



# 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 11, 2017  
**TIME:** 1:00 p.m.  
**PLACE:** Rolling Hills Main Hall – 1<sup>st</sup> Floor Recreation Room  
14345 County Highway B 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 – 12/14/2016 (enclosure)
5. Buildings Manager Report
6. Strategic Plan
7. Gundersen Building
8. Citizens Bank Building
9. Tax Delinquent Properties
10. Justice Center
11. Open Positions
12. Budget Adjustment
13. Repurpose of funds
14. Equipment Purchase
15. Future Agenda Items
16. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 01/09/17

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.



# 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

## NOTICE OF MEETING

**COMMITTEE:** PROPERTY & MAINTENANCE  
**DATE:** Wednesday, January 11, 2017  
**TIME:** 1:00 p.m.  
**PLACE:** Rolling Hills Main Hall – 1<sup>st</sup> Floor Recreation Room  
14345 County Highway B 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 – 12/14/2016 (enclosure)
5. Buildings Manager Report
6. Strategic Plan
7. Gundersen Building
8. Citizens Bank Building
9. Tax Delinquent Properties
10. Justice Center
11. Open Positions
12. Budget Adjustment
13. Repurpose of funds
14. Future Agenda Items
15. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 01/06/2017

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  
December 14, 2016

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

- The meeting was called to order in Rolling Hills Recreation Room at 1:08 p.m. by Chair Dean Peterson
- Public Comment Period – No public comments.
- Set next meeting date/time – January 11, 2017 at 1:00 p.m. in the Rolling Hills Recreation Room.
- Minutes Approval – Motion made by Rod Sherwood second by Mary Cook to approve. Carried 5-0.
- Building managers report: Another large window was broken in the jail. LaCrosse glass was contacted for pricing. A small child pulled the fire alarm twice in the jail. Food tray door locks in the jail cell doors on order. Museum still has moisture problem.
- Gundersen Building – None.
- Tax Delinquent Properties –

On properties on the auction motion was made by Rod seconded by Pete if the first bidder declines to take the properties, then the second high bidder can have it at the second high bid. If the second high bidder declines the property, it can go back on the auction. Passed 5-0.

On parcel number 192000700000 Doug made a motion to accept the bid and Mary seconded it. The bidder was the Village of Wyeville for \$5,000.00. Passed 5-0.

Doug made a motion to accept the bid and Rod seconded it on parcel # 006000535000. Motion failed, 2 yes. 3 no.

Pete made a motion, Rod seconded it to rebid Dove, Pinestreet, Superior, and Basswood  
Motion passed 5-0.

- Strategic Plan – None
- Justice Center – Discussed during the Building Managers Report.
- Cleaning Contracts – Pete made a motion, Mary seconded it to accept the cleaning contract for Rolling Hills for 6 months and then monthly after that. Motion passed 5-0.
- Open Positions – None
- Interruptible Power Option – Justice Center/Interruptible Power Option Money could be saved at the Justice Center if we used Interruptible power. Will be discussed again at next month's meeting.
- Budget Adjustments: Rod made a motion and Pete seconded it to do the budget adjustments. Museum chimney \$6,400.00. One maintenance person was put in the budget at a zero amount and it should have been \$44,678.00. \$4,000.00 was transferred for the new mower and a brush for removing snow on the sidewalks downtown. Motion carried 5-0.

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

- Pete made a motion, Mary seconded it to adjourn at 2:44. Passed 5-0.

Monroe County District 9 Supervisor  
Doug Path/Recorder

**Property & Purchasing Meeting**  
**January 11, 2017**  
**Rolling Hills Rec Room**  
**14345 County Highway B**  
**1:00 p.m.**

**Justice Center/Courthouse/Jail:**

1. About half of the new sprinkler heads have been installed.
  2. The food tray door deadbolts should be here within a week.
  3. We have another large window to replace.
  4. The fire department had a meeting last week. I haven't heard what they decided.
- We were not charge for calls at the Justice Center for 2016. Their standard policy which will likely apply in 2017 is to charge after call # 3. I believe our current count is 17 at the Justice Center.

**Citizens Bank Building:**

-We will be discussing remodel and moving plans.

**Museum:**

-The chimney cap has vents added to it. They think this will take care of our moisture problems. No charge this time.

**Rolling Hills:**

- Fire alarm issues are being resolved. The original plans were approved by the wrong agency and the rules are different.
- We purchased a nice used steam/convection oven from Lakeview and will be picking it up next week.

**CSC Building:**

- We have had a few meetings regarding the Gundersen Clinic remodel/move.
- We have started using a contractor for our cleaning.

**Property Manager:**

- We will need to discuss how we want to handle the remaining properties at Warrens.
  - I have a new LTE for misc. work that started January 3. He will work for me until approximately May 1 and then he will work for Chad at the park. (He worked there last year)
  - We will have a full meeting. The architect will be present along with Sharon Nelson, Ron Hamilton, Tina Osterberg and the Administrator. Andy will join us if he can. We will try to finalize some details so that we can complete the plans.
- Under our open position I think we can discuss the committee's opinion of ending the shared Public Works position. This has been discussed by the Highway committee along with a few others.