



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

COMMITTEE:  
DATE:  
TIME:  
PLACE:

PROPERTY AND MAINTENANCE  
Monday 6-13-2016  
1:00 p.m.  
Recreation Room/Rolling Hills Main Hall  
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 -- 05/18/2016 (enclosure)
5. Buildings Manager Report
6. Farm house roof/Sojourners Journey
7. Strategic Plan
8. Tax Delinquent Properties
9. Property acquisition
10. Building Security at Building A/Health and Human Services building and other.
11. HVAC Repairs at the Admin Center/bids
12. Equipment replacement schedule
13. New position request.
14. Budget Adjustment
15. Justice Center Discussion and Update
16. Future Agenda Items
17. Adjournment

Dean Peterson, Committee Chair  
PROPERTY AND PURCHASING COMMITTEE

Date notices mailed: 06/09/16

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  
May 18, 2016

Present: Dean Peterson, Mary Cook, Douglas Path, Pete Peterson, Rod Sherwood  
Others: Garry Spohn, Jarrod Roll, Carolyn Habelman, Racheal Muelenkamp

- The meeting was called to order in Rolling Hills Recreation Room at 1:00 p.m. by Dean Peterson.
- Election of Vice-Chair – Dean Peterson opened the floor for nominations. Motion by Mary Cook second by Rod Sherwood to nominate Douglas Path for Vice-Chair. Nominations were closed. Carried 5-0.
- Public Comment Period – None.
- Set next meeting date/time – June 13, 2016 at 1:00 p.m. in the Rolling Hills Recreation Room.
- Minutes Approval – Motion by Rod Sherwood second by Mary Cook to approve 04/13/16 minutes. Carried 5-0.
- The Buildings Manager Report was given.
- History Room Chimney Repairs – Garry Spohn explained that the bid for the history room chimney repairs is \$6,400.00. The Historical Society has agreed to pay up to \$6,000.00 if the county cannot come up with the funds. Carolyn Habelman would like to be reimbursed for the chimney liner portion of approximately \$3,200.00. Discussion. Motion by Mary Cook second by Rod Sherwood to have the County pay for the tarp, fans, painting/scraping and tuckpointing; the historical society has agreed to pay up to \$6,000.00. Discussion. Carried 5-0.
- Tax Delinquent Properties – Andrew Kaftan provided an update of the dates of hearings for default on tax delinquent properties.

Racheal Muelenkamp was present and explained how the Tomah Trades would like to buy a home. They would pay off the back taxes, a complete rehab would be completed in a few years. The goal would be to rent it for the first year, then sell it to place the property back onto the tax roll. Discussion. Motion by Douglas Path second by Rod Sherwood to have a resolution drafted in support of municipalities or government agencies purchasing delinquent properties for school projects; the agency would make the county whole, 50% of profits would be given to the county upon sale of the home. Discussion. Carried 5-0.

Garry Spohn explained that bid winners sometimes ask to get into the property to mow, etc. It was discussed that a release could be provided to individuals in the process of finalization of paperwork.

- Explain In Rem Process – Andrew Kaftan explained the Wisconsin Department of Revenue change In Rem Process. Local municipalities must complete an electronic transfer form. Discussion. There will be a slight change when offering properties for sale.
- Rolling Hills Cemetery – Jarrod Roll explained that a question arose whether private funds could be used to purchase signs for the Rolling Hills Cemetery. No county funds would be used. The goal would be to make the cemetery accessible and not create any unnecessary work. Garry Spohn explained that not all families want names associated. Vandalism was also brought up as a concern. It was discussed that a sign off the road may not be beneficial. Jarrod will come back with a final plan for a recognition sign located at the cemetery. It was suggested to look into having the Justice Department mowing the cemetery.
- History Room Storage – Jarrod Roll explained the need for history room storage. Discussion. When looking at the strategic plan, consider storage space for the history room.

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

- Tax Delinquent Properties

Warrens Properties – The committee determined to place more properties out on the Wisconsin Surplus Auction. Discussion. Motion by Rod Sherwood second by Mary Cook to place the following parcels out on the Wisconsin Surplus Auction: 185-01455-0238; 185-01455-0239, 185-01455-0240, 185-01455-0241, 185-01455-0262, 185-01455-0265, 185-01455-0266, 185-01455-0268, 185-01455-0277. Discussion. Carried 5-0.

- Strategic Plan – The strategic plan was discussed. The committee would like to see Kueny Architects final draft plan to take to the board for an initial presentation.

- Building Security at Building A/Health and Human Services Building and Other – Garry Spohn explained that he will be evaluating what was salvaged from the old jail.

- Motion by Mary Cook second by Pete Peterson to go into closed session. Dean Peterson, Mary Cook, Douglas Path, Pete Peterson, Rod Sherwood all voted yes.

Closed Session per WI Stats. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to discuss Gundersen Building on Oak Street and other properties near the Justice Center.

- Motion to go into open session by Mary Cook second by Douglas Path. Dean Peterson, Mary Cook, Douglas Path, Pete Peterson, Rod Sherwood all voted yes.

- Dean Peterson announced that Catherine Schmit, County Administrator will approach properties near the Justice Center, Gundersen and Court Street regarding the purchase of property.

- HVAC Repairs at the Administrative Center – Garry Spohn explained the need for HVAC repairs at the Administrative Center. Discussion. Bids are being sought.

- HVAC PM Bid – Garry Spohn explained that it was in the budget last year to contract someone to complete HVAC Preventative Maintenance. Garry explained that he received one bid. Bernie Buchner in the amount of \$40,235.00. Discussion. It was requested to place a new position request on next month's agenda.

- Budget Adjustment – Motion by Dean Peterson second by Rod Sherwood to approve 2016 budget adjustment in the amount of \$20,000.00 for Administrative Center Roof Top. Discussion. Carried 5-0.

- Justice Center Discussion and Update – Garry Spohn explained that he has been busy with maintenance requests in the new Justice Center.

- Items for next month's agenda – Rolling Hills Cemetery Sign, Tax delinquent properties, New Position.

- Motion by Mary Cook second by Pete Peterson to adjourn at 4:20 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder