

LINCOLN COUNTY
Public Property Committee
Tuesday September 19th, 2023 – 5:30 pm

Meeting Location: Room 247 Government Services Center 801 N. Sales St., Merrill, WI 54452
Via Teleconference and In-Person Attendance.

Teleconference Attendance: Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:

Meeting ID: <https://meet.google.com/umf-ymyj-ocf>
Conference Call: (US) 1 567-297-2823
Access Code: 359 301 345#

The teleconference cannot start until the host (department head) dials in and enters the host password.

All public participants' phones, microphones and chat dialog boxes will be muted or disabled during the meeting. If "public comment" appears on the agenda, before the meeting is called to order, the clerk will ask teleconference attendees whether any public comment is being offered. When called upon by the clerk or chair, any person offering public comment should state their name and comments.

Agenda

1. Call Meeting to Order
2. Approve Minutes of Previous Meeting: August 15th, 2023
3. Public Comment
4. Review of vouchers
5. Year to date budget report
6. Maintenance Directors report
7. Approval of time sheets and expense report
8. Review and award contract for the Service Center boiler project.
9. Approve the transfer of Coroner shop funds to the maintenance account 10266757-583001.
10. 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.
 A. Maintenance Directors Performance Review
11. Reconvene into open session
12. Take any necessary action discussed in close session
13. Auction items: none
14. Set next meeting date: October 17th, 2023 – LCSC – 5:30 pm
15. Adjourn

DISTRIBUTION:

Public Property Committee members: Bill Bialecki, Randy Detert, Brian Hafeman, Marty Lemke, Donald Wendorf

Posted on _____ at _____ .m. by _____

While there may be a quorum of the following committees present, no committee business will be conducted at these meeting: Land Services Committee

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 August 15th, 2023 – 5:30 pm
Lincoln County Service Center
801 N. Sales Street – Room 247/48
Merrill WI, 54452

MEMBERS PRESENT: Bill Bialecki, Randy Detert, Marty Lemke, Donald Wendorf, Brian Hafeman

MEMBERS EXCUSED:

VISITORS: Patrick Gierl

1. **Call Meeting to Order** – Meeting was called to order by chair Bill Bialecki at 5:30 pm.
2. **Approve Minutes of Previous Meeting:** July 18th, 2023 - M/S Lemke/Hafeman to approve as presented. All ayes – motion carried.
3. **Public Comment** – none
4. **Review of vouchers** – Discussed and placed on file
5. **Year to date budget report** – Discussed and placed on file
6. **Maintenance Directors report-** Discussed and placed on file
7. **Approval of time sheets and expense report** – M/S Wendorf/Wendorf to accept as presented. All ayes – motion carried.
8. **Review bids for Jail AC #2 RFP and award contract.** M/S Bialecki/Hafeman to award the bid to August Winters & Sons in the amount of \$19,000.00. All ayes – motion carried
9. **Discussion regarding Tall Pine Garden additional herb garden.** Maintenance Director informed the committee on the addition of a small herb garden project by a local Eagle Scott that will be installed near the existing garden. No further action taken.
10. **Discussion on the Service Center Boiler Project move to 2023.** Maintenance Director informed the committee that the 2024 boiler project for the Service Center was approved by finance to be moved up to this fall due to expenses needed to the old system. The committee was informed that instead of spending funds on the existing system and then taking the system out next year, that it made sense to move project up and avoid the additional costs. No further action taken.
11. **Auction items:** none
12. **Set next meeting date:** September 19th, 2023 – Lincoln County Service Center – room 247-48 – 5:30 pm
13. **Adjourn** – M/S Lemke/Detert to adjourn. All ayes – motion carried. Adjourned at 5:49 pm.

