



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

SECOND AMENDED NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, July 11, 2018
TIME: 1:00 p.m. See note below.
PLACE: Assembly Hall
112 South Court Street, Sparta

Meeting will begin at 206 South K Street, Sparta, WI for a house tour. No votes/decisions will be made. The committee will discuss the topic 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. June 13, 2018 Minutes Approval - (enclosure)
5. Panic Buttons/Courthouse Security Group
6. Committee Duties
7. Relocation of Departments Housed in Annex B / Building D
8. Buildings Manager Report
9. Courthouse Project
10. Bullet Proof Glass/Sheriff
11. Resolution Authorizing Purchase of 206 South K Street, Sparta
 - A. Budget Adjustment
 - B. Re-Purpose of Funds
12. Justice Center
13. Rolling Hills Rehabilitation Center
14. Tax Delinquent Properties
15. Future Agenda Items
16. Adjournment

Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 07/10/18

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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Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 07/09/18

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NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, July 11, 2018
TIME: 1:00 p.m. See note below.
PLACE: Assembly Hall
112 South Court Street, Sparta

Meeting will begin at 206 South K Street for a house tour. No votes/decisions will be made at either location. The committee will discuss the topic during their regular meeting that follows. It is estimated that the regular meeting will begin between 1:15 and 1:30.

SUBJECT MATTER TO BE CONSIDERED

All Items are Subject to Discussion & (except public comment) Action

1. Call to Order/Roll Call
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Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 07/03/2018

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
June 13, 2018

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood, Mary Cook
Others: Garry Spohn, Jim Bialecki

- 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 – July 11, 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 05/16/18 minutes. Carried 5-0.
- Committee Duties – The Committee was provided a copy of the current Property & Maintenance Duties. Dean Peterson opened the floor for discussion. Changes as noted:
 1. Add: unless a special committee has been appointed by the Chair of the Board
 6. Delete: handling OSHA and add: following safety
 8. Remove: Rolling Hills

The County Administrator will look into:

 4. Repairs over \$10,000
 10. & 11. Enterprise Fund Functions for Rent or LeaseDuties will be revised and revisited next month.
- Relocation of Departments Housed in Annex B / Building D – Jim Bialecki explained that all departments from the County Highway B will be relocating. Space locations discussed were the Executive Center, Highway Department, Land Conservation Building and South K Street.
- The Buildings Manager Report was provided.
- Courthouse Project – Jim Bialecki explained that the anticipated date of relocation is July 9th. The phone system will need to be completed before the move takes place.
- Permission to Install by Bruce Wanless – It was requested by landowner, Bruce Wanless to install a fence located on our property located at the Executive Center. The landowner will purchase and install the fence. Discussion. It was a consensus of the committee to place the fence on the property line.
- 206 South K Street Purchase Option – Jim Bialecki explained the purchase option of 206 South K Street adjacent to the Monroe County Administrative Center. Discussion. Motion by Douglas Path second by Rod Sherwood to authorize an offer to purchase of the 206 South K Street Property and forward to the Monroe County Board for approval. Carried 5-0.
- Justice Center – Garry Spohn explained most of his time has been finishing the Courthouse Remodel Project. He updated the committee on the status of the water in the Justice Center.

- Rolling Hills Rehabilitation Center – Garry Spohn explained existing concerns due to age with current Rolling Hills facility:
 - Generator
 - Booster Station
 - Boilers
 - Parking Lots
 - Flooring
 - Plumbing
 - Roof

- Tax Delinquent Properties – Garry Spohn explained that he received one bid in the amount of \$500.00 for tax delinquent parcel #048-00475-0000 from Andrew E. Doyle. Discussion. Motion by Douglas Path second by Rod Sherwood to approve sale of parcel #048-00475-0000 to Andrew E. Doyle. Carried 3-2.

Motion by Rod Sherwood second by Mary Cook to sell tax delinquent parcel #004-00811-0000 to the Town of Angelo in the amount of \$1.00, \$150.00 in Administrative Fees and \$30.00 for recording of the deed for a grand total of \$181.00. Carried 5-0.

