



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, August 9, 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 – 07/12 & 07/25/17 (enclosure)
5. Buildings Manager Report
6. Justice Center Report
7. Strategic Plan
8. Community Services Center sidewalk
9. Rolling Hills Rehabilitation Center
10. Request to donate land to County
11. Tax Delinquent Properties
12. Future Agenda Items
13. Adjournment

Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 08/03/17

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
July 12, 2017

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood, Mary Cook
Others: Garry Spohn, Jim Bialecki, Cedric Schnitzler, Jarrod Roll

- 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 – August 9, 2017 at 1:00 p.m. in the Monroe County Board Assembly Room. A special meeting will be held on July 25 at 5:45 p.m. to open parking lot bids.
- Minutes Approval – Motion by Pete Peterson second by Mary Cook to approve the 06/14/17 minutes. Carried 5-0.
- The Buildings Manager Report was provided.
- Project Representative Update – Cedric Schnitzler presented the Justice Center project update and answered questions.
- Museum Artifacts – Jarrod Roll explained that he approached the committee over a year ago and wants to remind the committee of his interest in a storage area once the courthouse is vacated if there is room.

Jarrod provided an opportunity to the committee to place a few larger artifacts in the new Justice Center entry for permanent display. Discussion. This item will be revisited once all of the Justice Center moves have taken place.

- Strategic Plan – Garry Spohn explained that an additional floor plan of the courthouse is currently being completed. This plan would involve existing walls and minimal changes to the structure. Discussion.
- Building Signs – Garry Spohn explained the need for Community Service Center, Sanitation/Zoning, Human Services, Administrative Center, Executive Center and Justice Center signs. Discussion. It was recommended to place the signs if there is room in this year's budget.
- Building A/HHS Update – Garry Spohn explained that the Health Department has been vacated from Building A.
- Courthouse – This item has already been discussed under the strategic plan.
- Rolling Hills Rehabilitation Center – Pete Peterson explained that they will be looking at the facilities that have been built by the architect that Rolling Hills is currently looking at. Discussion. At the request of the full board last month, the next committee meeting will involve a resolution to build a new nursing home facility.

Pete Peterson left the building at 2:20 p.m.

- Dog Pound Update – Garry Spohn explained that dog pound maintenance once was budgeted under the Sanitation & Zoning Department and will now be budgeted under the Maintenance Department Budget.
- Re-Purpose of Funds – Garry Spohn explained the 2017 Re-Purpose of Funds in the amount of \$50,000.00 for Community Services Center parking lot replacement. Discussion. Motion by Rod Sherwood second by Mary Cook to approve re-purpose of funds. Carried 4-0.

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

- Request to donate land to the County – Garry Spohn explained that title searches have been completed on last month's request and there were no issues. Discussion. Motion by Douglas Path second by Mary Cook to accept donation of parcels #185-01455-0169 & #185-01455-0278. Carried 4-0. Motion by Douglas Path second by Rod Sherwood to place parcels out for bid on the Wisconsin Surplus Auction Site. Carried 4-0.
- Items for next month's agenda – Project Representative Update
- Motion by Rod Sherwood second by Mary Cook to adjourn at 2:59 p.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Property & Maintenance Committee
July 25, 2017

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

- The meeting was called to order in the Monroe County Board Assembly Room at 5:45 p.m. by Chair Dean Peterson.
- Award Bid to Reconstruct & Pave the Monroe County Aging Disability Resource Center (ADRC) Parking Lot - Garry Spohn explained that there was one bid from Mathy in the amount of \$64,732.00. Motion by Rod Sherwood second by Mary Cook to accept bid in the amount of \$64,732.00 from Mathy. Carried 5-0.
- Motion by Pete Peterson second by Mary Cook to adjourn at 5:50 p.m. Carried 5-0.

Douglas Path, District #9 Supervisor
Recorder

Property & Purchasing Meeting
August 9, 2017
Justice Center Assembly Hall
1:00 p.m.

Justice Center/Courthouse/Jail:

- We are moving one department at a time. All is going well so far.
- We think the odor problem is resolved.
- We have been working on a few of the items on our list for changes needed. Much cheaper than a change order but it does take a lot of time.

Museum:

We have completed the ceiling repair project. This included new ceiling Tile by Jeffers and we installed 4 new lights.

Community Services Center:

- We have most items on our list done. We are going to be discussing the sidewalk repair.
- David Campbell offered to meet with us to discuss building operation. He also had their maintenance man come over and answer any questions.

Rolling Hills:

- We have serviced most of the air handlers and several compressors.
- We are getting quotes on removing some damaged pipe insulation and some asbestos flooring that is coming loose.

CSC Building:

- We have had a few cooling issues and made repairs as needed.
- Health Department has moved and some of the 4h floor is now being used by Human Services.

Hazmat building:

- We had to remove a small tree that was blocking the second exit.

Executive Center:

- We have just a few things left to finish in the basement to complete that project.

Property Manager:

- We currently have one custodian out on medical leave and have a vacant on call position for grounds care/painting.
- We will be interviewing to fill one custodian position on 8-10.
- I had the carpets cleaned and a complete basic cleaning done on the Hoeschler Drive property. We have notified the owners that we have vacated the building.
- We have been very busy considering all of the moves. This takes nearly half of my staff just to keep up with requests that are move related.