Minutes submitted August 16th, 2023

Maintenance Director

Patrick Gierl

LINCOLN COUNTY



VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION	
2825 AMAZON.COM											
288553		08/30/2023	354226	083023	12888	22.98	08/30/2023	INV	PD	PHONE CASE	
60 BAUMGART WASTE REMOVAL LLC											
288288		07/31/2023	353959	081723	343111	661.00	08/17/2023	INV	PD	WASTE HAULING	
5436 BLOCK IRON & SUPPLY CO. INC.											
288615		08/31/2023	354288	083123	343248	588.00	08/31/2023	INV	PD	HALL DOOR	
6671 BOLSTER HARDWARE LLC											
288071		07/31/2023	353741	081023	342996	754.74	08/09/2023	INV	PD	WATER SOFTNR CRYSTALS	
8249 CONDON OIL CO, INC.											
288072		07/31/2023	353742	081023	343002	560.29	08/09/2023	INV	PD	DIESEL	
623 CONSTELLATION ENERGY SERVICES											
288392		07/31/2023	354065	082123	12862	2,704.23	08/21/2023	INV	PD	NATURAL GAS SERVICE	
8693 DURA WELD INC.											
288073		07/31/2023	353743	081023	343006	685.00	08/09/2023	INV	PD	SUPPLIES	
6584 EBAY											
288496		07/31/2023	354169	083023	12898	720.94	08/30/2023	INV	PD	SALT SPREADER PARTS	
159 ETCO ELECTRIC SUPPLY											
288074		07/31/2023	353744	081023	343010	1,711.14	08/09/2023	INV	PD	MAINT SHOP REMODEL	
288075		07/31/2023	353745	081023	343010	31.20	08/09/2023	INV	PD	MAINT SHOP REMODEL	
						1,742.34					
172 FASTENAL COMPANY											
287866		07/31/2023	353535	080323	342900	3.76	08/03/2023	INV	PD	SUPPLIES	
288617		08/31/2023	354290	083123	343253	107.01	08/31/2023	INV	PD	SUPPLIES	
288616		08/31/2023	354289	083123	343253	19.26	08/31/2023	INV	PD	SUPPLIES	
						130.03					
173 FERGUSON ENTERPRISES #331											
288289		07/31/2023	353960	081723	343120	373.44	08/17/2023	INV	PD	SUPPLIES	
4910 FILTRATION SERVICES											
288115		08/09/2023	353786	081023	343011	556.50	08/09/2023	INV	PD	FILTERS	
200 GRAINGER INC											

