



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

PHONE 608-269-8705

FAX 608-269-8747

www.co.monroe.wi.us

## NOTICE OF MEETING

**COMMITTEE:**

**DATE:**

**TIME:**

**PLACE:**

**PROPERTY & MAINTENANCE**

**Wednesday, August 14, 2019**

**1:00 p.m.**

**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 - (enclosure).
5. Justice Center Parking
6. Justice Center Projects
7. Office Space Needs
8. Extension Parking Area
9. Tax Delinquent Properties
10. 2020 Budget
11. Building Managers Report
12. Future Agenda Items
13. Adjournment

Dean Peterson, Committee Chair

PROPERTY & MAINTENANCE COMMITTEE

Date notices mailed: 08/08/2019

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  
July 17, 2019

Present: Dean Peterson, Rod Sherwood, Douglas Path, Pete Peterson; Mary Cook absent  
Others: Garry Spohn, Tina Osterberg

- 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, August 14, 2019 at 1:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Rod Sherwood second by Pete Peterson to approve the 06/12/19 minutes. Carried 4-0.
- Administration Building Roof Bids – Garry Spohn explained that there were 3 bids for the Administration Building Roof. Garry's recommendation is Quality Roofing. Discussion. Motion by Douglas Path second by Rod Sherwood to approve the Quality Roofing bid in the amount of \$55,783.00, not to exceed \$65,000.00 for the total project. Carried 4-0.
- Tax Delinquent Properties – Garry Spohn explained that Debra Carney, Treasurer went to the County Treasurer meeting. Questions arose regarding the publication of properties. Currently the county is publishing as required. It was also explained that under certain conditions, bankruptcy can go back two years. This however would not affect anything in the committee's process, only the distribution of funds.
- Budget – Garry Spohn explained that he is currently working on the 2020 budget.
- Equipment Purchase – Garry Spohn explained the need to lease a new mower. The mower is \$65,000.00. This amount would be broken down into a four year period, with a \$1.00 buyout. Discussion. It was a consensus to budget for the new piece of equipment.
- Building A Closure – Garry Spohn explained that there will be Information System work to be completed before the Building A Closure. Tina Osterberg further explained. The Administration/Personnel Committee is the committee of jurisdiction for Information Systems and will further discuss the closure expenditure.
- The Building Managers Report was provided.
- Motion by Douglas Path second by Rod Sherwood to move into closed session. Dean Peterson, Douglas Path, Pete Peterson and Rod Sherwood all voted yes.
- Property Acquisitions – Closed Session per WI Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- Motion by Douglas Path second by Pete Peterson to return to open session. Dean Peterson, Douglas Path, Pete Peterson and Rod Sherwood all voted yes.
- No motions were made in closed session.
- Items for next month's agenda – 2020 Budget, Justice Center Parking
- Motion by Rod Sherwood second by Dean Peterson to adjourn at 2:22 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.*

**Property & Maintenance Meeting**  
**August 14, 2019**  
**1:00PM**  
**Justice Center Assembly Room**

**Justice Center/Courthouse/Jail:**

- The new board for the Human Services panic buttons has been installed. We will install buttons as soon as it is decided where they should be located.
- We will be deciding how to proceed with the maintenance of the 2 large UPS units at the Justice Center.
- Almost all of the needed secondary magnetic door releases have been installed.
- We are exploring options to repair or replace light fixtures in the new Justice Center. Drivers for the existing lights are no longer available. Derek has explored options and it may be cheaper to replace a group of lights and use the working fixtures for parts.
- We are working on the final stages of moving the fire alarm annunciator panel.

**Rolling Hills:**

- I have talked to Linda and the Rolling Hills Committee approved moving forward with the plumbing project. We will be putting together a bid package soon.
- We had to replace a large motor and the kitchen air handler.
- The booster station generator has an engine issue. We are exploring our options for repair.

**206 K Street**

- The contractor poured the concrete behind the extension building but the slope isn't correct. We have discussed what needs to be done to correct the problem.
- My staff is putting new siding on the West side of the building. They will also do a wooded area on the West side of the Admin Center.

**Property Manager:**

We will be discussing past and future budgets.