



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, March 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. Minutes Approval 02/13/19 - (enclosure)
5. Tax Delinquent Properties
6. Relocation of Departments Housed in Annex B / Building D/Land Conservation building
7. Justice Center
8. Building Managers Report
9. Future Agenda Items
10. Adjournment

Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 03/06/2019

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
February 13, 2019

Present: Rod Sherwood, Mary Cook, Dean Peterson, Douglas Path Absent: , Pete Peterson
Others: Garry Spohn, Mary Von Ruden, Michael Hurtz, Shari Locante

- 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, March 13, 2019 at 1:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Cook second by Rod Sherwood to approve the January 9, 2019 minutes. Carried 5-0.
- Tax Delinquent Properties – Property #6 - One bid was received for Parcel 032-00077-3000 in the Town of Portland on Mallard Road. Garry Spohn announced the bid was for \$1.00. Discussion. Motion by Rod Sherwood, second by Douglas Path to accept the bid. Carried 4-0. A resolution will be drafted and forwarded to the County Board. Buyer to pay Administrative Fees in the amount of \$150.00 and Deed Fees of \$30.00.

Property #3 – Parcel 281-02657-0000 for 1327 S Water Street was discussed. It will be placed along with the five other properties on the list (parcels #151-00047-0000; 151-00014-0000; 036-00128-2000/036-00128-3000; 281-00065-0000; and 032-00717-5000) and re-advertised 3 consecutive times removing minimum bids and due on March 12th. Motion by Mary Cook and second by Rod Sherwood. Carried 4-0.

Annette Erickson, Treasurer was contacted regarding the proper procedure for unpaid special assessments and special charges on sale of foreclosed properties. She referenced State Statute §75.36(2) and §75.36 (3b).

- Relocation of Departments Housed in Annex B / Building D / Land Conservation Building – Garry updated the committee on the status of the Extension Office relocation. Currently all phone lines are being hooked up. The move is anticipated to take place soon.
- Justice Center – Garry discussed that the fire alarm inspection was done; panic alarm is being worked on; shut down for well pumps has been completed. Discussion on door access locks, camera system and snow removal.
- 206 South K Street – No further discussion
- Rolling Hills Projects – The generator was down but our maintenance staff was able to get it up and running.
- The Building Managers Report was provided.
- Items for next month's agenda – Tax Delinquent Properties,
- Motion by Mary Cook second by Rod Sherwood to adjourn at 1:55 p.m. Carried 5-0.

Mary Brieske, Monroe County Deputy Clerk
Recorder

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

Justice Center/Courthouse/Jail:

- I have made more progress on the panic alarms. I should be able to complete them this month.
- We had another Justice Center safety meeting. We covered items that they want changed.

Rolling Hills:

- We did have generator failure again this month. It seems to be a pattern.
- This month a relay failed on the transfer switch. We also replace the oil pan heater and 1 engine block heater.
- We seem to have a high number of work requests from Rolling Hills. Age of the building is working against us.

206 K Street

- Extension has moved. We have just a few things on the list to change or fix. We do need to move some items that are used seasonal.

Property Manager:

- We spent a lot of time this month dealing with Mother Nature. Cold and snow both created a lot of extra work.
- I also plowed the sheriff's range so they could do qualifications.
- I have checked on the improved properties in Warrens. They are vacant at this time.
- I went to the advertised properties and put up for sale signs.
- I changed the locks on some of the properties.
- I had an open house on two of the properties and showed another.