



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, June 12, 2019
TIME: 1:00 p.m.
PLACE: Monroe County Assembly Room
Justice Center
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 05/08/19 - (enclosure).
5. Surplus Property Disposal/Auction/Sales
6. Properties Offered for Purchase
7. Repurpose of Funds
8. Justice Center
9. Rolling Hills
10. Building Managers Report
11. Future Agenda Items
12. Adjournment

Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 06/05/2019

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
May 8, 2019

Present: Rod Sherwood, Mary Cook, Douglas Path, Pete Peterson; Dean Peterson Absent
Others: Garry Spohn, Tina Osterberg, Alli Karrels, Mary Von Ruden

- The meeting was called to order in the Monroe County Board Assembly Room at 1:00 p.m. by Vice-Chair Douglas Path.
- Public Comment Period – None.
- Set next meeting date/time – Wednesday, June 12, 2019 at 1:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Cook second by Pete Peterson to approve the April 10, 2019 minutes. Carried 4-0.
- Use of Courthouse Lawn – Alli Karrels provided information to members regarding the Space Day Event, celebrating the Museum's 20th Anniversary. Alli asked for permission for use of the courthouse lawn. Discussion. Motion by Mary Cook second by Rod Sherwood to allow to use of the courthouse lawn; vehicles are not allowed on the lawn. Carried 4-0.
- Tax Delinquent Properties:
 - Garry Spohn explained that he spoke with the City of Tomah Administrator since the April committee meeting. The city is interested in the purchase of 428 Juneau Street in Tomah. Discussion. Members approved the sale of the parcel in April. A resolution will be forwarded to the full board for approval.
 - Parcel #185-00041-0000 & 185-00041-5000 – A bid was received in the amount of \$10,000.00 for both parcels from Nathan Delmore. Motion by Rod Sherwood second by Mary Cook to approve bid for both parcels. A resolution will be forwarded to the full board for approval. Carried 4-0.
- Relocation of Departments Housed in Annex B / Building D / Land Conservation Building – Tina Osterberg explained that there is money in the budget for rental of 820 Industrial Drive for the Sanitation/Zoning & Forestry Departments. Sanitation/Zoning would like to hold off moving over the summer months, this is their busy time. Renting in the fall would work best for the department. However, Tina explained that the space to rent could be leased to someone else in the meantime.
- Properties Offered for Purchase – Garry Spohn explained that he has been approached by two building owners around the Justice Center area with the potential of sale. One parcel is located on Jefferson Avenue and the other on Oak Street. Discussion. The committee did not see interest in the Jefferson Avenue property.
- Justice Center – Garry Spohn explained attic lights above jail have been completed. His department is working on moving the fire alarm annunciator panel to dispatch. A new board has been ordered so that alarms can be installed in the Human Services building.
- Rolling Hills – Garry Spohn explained nothing new to report with the current building.
- The Building Managers Report was provided.
- Items for next month's agenda – Tax Delinquent Properties.
- Motion by Rod Sherwood second by Pete Peterson to adjourn at 1:38 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk - Recorder

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

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 6/13/2019

Department: Maintenance

Amount: \$ 1,525.00

Budget Year Amended: 2019

Explanation/Reason funds are being re-purposed and affect on Program:
(If needed attached separate brief explanation.)

This additional funds is needed because of additional unanticipated work. Some existing wiring was found to not meet code. The wiring was brought up to code during the remodel resulting in additional cost.

Original Budgeted Line's Purpose:

<u>Account #</u>	<u>Account Name</u>	<u>Original Purpose</u>	<u>New Purpose</u>	<u>Amount to Re-Purpose</u>
17100169-580570	Maint. Capital Electrical	Electrical Repairs	Electrical Repairs	\$ 1,525.00
Total Adjustment				\$ 1,525.00

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

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

Justice Center/Courthouse/Jail:

- The new board for the Human Services building alarm system should be arriving soon.
- I have started installing the redundant door releases on the magnetic locking doors.
- We are working on replacing some sidewalk pieces. Weather has not cooperated very well.
- We are working with NAMI and Masters to fix the problem with the Multistack. This problem has been reoccurring since install.

315 W Oak:

- We had a condenser fan fail. A replacement motor was difficult to find because of the age of the unit.

Rolling Hills:

- We will be getting bids for some plumbing repairs.
- The broken hydrant has been replaced.

206 K Street

- The speak window has been replaced with a solid window.
- One door with window was replaced with a solid door.
- We are still waiting on the contractor to pour the concrete pad.
- We will be doing a repurpose of funds.

Property Manager:

- We completed interviews for the Preventive Technician position. One had taken a different job and another changed his mind.
- The second Toolcat was replaced per bid.
- We will be considering bids for a replacement roof for the Admin Center.
- We have been working at getting grounds back in shape. We will be pulling some shrubs that are overgrown or dead. We will likely only replace some of them. Other areas will be seeded back to grass.