



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

**COMMITTEE:** PROPERTY & MAINTENANCE  
**DATE:** Wednesday, February 13, 2019  
**TIME:** 1:00 p.m.  
**PLACE:** Monroe County Assembly Room  
112 South Court Street (South Entrance)  
Sparta, WI 54656

## SUBJECT MATTER TO BE CONSIDERED

### **All Items are Subject to Discussion & (except public comment) Action**

1. Call to Order/Roll Call
2. Public Comment, 3 Minute Limit Rule Applies
3. Set next meeting date/time
4. 01/09/19 Minutes Approval - (enclosure).
5. Tax Delinquent Properties
6. Relocation of Departments Housed in Annex B / Building D/Land Conservation building
7. Justice Center
8. 206 South K Street
9. Rolling Hills Projects
10. Building Managers Report
11. Future Agenda Items
12. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 02/08/2019

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Property & Maintenance Committee  
January 9, 2019

Present: Pete Peterson, Rod Sherwood, Mary Cook, Dean Peterson, Douglas Path  
Others: Garry Spohn, Andrew Kaftan, Jim Bialecki, Jeremiah Erickson, Mary Von Ruden, Joe Fuenger

- The meeting was called to order in the Monroe County Board Assembly Room at 1:00 p.m. by Chair Dean Peterson.
- Public Comment Period – None
- Set next meeting date/time – Wednesday, February 13, 2019 at 1:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Pete Peterson second by Rod Sherwood to approve the December 12, 2018 minutes. Carried 5-0.
- Mutual Agreement for Monroe County to Accept Tax Parcel 042-00481-0000 via Quit Claim Deed in Lieu of Future Foreclosure for a Highway Right of Way Parcel. Jeremiah Erickson explained parcel. Discussion. The committee recommended to continue working with parties on a mutual agreement
- Mutual Agreement for Monroe County to Accept Tax Parcel 040-01244-9900 via Quit Claim Deed in Lieu of Future Foreclosure for a Highway Right of Way Parcel. Jeremiah Erickson explained parcel. Discussion. Motion by Rod Sherwood second by Pete Peterson to approve acceptance of parcel. Carried 5-0.
- Mutual Agreement for Monroe County to Accept Tax Parcel 040-00594-0000 via Quit Claim Deed in Lieu of Future Foreclosure for a Highway Right of Way Parcel. Jeremiah Erickson explained parcel. Discussion. Motion by Mary Cook second by Rod Sherwood to approve acceptance of parcel. Carried 5-0.
- Tax Delinquent Properties – Joe Fuenger was present to pay back taxes on the tax delinquent property located at 137 Marble Avenue. Corporation Counsel, Andrew Kaftan explained that the 60 days for repurchase rights has expired. The county would have to revise the Monroe County ordinance in order to create an exception for this case and for future cases. Discussion. It was the committee's recommendation to establish a lease with the past owner, the past owner to keep up with utilities. The home will be placed out for bid, the prior owner could bid on the property. Motion by Douglas Path second by Mary Cook to create a lease with the past owner of Parcel #151-00047-0000 and place the delinquent parcel out for bid at assessed value. Carried 5-0.  
  
Garry Spohn updated members on tax delinquent properties. Discussion. Motion by Rod Sherwood second by Mary Cook to place parcels #151-00014-0000, #281-00065-0000, #281-02657-0000, #036-00128-2000, #036-00128-3000 out for bid at assessed value. Carried 5-0.
- Relocation of Departments Housed in Annex B / Building D / Land Conservation Building – Garry Spohn explained that it is anticipated that Extension will be moving around the end of January to 206 South K Street. No other departments were discussed.
- Offer to Purchase Land Conservation Building – This item will be revisited next month.
- Justice Center – No Discussion.
- 206 South K Street – Garry Spohn explained that the house is being sheet rocked at this time. We may need more funds to complete the project due to unforeseen expenses.
- Rolling Hills Projects – No Discussion.

*The minutes are not official until approved by the Property & Maintenance Committee at their next regular meeting*

- Budget Adjustment/Line Item Transfer – Garry Spohn explained the 2019 budget adjustment in the amount of \$13,823.88 to roll forward remaining 2018 funds for the 206 S K Street property. Motion by Mary Cook second by Douglas Path to approve budget adjustment. Carried 5-0. Garry explained the 2019 budget adjustment \$73,806.03 to roll forward remaining 2018 funds for Justice Center repairs. Motion by Douglas Path second by Mary Cook to approve budget adjustment. Carried 5-0.
- The Building Managers Report was provided.
- Items for next month's agenda – Tax Delinquent Properties
- Motion by Mary Cook second by Pete Peterson to adjourn at 2:23 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

**Property & Maintenance Meeting**  
**February 13, 2019**  
**1:00PM**  
**Monroe County Assembly Room**

**Justice Center/Courthouse/Jail:**

- The well shut down parts have been installed. We need to finish the water alarms.
- I have been working on the panic alarms but haven't been able to complete that project yet.
- We had a valve leak on our heating system. We were lucky and loss was minimal.
- I had a company inspect the Courthouse crawl space to look for moisture problems. This was a free inspection and condition was good.

**Rolling Hills:**

- We did have generator failure again this month. The oil pressure switch failed leading the controls to believe we did not have oil pressure. One of my staff picked up a new part in Sun Prairie and we were running again before the end of the day.

**Admin Center:**

- We had a gas valve fail on the rooftop unit. My staff were able to make the repair.

**206 K Street**

- I met with the extension office. We discussed a timeline for moving in. My staff is getting very close but the snow and cold weather hasn't helped.

**Property Manager:**

We had a new employee start this month.

- I have made trips to several properties to check condition, check occupancy and to show them.

Andy believes that we should change our process because of the changes in the number of occupied properties taken for back taxes.

He believes that we should include the work to evict people at the same time that he does the judgment.