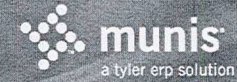
LINCOLN COUNTY



VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION	
287867		07/31/2023	353536	080323	342903	129.76	08/03/2023	INV	PD	SUPPLIES	
287868		07/31/2023	353537	080323	342903	-71.36	08/03/2023	CRM	PD	CREDIT	
287869		07/31/2023	353538	080323	342903	26.78	08/03/2023	INV	PD	SUPPLIES	
288380		08/17/2023	354052	081723	343124	49.23	08/17/2023	INV	PD	SUPPLIES	
288618		08/31/2023	354291	083123	343256	53.60	08/31/2023	INV	PD	SUPPLIES	
						188.01					
8970 HAENCO LLC											
288381		08/17/2023	354053	081723	343126	50.06	08/17/2023	INV	PD	SUPPLIES	
288621		08/31/2023	354294	083123	343257	373.95	08/31/2023	INV	PD	SUPPLIES	
288620		08/31/2023	354293	083123	343257	669.53	08/31/2023	INV	PD	SUPPLIES	
288619		08/31/2023	354292	083123	343257	402.73	08/31/2023	INV	PD	SUPPLIES	
						1,496.27					
1510 INTEGRITY FIRE PROTECTION INC.											
288076		07/31/2023	353746	081023	343022	253.00	08/09/2023	INV	PD	RESET DRY VALVE	
288077		07/31/2023	353747	081023	343022	2,628.00	08/09/2023	INV	PD	FIX LEAKING PIPE	
						2,881.00					
7300 JMAC											
288494		07/31/2023	354167	083023	12900	150.02	08/30/2023	INV	PD	RELAY BOARD	
800100 KWIK TRIP INC											
288393		07/31/2023	354066	082123	12864	360.74	08/21/2023	INV	PD	FUEL	
7265 MARATHON PEST CONTROL											
288622		08/31/2023	354295	083123	343262	76.00	08/31/2023	INV	PD	PEST CONTROL	
288623		08/31/2023	354296	083123	343262	76.00	08/31/2023	INV	PD	PEST CONTROL	
288624		08/31/2023	354297	083123	343262	70.00	08/31/2023	INV	PD	PEST CONTROL	
288625		08/31/2023	354298	083123	343262	30.00	08/31/2023	INV	PD	PEST CONTROL	
						252.00					
5651 MARK'S PLUMBING PARTS &											
287870		07/31/2023	353539	080323	342916	1,220.17	08/03/2023	INV	PD	SUPPLIES	
288627		08/31/2023	354300	083123	343263	74.56	08/31/2023	INV	PD	SUPPLIES	
288626		08/31/2023	354299	083123	343263	131.12	08/31/2023	INV	PD	SUPPLIES	
						1,425.85					
5549 MCCOTTER ENERGY SYSTEMS, INC											
288382		08/17/2023	354054	081723	343139	239.33	08/17/2023	INV	PD	IGNITOR KIT	
7854 MCCOY CONSTRUCTION & FORESTRY											
288383		08/17/2023	354055	081723	343140	165.78	08/17/2023	INV	PD	MONTHLY PM AGREEMENT	
277 MENARDS											

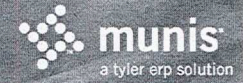
LINCOLN COUNTY



VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
287871		07/31/2023	353540	080323	12820	1,516.66	08/03/2023	INV	PD	MAINT SHOP REMODEL
287872		07/31/2023	353541	080323	12820	926.93	08/03/2023	INV	PD	MAINT SHOP REMODEL
288078		07/31/2023	353748	081023	12854	645.11	08/09/2023	INV	PD	MAINT SHOP REMODEL
288628		08/31/2023	354301	083123	12923	351.94	08/31/2023	INV	PD	SUPPLIES
288629		08/31/2023	354302	083123	12923	1,064.88	08/31/2023	INV	PD	SUPPLIES
						4,505.52				
216 MERRILL ACE HARDWARE										
288301		07/31/2023	353973	081723	343142	8.31	08/17/2023	INV	PD	SUPPLIES
288300		07/31/2023	353972	081723	343142	9.04	08/17/2023	INV	PD	SUPPLIES
288293		07/31/2023	353964	081723	343142	5.41	08/17/2023	INV	PD	SUPPLIES
288292		07/31/2023	353963	081723	343142	28.98	08/17/2023	INV	PD	SUPPLIES
288297		07/31/2023	353969	081723	343142	9.50	08/17/2023	INV	PD	SUPPLIES
288299		07/31/2023	353971	081723	343142	1.79	08/17/2023	INV	PD	SUPPLIES
288298		07/31/2023	353970	081723	343142	49.77	08/17/2023	INV	PD	SUPPLIES
288290		07/31/2023	353961	081723	343142	18.10	08/17/2023	INV	PD	SUPPLIES
288294		07/31/2023	353966	081723	343142	18.79	08/17/2023	INV	PD	SUPPLIES
288296		07/31/2023	353968	081723	343142	37.10	08/17/2023	INV	PD	SUPPLIES
288302		07/31/2023	353974	081723	343142	4.70	08/17/2023	INV	PD	SUPPLIES
288291		07/31/2023	353962	081723	343142	2.69	08/17/2023	INV	PD	SUPPLIES
288295		07/31/2023	353967	081723	343142	2.71	08/17/2023	INV	PD	SUPPLIES
						196.89				
400122 MERRILL WATER UTILITY										
288584		07/31/2023	354257	083123	343266	8,879.61	08/31/2023	INV	PD	WATER & SEWER
310 NAPA AUTO PARTS OF MERRILL										
288304		07/31/2023	353976	081723	343145	14.99	08/17/2023	INV	PD	PARTS
288305		07/31/2023	353977	081723	343145	49.73	08/17/2023	INV	PD	PARTS
288306		07/31/2023	353978	081723	343145	16.88	08/17/2023	INV	PD	PARTS
288309		07/31/2023	353981	081723	343145	70.26	08/17/2023	INV	PD	MAINT SHOP REMODEL
288308		07/31/2023	353980	081723	343145	116.56	08/17/2023	INV	PD	MAINT SHOP REMODEL
288303		07/31/2023	353975	081723	343145	23.96	08/17/2023	INV	PD	PARTS
288307		07/31/2023	353979	081723	343145	38.91	08/17/2023	INV	PD	PARTS
						331.29				
5106 POWER HOUSE LAWN & LEISURE										
288116		08/09/2023	353787	081023	343040	83.99	08/09/2023	INV	PD	TRIMMER LINE
2145 SHERWIN WILLIAMS										
288079		07/31/2023	353749	081023	343051	34.27	08/09/2023	INV	PD	PAINT
439 STAINLESS SPECIALISTS INC										
288630		08/31/2023	354303	083123	343276	302.50	08/31/2023	INV	PD	REPAIRS
4404 TRANE U.S. INC										
288384		08/17/2023	354056	081723	343176	30,000.00	08/17/2023	INV	PD	JAIL UPGRADE

