



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

AMENDED NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, January 10, 2018
TIME: 1:00 p.m.
PLACE: Assembly Hall
112 South Court Street, 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 12/13/17- (enclosure)
5. Parcel 012-00116-0000 by Owner Request
6. Nursing Home Water / Sewer Agreement
7. Buildings Manager Report
8. Justice Center Report and Change Requests
9. Budgetary Adjustment/Courthouse Remodel
10. Toolcat Purchase
11. Door Lock/ Bob Smith
12. Parcel 048-00475-0000 Killdeer Property
13. Courthouse Project
14. Rolling Hills Rehabilitation Center
15. Tax Delinquent Properties
16. Future Agenda Items
17. Adjournment

Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 01/05/2018

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.



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Property & Maintenance Committee
December 13, 2017

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood, Mary Cook
Others: Garry Spohn, Cedric Schnitzler, Jim Bialecki, Randy Williams, Penny Brueggen, Jeremiah Erickson

- 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 – January 10, 2018 at 1:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Rod Sherwood second by Mary Cook to approve the 11/08/17 minutes. Carried 5-0.
- Door Release and Camera – Randy Williams explained the need for south side door camera and door switch. Garry Spohn explained that he is waiting on estimates and the cost is anticipated less than \$1,000.00. Discussion. Garry explained that he could work on running wire for the door switch, the camera could be reviewed at a later date. Motion by Rod Sherwood second by Dean Peterson to approve running wire for a door switch, the amount is not to exceed \$100.00. Discussion. Carried 5-0.
- Door Lock/Bob Smith – Penny Brueggen explained that when entering the first room, there is no lock. Discussion. Motion by Douglas Path to place benches or chairs outside of the room to prevent usage of the room. Discussion. The motion died for a lack of a second. It was explained that a few chairs are already placed by the area. Garry will look into the original plan and get numbers on placing locks.
- Policy 048-00475-0000 Killdeer Property – Jeremiah Erickson was asked to attend the meeting. The committee asked if the parcel could be divided into two lots. Jeremy could not see a reason as to why the parcel could not be conveyed. Discussion. Motion by Rod Sherwood second by Mary Cook to split parcel at the centerline of Killdeer Avenue. Carried 5-0.
- The Buildings Manager Report was provided.
- Justice Center Report and Change Requests – Garry Spohn explained change requests:
 - Bypass Valve – Needed to use Geothermal
 - Water Meters – DNR is asking for separate water meters on both wells
 - Door Lock Change in the Jail – Concern is water main break
 - Clerk of Court Locks
 - Maintenance Room Heater
 - Lock Down
 - Assembly Room Lights – Motion by Rod Sherwood second by Mary Cook to install switch not to exceed \$475.00. Discussion. Carried 4-1.
 - Assembly Room Door Locks
 - Southside Elevator Card Reader
 - Wall to be moved in the locker room
 - Handicap ramp for Dispatch area
 - Sheriff Department bathroom stall change for wheelchair turnaround
- Panic Buttons/Todd Ziegler – Garry Spohn explained that we are using the preexisting system that was used in the old facility.

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

- Courthouse Project – Garry Spohn explained that we are currently in the demolition phase. The Spring of 2018 is the goal.
- Rolling Hills Rehabilitation Center – The City of Sparta Water agreement is currently in the works. The next step is bonding of the new nursing home which will take place at the December 20, 2017 board meeting.
- Tax Delinquent Properties – Garry Spohn provided an update of tax delinquent properties to members.
- Items for next month's agenda – Tax Delinquent Properties, Killdeer Property.

Mary Cook was excused from the meeting at 3:11 p.m.

- Courthouse Tour – Garry Spohn took committee members on a tour at 3:12 p.m.
- Motion by Pete Peterson second by Rod Sherwood to adjourn at 3:25 p.m. Carried 4-0.

Shelley Bohi, County Clerk
Recorder

Property & Maintenance Meeting
January 10, 2018
Justice Center Assembly Hall
1:00 p.m.

Justice Center/Courthouse/Jail:

- We now have duress alarms installed in all courtrooms and at the security check point.
- We have most of the demo completed for the project. I had the steel studs delivered and are starting building walls. We have around 600 feet of wall to build and some of the walls are almost 20' tall.
- We have completed building walls to divide the basement storage room. This will provide storage for Corporation Counsel, Clerk of Court, Court Reporters and Circuit Court.
- We are working with Hooper to correct some water problems.
- We will be determining what it will cost us to add 4 heaters in the garage areas. The current system will not keep up.
- I received 3 quotes and approved the best one for adding meters for our well water lines as required by the DNR.
- We met to discuss some audio/visual equipment for the Assembly room. I am working with Brian Mikiten to change the South door reader so that it has a keypad. That will allow that door to be locked open for meetings. I should have a quote for the medical examiner door lock by the time we meet.

Community Services:

We had a steam leak over the weekend which resulted in 72 damaged ceiling tile and plaster falling off in the stairwell. The farmhouse also had a broken heating pipe. We assisted a contractor making the repair because they needed the water shut off.

Rolling Hills:

- We had a coil leaking in one of the air handlers.

Property Manager:

- We have had several heating issues. These are compounded by the cold weather.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 10, 2018
 Department: Maintenance
 Amount: \$31,559.17
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

These funds were approved for the remodel of the Courthouse building in 2017. We are asking to roll forward the funds to complete the Courthouse remodel project for Human Services in 2018.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
10000000 493000	Fund Balance Applied	\$ -	\$ 31,559.17	\$ 31,559.17
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 31,559.17	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17100169 582500	Cap Impr. Non-lapsing Long	\$ -	\$ 31,559.17	\$ 31,559.17
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 31,559.17	

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: _____