



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, December 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. 11/08/17 Minutes Approval - (enclosure)
5. Buildings Manager Report
6. Justice Center Report and Change Requests
7. Panic Buttons/Todd Ziegler
8. Door Release and Camera/Randy Williams
9. Door Lock/Bob Smith
10. Parcel 048-00475-0000 Killdeer Property
11. Courthouse Project
12. Rolling Hills Rehabilitation Center
13. Tax Delinquent Properties
14. Future Agenda Items
15. Courthouse Tour
16. Adjournment

Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 12/08/17

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
November 8, 2017

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood; Mary Cook joined the meeting at 1:01 p.m.

Others: Garry Spohn, Jeremiah Erickson, Cedric Schnitzler, Jim Bialecki, Bruce Humphrey

- 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 – December 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 10/11/17 minutes. Carried 4-0.

Mary Cook joined the meeting at 1:01 p.m.

- Policy Change/ Roadside Parcels – Jeremiah Erickson explained that the Peterson property is currently on hold. He will keep the committee up to date on the status of the property.

Jeremiah explained the policy changes accepting land via quit claim deed in lieu of foreclosure for remnant parcels. Motion by Douglas Path second by Pete Peterson to approve policy change. Discussion. Carried 5-0.
- Lawn Maintenance – Bruce Humphrey explained interest in weeding the basin in front of the Justice Center, circle area near the courthouse and the Health/ADRC building. Discussion. The committee also discussed the potential of contracting out for mowing and lawn care services. This item will be revisited.
- The Buildings Manager Report was provided.
- Justice Center Report – Garry Spohn provided an update of the Justice Center and answered questions. Discussion. Motion by Douglas Path second by Mary Cook to have all change orders in excess of \$200.00 to come to committee, emergency situations should be addressed immediately with the change brought to the next committee meeting. Discussion. Carried 5-0.
- Budgetary Adjustment – Garry Spohn explained 2017 budget adjustment in the amount of \$30,000.00 for contracted cleaning services. Motion by Rod Sherwood second by Douglas Path to approve budget adjustment. Carried 5-0.
- Courthouse Project – Garry Spohn explained that the scope of the courthouse building is not changing so therefore code changes are not required. A project update was provided.
- Rolling Hills Rehabilitation Center – Garry Spohn provided an update of the project. Pete Peterson further explained.
- Tax Delinquent Properties – Garry Spohn provided an update on tax delinquent properties. The Township of Angelo is interested in the Gateway Avenue Property. Discussion.

Motion by Douglas Path second by Rod Sherwood to refund money back to Ronnie Williams for tax delinquent parcel #185-01455-0260. Discussion. Carried 5-0.

- Items for next month's agenda – Doyle Property, Tax delinquent properties, Courthouse Project, Rolling Hills Project.
- Motion by Pete Peterson second by Rod Sherwood to adjourn at 3:10 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Property & Maintenance Meeting
December 13, 2017
Justice Center Assembly Hall
1:00 p.m.

Justice Center/Courthouse/Jail:

- We now have duress alarms installed. We have 3 in each courtroom, 1 in the DA office and 1 at the security entrance.
- We received approval for the Courthouse changes. We have started demo.
- We have everything painted that won't be in the modification portion of the project.
- The Justice Center keeps us quite busy. We seem to find something new quite regularly.
- We installed 3 cell boosters. The reception is much better.
- We installed a tub behind the washers to handle the discharge rate.
- We/with Siemens completed fire alarm inspection.
- The team will be here after Christmas to balance the HVAC system.
- We have some areas that do not appear to have large enough heaters.
- I am working on getting some meters installed in the well water lines as required by the DNR.
- We are planning to move some electronic door locks to different locations. This was discussed and planned prior to project completion.
- We have had a few meetings to discuss problems and find solutions.

Community Services Center:

- I was able to find another contractor to complete the paving project. It actually was cheaper than the original bid. Jim and Lisa were helpful in finding another vendor for me to contact.

Rolling Hills:

- We had boiler issues this month. It turned out fine but we were required to make repairs to two boilers. This caused us to reassemble 2 boilers to cover the load.
- We worked with Brad Olson Electric this month to replace 4 bad breakers. The largest being a 400 amp/3 phase. The transfer switch was also sticking and created a delay in getting back on line.

Property Manager:

- We are preparing our equipment for the Wisconsin winter ahead.