LINCOLN COUNTY



VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
521 WI PUBLIC SERVICE										
288080		07/31/2023	353750	081023	343076	23,630.64	08/09/2023	INV	PD	UTILITIES
288081		07/31/2023	353751	081023	343076	1,087.68	08/09/2023	INV	PD	UTILITIES
						24,718.32				
1028 AUGUST WINTER & SONS, INC										
287873		07/31/2023	353542	080323	342950	5,293.04	08/03/2023	INV	PD	SERVICE CALL-HHS
						5,293.04				
						91,003.92				
70 INVOICES										

** END OF REPORT - Generated by Deana Jankowsky **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
26 MAINTENANCE DEPARTMENT							
0040 56 ADDITION							
10264051 541010 WATER SEWAGE FIRE	3,400	3,400	1,933.48	.00	.00	1,466.52	56.9%
10264051 543000 56 ADDITION REP AN	20,000	20,000	14,455.63	.00	.00	5,544.37	72.3%
10264051 551000 56 ADDITION INSURA	5,000	5,000	.00	.00	.00	5,000.00	.0%
10264051 560000 CLEANING SUPPLIES	5,000	5,000	4,362.24	669.53	.00	637.76	87.2%
10264051 562002 ELECTRICITY	63,000	63,000	25,198.96	.00	.00	37,801.04	40.0%
10264051 562003 GAS	14,000	14,000	5,024.97	.00	.00	8,975.03	35.9%
TOTAL 56 ADDITION	110,400	110,400	50,975.28	669.53	.00	59,424.72	46.2%
0043 COURTHOUSE							
10264351 541000 COURTHOUSE FUEL	10,000	10,000	5,422.62	.00	.00	4,577.38	54.2%
10264351 541010 WATER SEWER FIRE	4,000	4,000	1,397.82	.00	.00	2,602.18	34.9%
10264351 543000 COURTHOUSE REPAIR	15,000	15,000	11,642.06	.00	.00	3,357.94	77.6%
10264351 560000 COURTHOUSE SUPPLIE	5,000	5,000	2,558.33	402.73	.00	2,441.67	51.2%
10264351 562002 ELECTRIC	20,000	20,000	10,735.47	.00	.00	9,264.53	53.7%
10264357 583001 COURTHOUSE CIP	60,000	135,000	.00	.00	.00	135,000.00	.0%
TOTAL COURTHOUSE	114,000	189,000	31,756.30	402.73	.00	157,243.70	16.8%
0045 MAINT SHOP NORTH							
10264551 543000 MAINT SHOP NORTH R	1,500	1,500	684.73	.00	.00	815.27	45.6%
10264551 560000 NORTH SHOP SUPPLIE	500	500	.00	.00	.00	500.00	.0%
10264551 562003 MAINT SHOP NORTH G	1,000	1,000	732.41	.00	.00	267.59	73.2%
10264551 571000 NORTH SHOP SUPPY-	300	300	.00	.00	.00	300.00	.0%
TOTAL MAINT SHOP NORTH	3,300	3,300	1,417.14	.00	.00	1,882.86	42.9%
0048 GENERAL MAINTENANCE							
10264851 511000 GENERAL MAINTENANC	522,342	522,342	326,222.88	39,710.55	.00	196,119.12	62.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10264851 520000 GENERAL MAINTENANC	306,141	306,141	168,260.79	20,880.39	.00	137,880.21	55.0%
10264851 530000 PROFESSIONAL SERVI	10,000	10,000	.00	.00	.00	10,000.00	.0%
10264851 532000 GEN MAINT CONTRACT	65,000	65,000	76,294.69	417.78	.00	-11,294.69	117.4%
