



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

COMMITTEE:  
DATE:  
TIME:  
PLACE:

PROPERTY AND MAINTENANCE  
Wednesday 8-3-2016  
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 – 07/13/2016 (enclosure)
5. Buildings Manager Report
6. Strategic Plan
7. Tax Delinquent Properties
8. 26034 Killdeer Ave.
9. Building Security at Building A/Health and Human Services building and other.
10. Equipment replacement schedule
11. New position
12. Justice Center Discussion and Update
13. Future Agenda Items
14. Adjournment

Dean Peterson, Committee Chair  
PROPERTY AND PURCHASING COMMITTEE  
Date notices mailed: 07/29/16

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  
July 13, 2016

Present: Dean Peterson, Mary Cook, Douglas Path, Pete Peterson, Rod Sherwood  
Others: Garry Spohn, Cedric Schnitzler, Todd Fahning, Katie Bennett, Andrew Kaftan, Jon Wallenkamp, Cathy Schmit, Alison Elliott

- The meeting was called to order in Rolling Hills Recreation Room at 1:00 p.m. by Chair Dean Peterson.
- Public Comment Period – None
- Set next meeting date/time – August 10, 2016 at 1:00 p.m. in the Rolling Hills Recreation Room.
- Minutes Approval – Motion by Rod Sherwood second by Pete Peterson to approve the 06/13/16 minutes. Carried 5-0.
- Farm House Roof/Sojourners Journey – Katie Bennett was present from Sojourner's Journey regarding roof repairs and facility plans for the future. Katie explained that the 5 year contract is up in the spring of 2017. Garry Spohn explained that if the community service building came down due to the strategic plan, the heating system could be affected. Katie explained that they would like to have the opportunity to help instead of losing the entire property. Katie discussed roof bids received. The roof would bring \$7,000.00 to \$8,000.00 of investment into the property. In exchange, a two year extension of the contract would suffice. Discussion. Motion by Rod Sherwood second by Mary Cook to draft and forward a resolution to the full county board to extend the Sojourners Journey contract for 2 years from the expiration in the spring of 2017 in trade for a new roof. Discussion. If the county is unable to supply the heating and electrical systems due to the master strategic plan, the contract may be revisited. Carried 5-0.
- Tax Delinquent Properties – Todd Fahning, City of Sparta was present to express interest on the two delinquent Water Street properties. He explained that the City would pay fees that the county has occurred to include special charges. Andrew Kaftan further explained that the county can transfer parcels to another municipality without placing them for sale. Discussion. Motion by Mary Cook second by Pete Peterson to draft and forward a resolution to the full county board to transfer delinquent parcel 281-01740-0000 & 281-01740-0000 to the City of Sparta. Discussion. Carried 5-0.

Andrew Kaftan explained that he has been working on the Writ of Assistance process for the Superior Avenue Property in the City of Tomah.

26034 Killdeer Avenue

Parcel #048-00475-0000 bids were rejected at the June 13, 2016 Property & Maintenance Meeting. The committee discussed ideas for resolving property line discrepancy. Discussion. Motion by Douglas Path second by Rod Sherwood to appoint someone to go in and negotiate with Doyle's to resolve problem. Discussion. Call the question by Pete Peterson, motion failed for a lack of a second. The discussion continued. The motion carried 5-0. Andrew Kaftan and Garry Spohn will visit with the Doyle's.

Wisconsin Surplus Properties - Motion by Rod Sherwood second by Pete Peterson to place the remaining 8 parcels # 185-01455-0112, 185-01455-0113, 185-01455-0114, 185-01455-0161, 185-01455-0162, 185-01455-0163, 185-01455-0164, 185-01455-0165 on the Wisconsin Surplus Website. Discussion. Carried 5-0.

Motion to go into closed session by Mary Cook second by Rod Sherwood. The motion carried 5-0.

- 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.

Motion to return to open session by Mary Cook second by Rod Sherwood. The motion carried 5-0.

- Property Acquisition - Motion by Mary Cook second by Dean Peterson to accept counter offer by Gundersen Lutheran located at 315 W Oak in the amount of \$500,000.00, closing date no later than May 1, 2017. Discussion. Carried 5-0. A resolution will be drafted and forwarded to the Monroe County Board.
- Motion by Rod Sherwood second by Pete Peterson to decline counter offer for properties located at 131 & 133 N Court Street. Carried 5-0.
- Strategic Plan – Jon Wallenkamp provided a strategic plan summary to all members. Monroe County facilities were reviewed. Discussion. The committee recommends to look into Courthouse remodel costs and demolition costs of building A. The committee will be holding a joint meeting with Rolling Hills, tentative date is August 3, 2016.
- Citizen's Bank Parking Lot – Garry explained that the plan for the Citizen's Bank parking lot is currently being worked on. It will take a budget adjustment to finish the entire project. Discussion.
- New Position Request – Garry explained that the Administration & Personnel Committee approved a full time Maintenance Technician on January 1, 2017. Finance will be taking up the new position next Wednesday and then onto County Board for full approval.
- Maintenance PM Contract – Catherine Schmit explained that currently there is money in contracted services for maintenance needs in 2016. A full time Maintenance Technician position will be going to the board this month for approval in the 2017 budget. Discussion.
- Equipment Replacement Schedule – Garry explained that he has not yet received any budget numbers for a new tractor to replace the John Deere 445. Discussion.
- 2017 Budget – Budget items discussed: Property & Acquisition, Ho Chunk Funds, Citizen Bank & Gundersen Building Line Items, Renovations.
- Budget Adjustment – None.
- Justice Center Discussion and Update – The detention pond in the front of the Justice Center was discussed.
- Building Security at Building A/Health and Human Services Building and Other – The card reader lock system will be repurposed for use. The committee continues work on the strategic plan and options to moving the department to another facility.
- Items for next month's agenda – Budget, Tax Delinquent Parcels.
- Motion by Pete Peterson second by Rod Sherwood to adjourn at 4:15 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder