



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, May 10, 2017
TIME: 1:00 p.m.
PLACE: Rolling Hills Main Hall – 1st 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 04/12/17 - (enclosure)
5. Buildings Manager Report
6. Strategic Plan
7. Building A/Health Human Services
8. Courthouse
9. Rolling Hills Rehabilitation Center
10. 315 West Oak - ADRC & Health Building
11. Request to donate land to County
12. Tax Delinquent Properties
13. Future Agenda Items
14. Adjournment

Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 05/05/17

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.

Property & Maintenance Committee
April 12, 2017

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood; Mary Cook absent
Others: Garry Spohn, Jim Bialecki, Ron Hamilton, Linda Anderson

- 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 – May 10, 2017 at 1:00 p.m. in the Rolling Hills Recreation Room.
- Minutes Approval – Motion by Rod Sherwood second by Douglas Path to approve the 03/08/17 minutes. Carried 4-0.
- The Buildings Manager Report was provided.
- Strategic Plan – Ron Hamilton, Human Services Director provided members a floor plan of the courthouse and the possible utilization of the Human Services Department. Discussion. Garry Spohn will review whether or not the move would create any code requirements.
- Building A/Health & Human Services – Administrator Jim Bialecki is looking into options to retro fit Building A, if and only if there is a purpose for it. Discussion.
- Rolling Hills Rehabilitation Center – Administrator Jim Bialecki explained a marketing study has been completed on Rolling Hills Rehabilitation Center. An upgrade of the current facility is \$22 million. Linda Anderson, Nursing Home Administrator further explained. Discussion.
- Approximately 300 Acres including and Near 040-00265-0000 – Administrator Jim Bialecki explained that he is looking into the potential of selling 300 acres. Discussion.
- 5 Year Capital Improvement Plan – Administrator Jim Bialecki explained that Department Heads this fall will be tasked with creating a five year capital plan.
- Maintenance Technician Position – Garry Spohn explained a new Maintenance Technician will be starting on Monday.
- 315 W. Oak Street, ADRC & Health Building – Ron Hamilton Human Services Director provided a timeline and building layout to members. The ADRC must in place by July 1st. Renovation bids will be accepted through April 26th. Discussion. A special meeting of the committee may be held if multiple bids are received.
- 124 N. Court Street, Executive Center Building – Administrator Jim Bialecki explained that the Administration, Personnel and Finance Departments have moved into the Court Street bank building located downtown.
- Tax Delinquent Properties – Garry Spohn explained that the Dove Avenue property will be listed in the paper for bid.
- Justice Center/Room Deposit – Garry Spohn explained that the bid for the south side parking lot was received. May 15th is set for occupancy.

The committee discussed county board room deposit fees. It was suggested that non-profits use the room for free. On-Call fees, cleaning and utilities should be considered when setting the amount. The committee asked the finance committee discuss the fee that should be issued to individuals using the room.

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

- Items for next month's agenda – Tax Delinquent Properties
- Motion by Pete Peterson second by Rod Sherwood to adjourn at 2:28 p.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Property & Purchasing Meeting
April 12, 2017
Rolling Hills Rec Room
14345 County Highway B
1:00 p.m.

Justice Center/Courthouse/Jail:

- We had 1 more sprinkler head this month. We will be changing several more when we have time and it works for the jail schedule.
- We have had multiple training exercises this month. We are preparing for the project completion.
- Bids are in for concrete work at the Justice Center.
- I received 7 pallets of lights from Gexpro. They were the unused inventory from the Justice Center.
- I have started to receive attic stock for the Justice Center. We will probably have enough to fill a semi-trailer.

Citizens Bank Building (Executive Building)/Clinic Building:

- We are close to completing more room divisions in the basement.
- The bids came in below budget and the vendor has started the remodel. All American Do It Center was the low bidder.

Museum:

- Paint bubbled within a few days after we completed a small wall area. We decided to fur out the wall and cover with sheetrock. We have that done and need to fix some ceiling area.

Rolling Hills:

- I had Interstate Roofing find and repair some leaks at the nursing home. One area may qualify for insurance.
- We are helping put all of the planters and canopies up.
- We are also helping prepare a space for the plant sale.

CSC Building:

- We replaced some shingles that were ripped off in a recent storm. It may not be worth attempting to get warranty or insurance because of the small area.

Property Manager:

- We advertised the maintenance tech position. We had 13 candidates and will be interviewing 7.
- We will be considering a request to take back two properties in Warrens.
- I am advertising the Dove Avenue property. So far I have 2 bids.
- We have a new person that is on call mowing for us.
- I presented at the career day. Two schools sent their 8th grade class and several County departments described their careers and work at the County.