10264851 532302 GENERAL- RECYCLE	13,000	13,000	4,092.50	.00	.00	8,907.50	31.5%
10264851 542020 SNOW REMOVAL	6,000	6,000	8,320.85	.00	.00	-2,320.85	138.7%
10264851 543001 VEHICLE REPAIR AND	4,000	4,000	2,264.84	.00	.00	1,735.16	56.6%
10264851 543002 GENERAL MAINT BLDG	5,000	5,000	2,109.42	.00	.00	2,890.58	42.2%
10264851 543004 MACHINARY REPAIR	6,000	6,000	7,133.97	.00	.00	-1,133.97	118.9%
10264851 543005 GEN MAINT - HWY AN	5,000	5,000	1,492.86	.00	.00	3,507.14	29.9%
10264851 552001 TELEPHONE	5,000	5,000	3,774.40	490.83	.00	1,225.60	75.5%
10264851 553000 ADVERTISING	2,000	2,000	.00	.00	.00	2,000.00	.0%
10264851 554001 PRINTING ALLOCATIO	500	500	82.01	6.77	.00	417.99	16.4%
10264851 555000 GENERAL MAINT TRAV	2,000	2,000	817.81	.00	.00	1,182.19	40.9%
10264851 560000 GEN MAINT SUPPLIES	3,500	3,500	1,775.63	1,087.86	.00	1,724.37	50.7%
10264851 560002 UNIFORMS	500	500	177.00	.00	.00	323.00	35.4%
10264851 561005 OFFICE, FURNITURE	7,000	12,344	7,240.21	.00	.00	5,103.79	58.7%
10264851 562001 GENERAL MAINTENANC	8,000	8,000	7,511.54	.00	.00	488.46	93.9%
10264851 565002 TOOL/EQUIP EXPENDI	6,000	6,000	7,783.74	62.98	.00	-1,783.74	129.7%
10264851 581004 GENERAL MAINT MACH	0	0	5,800.00	.00	.00	-5,800.00	100.0%
10264857 582001 PARKING LOT MAINT	0	38,130	.00	.00	.00	38,130.00	.0%
TOTAL GENERAL MAINTENANCE	976,983	1,020,457	631,155.14	62,657.16	.00	389,301.86	61.9%
0052 SAFETY BUILDING							
10265251 541000 SAFETY BLDG ELECTR	70,000	70,000	42,346.31	.00	.00	27,653.69	60.5%
10265251 541010 WATER SEWER FIRE	40,000	40,000	16,256.98	.00	.00	23,743.02	40.6%
10265251 543000 SAFETY BUILDING RE	30,000	30,000	22,665.19	556.50	.00	7,334.81	75.6%
10265251 543006 SAFETY BLDG NON-JA	2,000	2,000	.00	.00	.00	2,000.00	.0%
10265251 543007 SAFETY BUILDING JA	10,000	10,000	3,743.79	855.37	.00	6,256.21	37.4%
10265251 560000 SAFETY BUILDING SU	5,500	5,500	3,469.91	50.06	.00	2,030.09	63.1%
10265251 562003 GAS	30,000	30,000	18,358.38	.00	.00	11,641.62	61.2%
10265257 583001 SAFETY BUILDING CI	172,500	172,500	46,000.00	30,000.00	.00	126,500.00	26.7%
TOTAL SAFETY BUILDING	360,000	360,000	152,840.56	31,461.93	.00	207,159.44	42.5%
0095 GOVERNMENT SERVICE CNTR							
10269551 541010 WATER SEWER FIRE	4,000	4,000	2,038.26	.00	.00	1,961.74	51.0%
10269551 543000 GOV SERV CNTR REPA	25,000	25,000	21,271.24	.00	.00	3,728.76	85.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10269551 560000 GOV SERV CNTR SUPP	5,000	5,000	4,321.12	373.95	.00	678.88	86.4%
