



# 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, February 8, 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 – 01/11/2017 (enclosure)
5. Buildings Manager Report
6. Strategic Plan
7. Gundersen Building
8. Citizens Bank Building
9. Tax Delinquent Properties
10. Resolutions/Land Sale
11. Justice Center
12. Future Agenda Items
13. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed:02/02/2017

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  
January 11, 2017

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

Others: Garry Spohn, Jim Bialecki, Laura Moriarty, Sharon Nelson, Ron Hamilton, Jon Wallenkamp, Tina Osterberg, Andrew Kaftan, Sharon Nelson, Ron Hamilton

- The meeting was called to order in Rolling Hills Recreation Room at 1:00 p.m. by Chair Dean Peterson.
- Public Comment Period – None.
- Set next meeting date/time – February 8, 2017 at 1:00 p.m. in the Rolling Hills Recreation Room.
- Minutes Approval – Motion by Mary Cook second by Rod Sherwood to approve the 12/14/16 minutes. Carried 5-0.
- The Buildings Manager Report was provided.
- Strategic Plan – Jon Wallenkamp provided an updated facilities master plan recommendation. The Gundersen Clinic facility was discussed. Senior Services and Aging & Disability and Health Department are anticipated to be moved into the facility. Engineering floor plans would cost between \$800.00 – \$1,200.00. Master floor plans for the courthouse were suggested to see if Human Services would fit. Discussion. Jon will come up with a proposal for the cost of floor plans for the Courthouse Building. Motion by Rod Sherwood second by Pete Peterson to spend an amount not to exceed \$1,200.00 for Gundersen Clinic master floor plans. Discussion. Carried 5-0.
- Gundersen Building – Gundersen Clinic closing date is set in March of 2017.
- Citizens Bank Building – Garry Spohn explained a plan is being set and will be handled in house. Gundersen Behavioral Health is terminating its lease as of February 28, 2017. Finance, Personnel, Administrator and Information Systems are anticipated to acquire the building.
- Tax Delinquent Properties – Andrew Kaftan, Corporation Counsel was present to explain right of first refusal. Discussion. Motion by Rod Sherwood second by Pete Peterson to have Corporation Counsel send a letter to Jay Carmichael regarding right of first refusal for parcel #006-000583-5000. Carried 5-0.  
  
Motion by Pete Peterson second by Mary Cook to reject bid for parcel #006-000583-5000. Carried 5-0.  
  
Motion by Rod Sherwood second by Mary Cook to place parcels 286-01472-0000, 026-01446-5000 and 286-00831-0000 back in the paper. Carried 5-0.  
  
Motion by Rod Sherwood second by Pete Peterson to place Warren's parcels #185-01455-0257, 185-01455-0258, 185-01455-059, 185-01455-0260 and 185-01455-0261 out on the Wisconsin Surplus website. Carried 5-0.
- Justice Center – Garry Spohn showed food tray door locks to members. They are not covered by warranty. Discussion. Part of the sprinkler heads have been replaced.
- Open Positions – Garry Spohn explained open positions. The shared Public Works employee may come to an end. This has been a topic of discussion also with the Highway Committee.
- Budget Adjustment – None.

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

- Repurpose of Funds – None.
- Equipment Purchase – Garry Spohn explained that he is looking to purchase a tractor brush. Currently a brush is being demonstrated. The monies were approved last month.
- Items for next month's agenda – Tax Delinquent Properties
- Motion by Pete Peterson second by Mary Cook to adjourn at 2:19 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

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

**Justice Center/Courthouse/Jail:**

1. The sprinkler heads project will be complete today.
2. The food tray door deadbolts have been installed.
3. We have 2 large window to replace. (\$2,672.00)
4. We installed a curtain across one of the areas to prevent one cell from looking into the other. It had a pipe rod which was not heavy enough so we used square tubing.
5. I have been trying to go to all of the building meetings. We are discussing concerns and resolving problems asap to keep the project on schedule. So far so good.
6. We have transition meetings twice each month to prepare for the move when the Justice building is complete.

**Citizens Bank Building:**

-We meet again on Thursday to discuss the layout.

**Rolling Hills:**

- The fire alarm should be completed this week followed by an inspection.
- We continue to have plumbing issues. They have gotten worse. A decision on our future plans is critical.

**CSC Building:**

-We should have a layout for the Gundersen building by the time we meet.

**Property Manager:**

- We have bids on the final Warrens properties.
  - We will be discussing the future of the shared public works position at the Administration and Personnel meeting.
  - Our new tractor has been ordered and should be here within a couple weeks. We are currently using their demo unit.
  - Our toolcat trade will be a bit later because of some delays in getting it ordered. They will not charge for any hours after our 1 year anniversary.
- I met with the previous owner of the Pine Street property. He is removing his belongings.