



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

**COMMITTEE:** PROPERTY & MAINTENANCE  
**DATE:** Wednesday, August 8, 2018  
**TIME:** 1:00 p.m.  
**PLACE:** Tomah Chamber & Visitors Center  
310 North Superior Avenue Tomah, WI 54660

## 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. 07/11/18 Minutes Approval - (enclosure).
5. Future Tax Delinquent Properties Policies
6. Relocation of Departments Housed in Annex B / Building D
7. Future of Buildings A, B, C and D at the Rolling Hills Complex
8. Lease Buy Options, Badger Housing Building
9. Building C/Sojourners Journey
10. New Position Request
11. Courthouse Project
12. Bullet Proof Glass/Sheriff
13. Justice Center Concrete Project
14. Justice Center
15. Rolling Hills Rehabilitation Center
16. Tax Delinquent Properties
17. New Position Request
18. 2019 Budget
19. Building Managers Report
20. Future Agenda Items
21. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 08/06/2018

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  
July 11, 2018

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood, Mary Cook

Others: Garry Spohn, Jim Bialecki, Judge Radcliffe, Bonnie Peters, Laura Endres, Scott Perkins, Quinten Schaitel

- The meeting was called to order in the Monroe County Board Assembly Room at 1:12 p.m. by Chair Dean Peterson.
- Public Comment Period – None
- Set next meeting date/time – August 8, 2018 at 1:00 p.m., at the Tomah Chamber and Visitors Center in Tomah pending approval.
- Minutes Approval – Motion by Rod Sherwood second by Mary Cook to approve the 06/13/18 minutes. Carried 5-0.
- Panic Buttons/Courthouse Security Group - Judge Radcliffe explained the need for panic buttons in the Child Support offices and Clerk of Court offices. Discussion. Motion by Mary Cook second by Rod Sherwood to have Garry Spohn get quotes for panic button installation in these offices and bring back to the Committee in August. Motion carried 5-0. This should be made a priority. Motion by Pete Peterson second by Rod Sherwood to approve Garry Spohn to move ahead immediately with installation if bids are under \$5,000.00. Motion carried 5-0.
- Committee Duties – Current Property & Purchasing committee duties were reviewed by the Committee. Motion by Doug Path second by Mary Cook to approve duties with the following change to B3.  

*(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. Coordinates sale of County owned depreciable property with appropriate committee of jurisdiction on all sales outside the jurisdiction of Property and Maintenance Committee.~~*

Carried 5-0.
- Relocation of Departments Housed in Annex B / Building D – Jim Bialecki explained the possible relocation of departments. Motion by Mary Cook second by Rod Sherwood to authorize Jim Bialecki to consider all opportunities lease or purchase of buildings to house Annex B/Building D departments. Carried 5-0.
- The Building Managers Report was provided.
- Courthouse Project – Garry Spohn explained that the project is wrapping up.
- Bullet Proof Glass/Sheriff – Scott Perkins explained the need for bullet proof glass in the Sheriff's department. Discussion. Motion by Pete Peterson second by Rod Sherwood to move forward with replacement at \$13,720.00 from suggested ClearArmor. Motion withdrawn. Amount was over \$10,000.00 so Garry Spohn will seek bids and bring back to the Committee.
- Resolution Authorizing Purchase of 206 South K Street, Sparta – Discussion. Motion by Mary Cook second by Rod Sherwood to approve resolution with attached revised Budget Adjustment and Repurpose of Funds. Budget Adjustment was revised to read \$3,000.00 instead of \$14,000.00 on the Line Computer Ops – Info System. This would make the Total Adjustment \$157,050.00. It was noted that the family has been very good to work with. Resolution/Budget Adjustment/Repurpose of funds - Carried 5-0.

- Justice Center – Garry Spohn updated the Committee.
- Rolling Hills Rehabilitation Center – Garry Spohn updated the Committee on repairs.
- Tax Delinquent Properties – Opened two bids for Property #1, Parcel 281-00791-0000. Bids were as follows:
  - Quintin Schaitel: \$11,000.00 with a check in the amount of \$1,100.00 enclosed.
  - Cody Skidmore and Emily Adam: \$21,600.00 with a check in the amount of \$2,160.00 enclosed.

Motion by Rod Sherwood second by Mary Cook to accept high bid by Cody Skidmore and Emily Adam in the amount of \$21,600.00. With permission of the Committee, the check to Quinten Schaitel was returned at the meeting.

Mary Cook will talk with Andy Kaftan and Tina Osterberg regarding a donation to tax delinquent account.

Discussion on tax delinquent property policy and procedure was reviewed. It was noted that discussion with Andy Kaftan will be held and will bring back discussion again next month. Garry Spohn will put together a list of tax delinquent properties for the Committee.

- Items for next month's agenda – Bullet Proof Glass Bids, Tax delinquent properties and policy and procedure, Tax delinquent properties.
- Motion by Mary Cook, second by Rod Sherwood to adjourn at 2:57 p.m. Carried 5-0.

Mary A. Brieske, Deputy County Clerk  
Recorder

**Property & Maintenance Meeting**  
**August 8, 2018**  
**1:00PM**  
**Tomah Chamber**

**Justice Center/Courthouse/Jail:**

-We have had to do some other work along with this project. We are getting close. We should be able to wrap up our work before Lynx gets the phone system ready.

I am accepting bids for both the bullet proof glass and the concrete project.

I have been working with the electrician to get a quote on the panic button project. We don't have the final cost yet.

I met with another vendor regarding the door control issues. We are gathering more information so that he can get us the correct answers.

We have been moving the files for the Human Services department.

**Rolling Hills:**

-I have been working on getting quotes for some plumbing repairs. I have shown the project to 3 plumbers at the point.

**Property Manager:**

-We have had meeting regarding the County B plans. This will be discussed at our meeting.

-I met with the sign company. The installation of the new signs is very close.

-We installed many new signs around our parking lots. We have a few more to get.

-I have been working with Lisa to prepare our 2019 budget. We have most of it completed. We will be discussing a few items at our meeting.

-Unfortunately one of our long time employees lost his battle to an extended health problem. We will be discussing how to move forward with that position.