10269551 562002 ELECTRIC	45,000	45,000	25,406.03	.00	.00	19,593.97	56.5%
10269551 562003 GAS	7,000	7,000	3,720.41	.00	.00	3,279.59	53.1%
10269557 583001 GOVT SERVICE CENTE	0	150,000	.00	.00	.00	150,000.00	.0%
TOTAL GOVERNMENT SERVICE CNTR	86,000	236,000	56,757.06	373.95	.00	179,242.94	24.0%
0167 MAINTENANCE SHOP							
10266751 532302 MAINT SHOP RECYCLE	1,500	1,500	.00	.00	.00	1,500.00	.0%
10266751 541010 MAINT SHOP WATER S	1,000	1,000	657.76	.00	.00	342.24	65.8%
10266751 543000 MAINT SHOP REPAIR	5,000	5,000	6,279.70	351.94	.00	-1,279.70	125.6%
10266751 543004 MAINT SHOP EQUIP R	2,500	2,500	97.45	.00	.00	2,402.55	3.9%
10266751 560000 MAINT SHOP SUPPLIE	2,500	2,500	692.21	.00	.00	1,807.79	27.7%
10266751 560003 MAINT SHOP HARD LI	1,500	1,500	404.07	.00	.00	1,095.93	26.9%
10266751 562002 MAINT SHOP ELECTRI	2,500	2,500	1,933.18	.00	.00	566.82	77.3%
10266751 562003 MAINT SHOP NATURAL	5,000	5,000	2,315.57	.00	.00	2,684.43	46.3%
10266751 565002 MAINT SHOP SMALL T	1,000	1,000	.00	.00	.00	1,000.00	.0%
10266751 571000 MAINT SHOP SUPP-DI	1,000	1,000	1,214.46	83.99	.00	-214.46	121.4%
10266757 583001 MAINT SHOP CIP	0	9,194	44,579.49	-131.33	.00	-35,385.49	484.9%
TOTAL MAINTENANCE SHOP	23,500	32,694	58,173.89	304.60	.00	-25,479.89	177.9%
0283 PINE CREST NURSING FACILITY							
10268351 532000 PC CONTRACTED SERV	30,000	30,000	10,179.63	65.00	.00	19,820.37	33.9%
10268351 532301 PC SNOW REMOVAL	20,000	20,000	1,411.92	.00	.00	18,588.08	7.1%
10268351 543000 PC REPAIR AND MAIN	45,000	45,000	44,294.14	9,757.17	.00	705.86	98.4%
10268351 543004 PC EQUIPMENT REPAI	15,000	15,000	7,747.41	302.50	.00	7,252.59	51.6%
10268351 555000 PC TRAVEL TRAINING	2,000	2,000	23.84	.00	.00	1,976.16	1.2%
10268351 560000 PC CLEANING SUPPLI	6,000	6,000	433.36	.00	.00	5,566.64	7.2%
10268351 560003 PC HARD LINE SUPPL	4,000	4,000	1,161.55	126.27	.00	2,838.45	29.0%
10268351 562002 PC ELECTRICITY	0	0	19,980.73	.00	.00	-19,980.73	100.0%
10268351 562003 PC GAS	0	0	39,365.41	.00	.00	-39,365.41	100.0%
10268351 565002 PC TOOL/EQUIP EXPE	2,500	2,500	657.15	.00	.00	1,842.85	26.3%
10268351 571000 PC SUPPLIES-DISPOS	2,000	2,000	1,483.67	.00	.00	516.33	74.2%
TOTAL PINE CREST NURSING FACILITY	126,500	126,500	126,738.81	10,250.94	.00	-238.81	100.2%
TOTAL MAINTENANCE DEPARTMENT	1,800,683	2,078,351	1,109,814.18	106,120.84	.00	968,536.82	53.4%
TOTAL EXPENSES	1,800,683	2,078,351	1,109,814.18	106,120.84	.00	968,536.82	
GRAND TOTAL	1,800,683	2,078,351	1,109,814.18	106,120.84	.00	968,536.82	53.4%