- Items for next month's agenda – Tax Delinquent Properties, Committee Duties

- Motion by Pete Peterson second by Rod Sherwood to adjourn at 2:56 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

PROPERTY AND MAINTENANCE
COMMITTEE

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 unless a special committee has been appointed by the Chair of the Board. 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 following safety and ADA policies. 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 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. We will be doing final inspection next week. Then we have the last ceiling tiles to install.
- Duct work is done except where tiles had to be left out.
- We are trying to work through some of the remaining problems.

Building A:

We are working with Human Services to move their files.

Executive Center:

- We replaced an air conditioning coil and compressor.

Rolling Hills:

- We have been doing quite a few repairs in the kitchen. We are trying to do minimal repairs until a decision has been made.

Property Manager:

- I have shown the K Street property several times.
- Some buildings have been looked at for the County B office relocations. We will be presenting some options this month. We will be touring one of the properties before our meeting. With only 3 technicians we have mainly just did work requests and worked as much as possible in the Courthouse.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PURCHASE OF 206 SOUTH K ST., SPARTA

WHEREAS, the 2015 long range facilities plan called for vacating the "48" building at Rolling Hill such that Zoning, Forestry and U.W. Extension departments must relocate under the long range facilities plan; and

WHEREAS, the U.W. Extension departments has toured the building at 206 South K St., Sparta, Wisconsin and found the space suitable for its needs; and

WHEREAS, under these circumstances, the County Administrator, has negotiated an Offer to Purchase (attached) for 206 South K Street, Sparta, Wisconsin, which is contingent on County Board approval.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors approves the attached Offer to Purchase.

FURTHER BE IT RESOLVED that the Monroe County Board of Supervisors authorizes the following:

- 1. The County Administrator and County Clerk to sign documents as appropriate and necessary to complete this purchase.
2. Creation of budget line items, as set forth in the attached Budget Adjustment and Re-Purpose of Funds, to effectuate this purchase.

Dated this 24th day of July, 2018.

Offered by the Property & Maintenance Committee

Fiscal note: Funding will come from the 2018 Contingency Fund and Re-Purpose of Long Range Capital Improvement Funds (see attached Budget Adjustment and Re-Purpose of Funds). There are sufficient funds in those accounts at this time.

Statement of purpose: To purchase 206 South K St., Sparta to house the U.W. Extension Office.

Form containing fields for Finance Vote, Committee of Jurisdiction Forwarded on, Approved as to form, County Board Vote on, and a signature block for Shelley R. Bohl, Monroe County Clerk.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 11, 2018
 Department: Maintenance
 Amount: \$168,050.00
 Budget Year Amended: 2018

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

This budget adjustment will cover the purchase of 206 South K Street property for \$130,000 plus acquisition costs and improvements. This will allow the U.W. Extension office to relocate to this property.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
Total Adjustment					\$	-

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100160	580500		Buildings-Maintenance	\$ -	\$ 133,000.00	\$ 133,000.00
11608630	524505		Building Repairs & Maint.	\$ -	\$ 18,000.00	\$ 18,000.00
11608600	522005		Water & Sewer	\$ -	\$ 250.00	\$ 250.00
11608600	522010		Electricity	\$ -	\$ 2,000.00	\$ 2,000.00
11608600	522015		Fuel & Gas	\$ -	\$ 800.00	\$ 800.00
71475000	521415	19914	Computer Ops - Info System	\$ 562,354.00	\$ 14,000.00	\$ 576,354.00
10010000	539200		Contingency Fund	\$ 298,195.59	\$ (168,050.00)	\$ 130,145.59
Total Adjustment					\$	-

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 7/11/2018
 Department: Maintenance
 Amount: \$ 10,000.00
 Budget Year Amended: 2018

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

This Re-Purpose of Funds is to cover improvements to 206 South K Street property. These improvements will allow the extension office to move into the new property if the purchase is approved.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169	580560		Flooring - Building Improvement	Flooring - Long Range Capital	South K Street - Flooring	\$ 5,000.00
17100169	580570		Electrical - Building Improvement	Electrical - Long Range Capital	South K Street - Electrical	\$ 5,000.00
Total Adjustment						\$ 10,000.00

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: _____