

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

**LINCOLN COUNTY PUBLIC PROPERTY COMMITTEE  
Monday, September 8, 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 and Margaret Parsons

1. **Call Meeting to Order:** Chair Alber called the meeting to order at 10:00 a.m.
2. **Approval of Minutes:** August 11, 2008  
Motion made by Supervisor Berndt, seconded by Supervisor Zeitz to approve the minutes of August 11, 2008 as presented. Motion carried - all ayes
3. **Review of Vouchers:**  
Vouchers were reviewed and to be place on file.
4. **Tomahawk Annex Discussion**  
Wendt reported on where we are with the contract for the Tomahawk Annex. Margaret Parsons appeared to discuss concerns with the carpet at the Annex. Wendt to keep the Committee informed about the Annex on the Maintenance Report and also to check on other properties in Tomahawk  
Motion made by Supervisor Alber, seconded by Supervisor Zeitz, to have Wendt check the Tomahawk Annex in regards to the carpet and if needed contact the owner about cleaning or replacement. Motion and second were withdrawn.
5. **Request from United Way**  
Wendt reported that the United Way had requested to use Normal Park. Wendt has no problem with this request.  
Motion made by Supervisor Bailey, seconded by Supervisor Zeitz to approve the use of the Normal Park to the United Way. Motion carried – all ayes.
6. **Discussion/Action Human Services Cleaning Contract**  
The Committee discussed the cleaning contract for the Human Services Building. .  
Motion made by Supervisor Bailey, and seconded by Supervisor Zeitz to approve the 2.5 % increase. Motion failed and more discussion was held.  
Motion made by Supervisor Bloomer, seconded by Supervisor Alber to re-bid the cleaning contract for the Human Services Building. Motion carried – all ayes.
7. **Update DNR Building**  
Wendt reported that he had been in contact with Jeff Pennucci from the DNR about the property on north Center Avenue. There will be a letter coming soon to all interested parties about the terms that will be requested with the property. This will be brought back to the next meeting.

**8. Maintenance Shop options**

Wendt reported on the Maintenance Shop options. Bob Brown had given us an estimate to build a shop. The cost is \$53,000 give or take. If the cost is the driving issue, moving into a portion of the Annex and use this as a Maintenance Shop, at no additional costs because we will be heating the building anyways We will need to store trucks, tractors, and trailers at the Highway Department.

Motion made by Supervisor Alber and seconded by Supervisor Bloomer to have the Maintenance Shop move into the Annex until the Annex sells. Trucks, mowers, and tractor will be stored at the Highway Shop, with a permanent solution to the Maintenance Shop resolved within a year. Motion carried – all ayes.

**9. Merrill Annex**

This was handled with Maintenance Shop options.

**10. Building Projects Update**

Wendt reported on the three building projects. All close to being on time. We will be investigating the load barring walls and power lines in the Courthouse.

**11. Prioritize County Properties**

A discussion on County properties was held. The Committee would like to see a list of properties that we own for the next meeting.

**12. Efficiencies of bulk paper storage**

There was a discussion about the efficiencies of bulk storage. We are saving about \$5.00 a case now and if we would purchase a full load, we could save an additional \$1.00 per case.

Motion made by Supervisor Zeitz, seconded by Supervisor Bailey to make the Annex available for bulk storage of paper until the Annex is sold. Motion carried – all ayes.

**13. 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.

**14. Agenda Items for Next Month**

The following will be agenda items for the August Meeting:

Merrill Annex, Cleaning Contract Human Services Building, Tomahawk Annex,  
List of County Properties  
Update DNR Building

**15. Next meeting date.** November 10, 2008 at 9:30 a.m. location to be determined.

**16. Adjournment.** Motion by Zeitz and seconded by Bloomer to adjourn the meeting at 12:00 p.m.  
Motion carried – all ayes.