Maintenance Directors Report
Through September 12th, 2023

8-8-23 Meeting with Corp Council on Community Garden project.
8-9-23 Meeting with Administrative Cord. And ADRC regarding lease
8-14-23 Maintenance staff meeting
8-15-23 Pine Crest/Human Services Walk Through
Public Property meeting
County Board meeting
8-16-23 Metro Fire at jail and Service Center for semiannual inspection
8-21-23 Maintenance staff meeting
8-24-23 Service Center Boiler project walk through
Corning Tower work
8-25-23 Meeting with Northway Communication on Tower maintenance
8-28-23 Maintenance Staff meeting
8-31-23 Meet with Judy at the jail for flower bed maintenance work
9-7-23 Service Center Boiler RFP bid opening
9-8-23 Attend the Finance meeting – CIP project list
9-8-23 Meeting with Administrative Coordinator on Pine Crest maintenance
9-11-23 Work at landfill on the shop heater

Current work order level status.

Open planned maintenance work orders	117
Open work orders Maintenance not Pine Crest	30
Open work orders (Pine Crest)	33
Total open work orders	180

The following are projects we have or are currently working on:

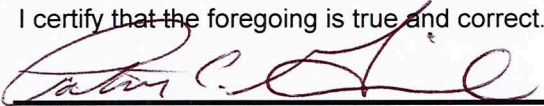
Courthouse Flat roof – scheduled for fall
Courthouse Clock face restoration – project to begin Fall
Software/hardware update on Trane system at Jail for October.
Jail AC-2 RFP - work to begin in a couple weeks
New maintenance shop work continues

Patrick Gierl
Maintenance Director
Report prepared 09/12/2023

Lincoln County Employee Timesheet

Name: Patrick Gierl		Department: MAINTENANCE				Pay Period:											
Employee Number: 502																	
Representative Status: Nonrepresented																	
FLSA Status: Exempt						From: 8/21/2023		To: 9/3/2023									
8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3			FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours	
9	10	9	10	10			8	10	9	10.5	11.5			97	Regular: MAINTENANCE		
														0	Vacation:		
														0	Holiday:		
														0	Paid Sick Allowance:		
														0	Paid Funeral Leave:		
														0	Worker's Compensation:		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID		
														0			
														0			
9	10	9	10	10	0	0	8	10	9	10.5	11.5	0	0	97	TOTAL HOURS REPORTED		

