendt, Dale Palecek, SEMCO; Ginger Iattoni, SEMCO; Dennis Smith, SEMCO; and John Mulder

1. **Call Meeting to Order:** Chair Alber called the meeting to order at 10:05 a.m.
2. **Approval of Minutes:** July 7, 2008
Motion made by Supervisor Zeitz, seconded by Supervisor Berndt to approve the minutes of July 7, 2008 as presented. Motion carried - all ayes
3. **Review of Vouchers:**
Vouchers were reviewed and to be place on file.
4. **Request from SEMCO**
Dennis Smith from SEMCO Window presented the request to plant a tree in memory of Jack Semling somewhere on the Courthouse lawn to honor his contributions to the community.
Motion made by Supervisor Bloomer, seconded by Supervisor Bailey, to accept the offer of SEMCO to have a tree planted on the Courthouse property working with the Maintenance Department on location. Motion carried – all ayes.
5. **Discussion/Action Human Services Cleaning Contract**
Wendt reported that the company that has the contract for cleaning the Human Services Building is asking to increase the contract by 2.5%. The Committee asked to see the original contract before acting on this item, will bring back to the next meeting with more information.
Motion made by Supervisor Zeitz, seconded by Supervisor Bailey to layover until next month. Motion carried – all ayes.
6. **Discussion Operational Efficiencies**
The Committee discussed options for improving the operations including contracting for some services. Wendt stated he is looking for contracting for cleaning services in the new Service Center and will try to maintain the additional properties at the current staffing levels.
Motion made by Supervisor Bloomer, and seconded by Supervisor Zeitz to support the Department Head's plan to maintain the new buildings and existing buildings with the current staff and contract for the cleaning at the Service Center. This will be reviewed January 1, 2010.
7. **2009 Budget**
The 2009 Budget was discussed. The big concern is the additional square footage of buildings being added to the maintenance budget. The feeling is this budget is quite conservative and it should be presented in that way because of the unknowns with the two new structures.

Motion made by Supervisor Alber, seconded by Supervisor Bloomer to present this budget to the Building Committee also. Motion carried – all ayes.

8. Update DNR Building

Wendt had contacted the DNR the week of the 4th of August. They are waiting for comments from the State Historical Society. This item will be brought back next month.

9. Annex Remodel Estimated Costs

Wendt explained that this is just one more option for a maintenance building with additional storage. It is a building that we own and adding a garage may increase the property value.

Motion made by Supervisor Alber and seconded by Supervisor Bailey to investigate the return on investment for paper storage for the annex. Also this building would work for record storage, security issues. Motion carried – all ayes.

10. Square Footage of County's Buildings maintained by Public Property

Wendt had sent out a spread sheet on square footage that the maintenance staff maintains at this time and the additional square footage that will be added when the building project is completed.

11. Tomahawk Annex Update

Wendt informed the Committee that the Tomahawk Annex lease will need to be renewed at the end of 2009, and if there are other options out there we need to get looking at them.

12. Maintenance Shop Options

Wendt explained that John Mulder, Randy Scholz and he had met at the Highway Department and looked at possible locations for a Maintenance Shop. The one area is in the old boiler room that is 24' by 24'. The area is about ½ the area that was lost with the Building Project and will need ventilation. Randy had called about an adjacent location in a different building as a possible Maintenance Shop. Wendt will be going to look at this next week.

13. Building Project Update

Wendt updated the Committee on the Building Projects. The Service Center could be substantially completed on August 20, 2008.

14. Discussion/Action on Written Maintenance Report

The Written Maintenance Report was reviewed, discussed and placed on file.

Motion made by Supervisor Bailey, seconded by Supervisor Berndt to accept the Maintenance Report and place on file. Motion carried – all ayes.

15. Agenda Items for Next Month

The following will be agenda items for the August Meeting:

Merrill Annex, Cleaning Contract Human Services Building, Tomahawk Annex, Prioritize County Properties and Efficiencies of paper storage

16. Next meeting date. September 8, 2008 at 10:00 a.m. Human Service Building Lower Level Conference Room.

17. Adjournment. Motion by Bailey and seconded by Alber to adjourn the meeting at 11:38 a.m. Motion carried – all ayes.

