



# 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, September 13, 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 - (08/09/2017)
5. Buildings Manager Report
6. Justice Center Report
7. Road Parcel (Jeremiah Erickson)
8. Budgetary Adjustment
9. Re-Purpose of Funds
10. Strategic Plan
11. Rolling Hills Rehabilitation Center
12. Tax Delinquent Properties
13. Future Agenda Items
14. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 09/08/2017

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 Meeting**  
**September 13, 2017**  
**Justice Center Assembly Hall**  
**1:00 p.m.**

**Justice Center/Courthouse/Jail:**

- All departments have been moved.
- We have been busy with repairs and changes.
- The Courthouse (historic) is now empty.
- Ron Hamilton is working on office plans so that changes can be made.

**Community Services Center:**

- Sidewalk repair has been completed.
- Paving is expected in the next 2 weeks.

**Rolling Hills:**

- Boring has been completed for the new project.
- We are evaluating each project/repair with anticipation of replacing the building.

**CSC Building:**

- Human Services has started to use several offices on 4<sup>th</sup> floor.

**Executive Center:**

- We are installing walls in the basement for additional department use.

**Property Manager:**

- We did hire a new floating custodian this month.
- We currently use contractors for cleaning.
- I have 1 custodian, 1 LTE and 1 On call position open. We would like to reevaluate and maybe consider some position changes.
- I will be putting the donated property on the auction as soon as paperwork is completed on our end.

Property & Maintenance Committee  
August 9, 2017

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood; Mary Cook absent  
Others: Garry Spohn, Jim Bialecki, Cedric Schnitzler, Kurt Marshaus, Andrew Kaftan, Bob Janovick

- 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 – Bob Janovick addressed the members.
- Set next meeting date/time – September 13, 2017 at 1:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Rod Sherwood second by Pete Peterson to approve the 07/12 & 07/25/17 minutes. Carried 4-0.
- The Buildings Manager Report was provided.
- Project Representative Update – Kurt Marshaus presented the Justice Center project update and answered questions.
- Strategic Plan – Jim Bialecki explained that it has been proposed to move Human Services into the Courthouse. Wiring technology and securing offices were discussed. It is intended to use the Ho-chunk grant towards the facility for improvements in 2018. We have approximately \$150,000.00 - \$200,000.00 to use towards the improvements. Discussion. A written plan with fiscal amounts will be brought back to the committee next month.
- Community Services Center Sidewalk – Garry Spohn explained that a bid was received from Schroeder Construction. Garry explained 3 options. Garry recommended to approve all options for a total of \$5,426.00. The monies were approved last month by budget adjustment. Discussion. Motion by Rod Sherwood second by Pete Peterson to approve all 3 sidewalk options. Carried 5-0.
- Rolling Hills Rehabilitation Center – Jim Bialecki explained that the advisory group for the nursing home had met this past Monday. A resolution will be brought forth for the approval of an architect.
- Request to donate land to the County – Andrew Kaftan explained that the county doesn't have a set policy for land donation. A resolution would need to be approved by the board for the donation of land. Discussion. Motion by Douglas Path second by Pete Peterson to draft a resolution for donation of parcels #185-01455-0169 & #185-01455-0278. Carried 4-0. Motion by Douglas Path second by Rod Sherwood to place both parcels out for bid on the Wisconsin Surplus Auction for a combined sale of \$500.00 once the resolution has been approved. Carried 4-0.
- Tax Delinquent Properties – Garry Spohn explained that September 11<sup>th</sup> is our judgment date. A tour will be taken on September 6<sup>th</sup> to visit properties at 9:00 a.m. beginning at the Hazmat Building in Tomah. A member of the public would like to attend. Discussion. Public is welcome to drive their own vehicle on the tour and follow the committee.
- Items for next month's agenda – Tax Delinquent Properties
- Motion by Pete Peterson second by Rod Sherwood to adjourn at 2:37 p.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder

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