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

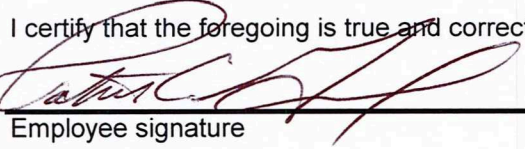
COMPLETED BY: _____

APPROVED BY: _____

Lincoln County Employee Timesheet

Name: Patrick Gierl		Department: MAINTENANCE					Pay Period:										
Employee Number: 502																	
Representative Status: Nonrepresented																	
FLSA Status: Exempt							From: 8/7/2023					To: 8/20/2023					
8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20			FMLA	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours	
9	9	10					0	14	10	8.5	10.5			71	Regular: MAINTENANCE		
			8	1										9	Vacation:		
														0	Holiday:		
														0	Paid Sick Allowance:		
														0	Paid Funeral Leave:		
														0	Worker's Compensation:		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID		
														0			
														0			
9	9	10	8	1	0	0	0	14	10	8.5	10.5	0	0	80	TOTAL HOURS REPORTED		

I certify that the foregoing is true and correct.



 Employee signature

 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____
 GRANT NAME/PROJECT: _____

COMPLETED BY: _____

APPROVED BY: _____

LINCOLN COUNTY BID FORM: Ser. Center Boiler Project

September 7th, 2023

Contractor	Base Bid	Alternate #1	Alternate #2	Alternate #3	Comments
FORE FRONT MACH. 6056 N. 39 TH AVE. WAUSAU WI 54401	\$74,000. ⁰⁰				<u>see Exhibits</u>
AUGUST WINTERS PO BOX 1896 APPLETON WI 54912	\$42,000. ⁰⁰				<u>see Exhibits</u>

my recommendation is August Winters and Sons for a bid of \$42,000.⁰⁰

Bid Reader: Patrick Gierl ✓

Witness to Bid opening:

Kurt Pilgram
Max B Max Bornemann

EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE NAME: Patrick Gierl

DEPARTMENT: Maintenance JOB TITLE: Maintenance Director

ANNIVERSARY DATE: September 13th

EVALUATION PERIOD: September 2022 - September 2023

- 1. Unsatisfactory: Inadequate performance
- 2. Fair: Has potential, needs additional effort and experience
- 3. Satisfactory: Competent performance – average level expected of employee
- 4. Very good: Above average, consistently performs above satisfactory level
- 5. Outstanding: Excellent, admirable performance

FACTORS	1	2	3	4	5	COMMENTS
JOB KNOWLEDGE (Duties and Responsibilities of the job)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QUALITY OF WORK (Organization, Accuracy, Timeliness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DEPENDABILITY/ ACCOUNTABILITY (Perform job with minimum supervision/ Regular attendance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INTERPERSONAL SKILLS (Written/ Spoken Communication, Appearance, Engagement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JUDGMENT (Ability to analyzes facts, consider alternatives and arrives at a decision)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENVIRONMENTAL SAFETY (Orderliness of work space/ cleanliness; personal safety)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FACTORS	1	2	3	4	5	COMMENTS
MISSION, VISION, VALUES (Complies with the Lincoln County Mission/Values Department goals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STANDARD OF ETHICS (Honesty & Integrity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MOTIVATION, PRODUCTIVITY & INITIATIVE (Ability to be a self-starter and successful working pace)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EVALUATOR COMMENTS and/or GOALS:

EVALUATOR NAME: _____ POSITION: _____

EVALUATOR SIGNATURE _____ DATE: _____

EMPLOYEE COMMENTS and/or GOALS:

<input type="checkbox"/>	I do not wish to review the job description at this time.
<input type="checkbox"/>	I have reviewed the job description at this time.

EMPLOYEE'S SIGNATURE _____ DATE: _____

DEPARTMENT HEAD'S SIGNATURE _____ DATE: _____

ADMIN. COORDINATOR SIGNATURE _____ DATE: _____