



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

**COMMITTEE:**  
**DATE:**  
**TIME:**  
**PLACE:**

**PROPERTY & MAINTENANCE**  
**Wednesday, December 12, 2018**  
**1:00 p.m.**  
**Tomah Chamber and 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. Minutes Approval 11/21/18- (enclosure).
5. Relocation of Departments Housed in Annex B / Building D/Land Conservation building
6. Courthouse Project
7. Justice Center
8. 206 South K Street
9. Rolling Hills Projects
10. Tax Delinquent Properties
11. Building Managers Report
12. Future Agenda Items
13. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 12/05/2018

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.

Property & Maintenance Committee  
November 21, 2018

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

- 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, December 12, 2018 at 1:00 p.m., at the Tomah Chamber of Commerce.
- Minutes Approval – Motion by Mary Cook second by Pete Peterson to approve the October 10, 2018 minutes. Carried 5-0.
- Relocation of Departments Housed in Annex B / Building D – Garry Spohn explained that we are waiting on a certified survey map for the Badger Housing Associates property to house Planning & Zoning, GIS and Forestry Departments.
- Courthouse Project – Garry Spohn explained that the final move in date for Human Services is November 28<sup>th</sup>, 2018.
- Justice Center – Garry Spohn explained that he is looking at transferring remaining Justice Center Project funds into 2019. Maintenance has spent a large amount of time on the Courthouse remodel, therefore justice center projects were not completed. Garry will be working with Finance on and adjustment to be approved by the board.
- 206 South K Street- Garry Spohn explained that floor plans are completed. Work is anticipated to begin work in early December.
- Rolling Hills Projects – \$85,000 has been budgeted in 2019 for the plumbing system. A replacement board was installed at the booster station.
- Tax Delinquent Properties – Garry Spohn provided an update on tax delinquent properties.
- The Building Managers Report was provided.
- Items for next month's agenda – Tax Delinquent Properties
- Motion by Mary Cook second by Rod Sherwood to adjourn at 2:08 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

**Property & Maintenance Meeting**  
**December 12, 2018**  
**1:00PM**  
**Tomah Chamber and Visitors Center**

**Justice Center/Courthouse/Jail:**

- Moving has been completed. We are still working steady at requests for the building.
- Siemens installed the relays on the doors. (Release during fire alarm) I have been working on the final wiring. I am hoping to have that done by the time we meet.

**Rolling Hills:**

- Rolling Hills ran a mock disaster drill this month. It is a requirement and helps be better prepared in the event it would happen.
- We continue to get a high volume of maintenance requests. The building is reflecting the need to renovate or be replaced.

**Admin Center:**

- We hired Serv Pro to remove some moldy materials and clean others from the basement. High humidity caused this to happen.

**206 K Street**

- We are just getting started on the remodel. I don't believe the concrete will get poured this fall.

**Property Manager:**

- We are going to delay filling maintenance assistant position. We feel that we can offer a bit more if needed if we wait until February.
- The Village of Norwalk is interested in parcel #161-00167-0000. The previous owner also wanted to know how he could get it back. They both plan to attend our meeting.
- Andy Kafton plans to attend our meeting to help with any delinquent tax questions.