



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, June 13, 2018
TIME: 1:00 p.m. See note below.
PLACE: Justice Center
County Board Assembly Hall
112 South Court Street, Sparta WI 54656

The meeting will begin at 1:00 p.m. at 501 South K Street for a house tour. The meeting will then proceed to the Executive Center Parking lot (124 North Court Street). No votes/decisions will be made at either location. The committee will discuss both of these topics during their regular meeting that follows. It is estimated that the regular meeting will begin between 1:15 p.m. and 1:30 p.m.

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. 05/16/18 Minutes Approval - (enclosure)
5. Committee Duties
6. Relocation of Departments Housed in Annex B / Building D
7. Buildings Manager Report
8. Courthouse Project
9. Permission to Install by Bruce Wanless
10. 206 South K Street Purchase Option
11. Justice Center
12. Rolling Hills Rehabilitation Center
13. Tax Delinquent Properties
14. Future Agenda Items
15. Adjournment

Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 06/06/2018

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.

Property & Maintenance Committee
May 16, 2018

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood, Mary Cook
Others: Garry Spohn, Jim Bialecki, Jeremiah Erickson, Randy Williams, John Mehtala, Mike Hurtz

- The meeting was called to order in the Rolling Hills Recreation Room at 1:00 p.m. by Chair Dean Peterson.
- Public Comment Period – None.
- Set next meeting date/time – June 13, 2018 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 04/11/18 minutes. Carried 5-0.
- Election of Committee Vice Chairman – Chair Dean Peterson opened the floor for nominations. Motion by Mary Cook second by Pete Peterson to nominate Rod Sherwood as Vice Chair. There were no other nominations. Carried 5-0.
- Committee Duties – Current Property & Purchasing committee duties were provided to members. Discussion. Members will review and bring back suggestions next month.
- The Buildings Manager Report was provided.
- Parcel 034-00040-0000 to Accept Land via Quit Claim Deed in Lieu of Foreclosure – Jeremiah Erickson explained accepting land via quit claim deed. Discussion. Motion by Pete Peterson second by Rod Sherwood to accept parcel #034-00040-0000 in lieu of foreclosure. Carried 5-0.
- Radio Repeater Justice Center – Randy Williams explained that he went through the Public Safety Committee. The lowest bid is \$28,064.00 to place a repeater on the Justice Center tower. Discussion. Motion by Rod Sherwood second by Mary Cook to approve repeater bid in the amount of \$28,064.00. Carried 5-0.
- Budget Adjustments – Garry Spohn explained the 2018 budget adjustment in the amount of \$46,291.42 to close out the Justice Center project under capital projects and move remaining funds to the Maintenance Justice Center Building Repairs and Maintenance account. Discussion. Motion by Mary Cook second by Pete Peterson to approve budget adjustment. Carried 5-0. Garry explained the 2018 budget adjustment in the amount of \$107,772.58 for Justice Center Repairs from the General Fund. Discussion. Motion by Douglas Path second by Mary Cook to approve budget adjustment, individual repairs to be approved by the committee. Carried 5-0.
- Courthouse Project – Garry Spohn explained that the project is nearing completion. The phone system will need to be installed before the move can take place.
- Courthouse Area Land Acquisition – Garry Spohn explained the potential of land acquisition of a property just south of the Administration Center.
- Rolling Hills Rehabilitation Center – Pete Peterson explained that Rolling Hills is currently waiting on the WIFLI Study of the Tomah Site.

John Mehtala, IT Director was present to discuss the counties metro ethernet. He is asking direction regarding the Rolling Hills Project. Discussion. It was a recommendation to include a buyout clause for the term of 3 years.

- Tax Delinquent Property – Mike Hurtz explained his interest in parcel #032-00077-3000. He feels a new tax ID was created at fault of the county and is willing to pay the back taxes and recording of deed. Discussion. It was a consensus of the committee to place the tax delinquent property out for bids according to law. The committee pointed out its right to refuse or accept any bid.

Garry Spohn received one bid in the amount of \$250.00 for parcel #024-00521-5000 from Marshall Kuehl. Motion by Rod Sherwood second by Douglas Path to approve bid. Carried 5-0.

The following parcels will be placed out for bids #281-00787-5000, 281-00791-0000, 281-01061-0000, 480-00475-0000, 480-00475-1000, 032-00077-3000.

Garry Spohn received a Bid for parcel #048-00475-1000, the bid was not opened as in the original publication contained an error. The bid will be presented at the next meeting after an updated publication is run.

- Items for next month's agenda – Committee Duties, Tax Delinquent Properties
- Motion by Mary Cook second by Rod Sherwood to adjourn at 2:52 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

PROPERTY AND PURCHASING

A. COMPOSITION. The Property and Purchasing Committee shall consist of five (5) County Board Supervisors. This Committee shall meet once a month and as necessary to execute duties.

B. DUTIES. The duties of the Committee shall be to:

1. Take charge of approved new building construction, including bids and change orders, in cooperation with the committee of jurisdiction. In case of a dispute, the decision of the Property and Purchasing Committee shall rule.
2. Take charge of the budgeting, repairs and maintenance of county-owned buildings and grounds not specifically under the jurisdiction of Highway, and Solid Waste Management. Establishes maintenance budgets, and accomplishes repair/building projects for Rolling Hills. Bills back work accomplished for Rolling Hills.
3. Secure options and oversees the acquisition of real property or fixed property in existing buildings (example, walk in freezer). Handles sale of all county-owned property. Assists Highway, Rolling Hills and Solid Waste Management with these activities when asked by the committee of jurisdiction.
4. When repairs or improvements exceed ten thousand dollars (\$10,000), seeks County Board approval by resolution.
5. Informs the County Board of any changes in space needs and allocates the efficient utilization of available office space in the Courthouse and other county-owned buildings.
6. Be responsible for handling OSHA and ADA policies and administers departmental safety issues concerning buildings and grounds under the auspices of the umbrella policy and insurance carrier inspections.
7. Supervise energy management in all county-owned buildings.
8. Other than Highway, Rolling Hills, and Solid Waste Management, reviews policies issued which involve long range development plans for buildings, office space use, and building maintenance in buildings, grounds, and fix assets owned or leased by the county.
9. Performs and/or executes other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution, or as delegated by the Chair of the County Board.
10. Negotiate lease or rent of county owned property not currently under the control of an enterprise fund function. Funds received will go to the general fund unless otherwise specified.
11. Works with other county functions (non-enterprise fund) to rent or lease property used for county operations.

Property & Maintenance Meeting
June 13, 2018
1:00PM
Assembly Hall

Justice Center/Courthouse/Jail:

- We are trying to wrap up the Courthouse project. I have one technician on leave so we I only have 3 to keep fires out and finish the project.
- All of the carpet has been installed.
- Drywall work has been completed except for entrance.
- Duct work is being installed.
- We received a letter from Kurt regarding some remaining issues at the Justice Center.
- The Multi-Stack had some plumbing changes to correct problems. We still have one alarm.

Building A:

The air conditioning coil for the server room has now been replaced. We have moved 22 empty file cabinets to the Human Services file room.

They will fill them and we will transport them to the Courthouse file rooms.

All window AC units were installed.

Executive Center:

- We will be considering a request for a fence to be placed on our property.

Rolling Hills:

- We have been trying to locate a roof leak in the D unit section.

Property Manager:

- Tax properties have been advertised for the second time.
- Some buildings have been looked at for the County B office relocations.