



# 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, July 12, 2017  
**TIME:** 1:00 p.m.  
**PLACE:** Assembly Hall  
112 South Court Street, Sparta

## 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 - (06/14/2017 enclosure)
5. Buildings Manager Report
6. Justice Center Report
7. Museum Artifacts
8. Strategic Plan
9. Building Signs
10. Building A/HHS Update
11. Courthouse
12. Dog Pound Update
13. Rolling Hills Rehabilitation Center
14. Request to donate land to County
15. Future Agenda Items
16. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 07/07/2017

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  
June 14, 2017

Present: Douglas Path, Pete Peterson, Rod Sherwood, Mary Cook; Dean Peterson Absent  
Others: Garry Spohn, Kurt Marshaus, Ron Hamilton, Garlynn Brookshaw, Cedric Schnitzler, Member of the Public

- The meeting was called to order in Rolling Hills Recreation Room at 1:00 p.m. by Vice-Chair Douglas Path.
- Public Comment Period – None
- Set next meeting date/time – July 12, 2017 at 1:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Cook second by Rod Sherwood to approve the 05/10/17 minutes. Carried 4-0.
- The Buildings Manager Report was provided.
- Project Representative Update - Kurt Marshaus presented the Justice Center project update and answered questions.
- Request to allow chickens at Sojourners Journey – Garry Spohn explained the request to allow chickens at Sojourners Journey. Discussion. Motion by Pete Peterson second by Mary Cook to deny chicken request. Carried 4-0.
- Strategic Plan – No Discussion. Will be re-visited next month.
- Building A/HHS – Garry Spohn explained the potential move of Human Services to the Courthouse. A tour was conducted to review the layout. Discussion. Costs will be incurred for Human Services to acquire the property and at this point are undetermined.
- Courthouse – The courthouse was discussed under the above line item.
- Rolling Hills Rehabilitation Center – Garry Spohn explained that Rolling Hills future will be placed on the June County Board meeting. Discussion. Garlynn Brookshaw will work up on setting up a tour of the facility for those Supervisors that may want to tour the current facility.
- 315 W. Oak Street – Ron Hamilton explained that the move of the ADRC shall take place on the 22<sup>nd</sup> of June. The Health Department will not be moving until July 5<sup>th</sup>. Discussion. A grant was submitted for the parking lot.
- Request to donate land to County – Garry Spohn explained the request to have parcel #185-01455-0169 & #185-01455-0278 donated to the county by the current landowner. It was suggested by the committee to have a title search conducted on both parcels. Discussion. Motion by Mary Cook second by Rod Sherwood to conduct title searches on both parcels with monies to come from the Contingency Fund, a budget adjustment will be completed and forwarded to the full board. Carried 4-0.
- Tax Delinquent Properties – Garry Spohn explained that he is monitoring the current delinquent property list.
- New position request – No Discussion.

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

- Budget/Long Range Plan – Garry Spohn provided an equipment list to members. He is looking to replace the New Holland Tractor. Discussion. Motion by Rod Sherwood second by Pete Peterson to replace the New Holland Tractor in the 2018 budget with a Tool Cat. Carried 4-0.

Garry talked to the John Deere dealership regarding the John Deere Tractor. It would cost \$2,500.00 for a trade. It was a consensus of the committee to remain with the current tractor.

For a 5 year plan, Garry anticipates a new roof for the Administrative Center.

- Items for next month's agenda – Strategic Plan
- Motion by Pete Peterson second by Mary Cook to adjourn at 3:16 p.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

**Property & Purchasing Meeting**  
**June 14, 2017**  
**Rolling Hills Rec Room**  
**14345 County Highway B**  
**1:00 p.m.**

**Justice Center/Courthouse/Jail:**

- Everything is moving along nicely on phase 3.
- We replaced the remaining flush valves.
- We have struggled to find the source of an odor in part of the building.

**Community Services Center:**

- The construction took a bit longer than planned.
- We will have everyone moved in by July 7. Most of this was contracted.
- We will have some finishing things to do.
- We will be discussing parking lot replacement.
- We are working on signs.
- We had a meeting to review our current and future billing. We are keeping an eye on the total to prevent going over.

**Rolling Hills:**

- The vaporizers are now repaired and tested.
- We have been servicing AC units.

**CSC Building:**

- We have had a few cooling issues and made repairs as needed.

**Hazmat building:**

- We replaced the water heater and an air exchanger motor this month.

**Executive Center:**

- We have had a few air conditioning issues. We have one unit left to be fixed.
- We had to rewire a couple compressors. They were not wired heavy enough. This was found while making repairs caused by a minor electrical box fire.

**Property Manager:**

- Our preventive technician has started.
- We are advertising to fill one of our custodian vacancies.
- We still have a custodian out on medical leave. This could be an extended leave.