



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

**COMMITTEE:** PROPERTY & MAINTENANCE  
**DATE:** Wednesday, December 9, 2020  
**TIME:** 4:00 p.m.  
**PLACE:** Meeting will begin at the Torkelson Funeral Home  
211 West Oak Street, Sparta

*\*The regular meeting will begin at 4:30 p.m. at the address below  
Monroe County Assembly Room  
112 South Court Street (South Entrance)  
Sparta, WI 54656*

**PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at the Torkelson location. No business of the County Board or other committees will be conducted at the location. The gathering is for purposes of viewing the location only. Decisions will be made at the regular meeting portion that begins at 4:30 p.m.**

## 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 11/11/2020 - (enclosure)
5. Tax Delinquent Properties
6. Defibrillator
7. Justice Center Projects/Electrical Vault
8. Awning at Justice Center/Colors may be viewed outside (West side of Justice Center) just prior to 4:30 regular meeting start.
9. Property Discussion / Torkelson Properties
10. Rolling Hills
11. Vehicle acquisition
12. Building Managers Report
13. Future Agenda Items
14. Adjournment

Gedric Schnitzler, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 12/04/2020

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 11, 2020

Present: Cedric Schnitzler, Adam Balz, Mary Cook, Wallace Habhegger  
Absent: Remy Gomez, Mark Halverson  
Others: Garry Spohn, Tina Osterberg

- The meeting was called to order in the Monroe County Assembly Room at 4:00 p.m. by Chair Cedric Schnitzler. Wallace Habhegger was present due to Chairman's request.
- Public Comment Period – None.
- Monthly Meeting Date/Time – Wednesday, December 9, 2020 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Cook second by Adam Balz to approve the 10/20/20 minutes. Carried 4-0.
- Tax Delinquent Properties – Garry Spohn explained that there has been some interest in the Town of Angelo Parcel #004-00440-0000.

City of Tomah Parcel #286-00167-0000. It was a consensus of the committee to keep the utilities running until the home is sold.

City of Sparta Parcel #281-000234-4000 is currently out for bids.

- Awning – Garry Spohn explained one bid received from Baraboo Awning in the amount of \$15,680.00; an additional \$2,100.00 for a stamped engineered plan. Discussion. Motion by Mary Cook second by Adam Balz to approve awning and engineering as presented. Carried 4-0.
- Defibrillator – Garry Spohn explained that defibrillator costs range from \$1,275.00 to \$1,507.00. Garry will take an inventory of which buildings have defibrillators. Training was also discussed. This item will be re-visited.
- Property available for purchase – Garry Spohn explained that the Torkelson property located at 211 W Oak Street, Sparta is available for purchase along with the duplex located directly behind it. Because the property is located near the Justice Center Complex, the committee will review the property. Discussion. We will be setting up a tour on December 9<sup>th</sup> at 4 p.m. during the regular Property & Maintenance meeting.
- Old Buildings Use at the Rolling Hills Complex – Future use of the old buildings was placed on the floor for discussion. Discussion consisted of the buildings north of town. The board will eventually need to determine the future use of the buildings to include but not limited to: the sale or demolition of the buildings.
- Justice Center Electrical Vault – Garry Spohn explained that Miron was on site. It was found that a portion of the rubber roof had only been glued to the cement. Termination strips have been installed. It is felt that this will fix the problem.
- Justice Center Projects – Garry Spohn explained that a new light for the steps at the south side of the Justice Center parking lot has been installed.
- The Buildings Manager Report was provided.
- Items for next month's agenda – Defibrillators, Property Available for Sale.
- Chair Schnitzler adjourned the meeting at 5:30 p.m. Carried 4-0.  
Shelley Bohl, Monroe County Clerk/Recorder

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

**Property & Maintenance Meeting  
December 9, 2019  
4:00 PM  
Assembly Room 112 South Court**

**Justice Center/Courthouse/Jail:**

- Miron is here working on the leak above the electrical vault. They have a partial fix. They have also been trying to help find the roof leak.
- We will need to pick the Awning color.
- The project to upgrade our server room controls should be complete by the time we meet
- We have completed a fence on 2 sides of the new dumpster location.

**Rolling Hills:**

- We are working with the designers to discuss options.
- We are considering a quote for replacement of the control board on the generator.

**Property Manager:**

- We have multiple bids to open for tax delinquent properties. I sent an email to all townships having parcels and none of them responded.
- The Wisconsin Surplus Auction is complete. We sold 8 items and I think they sold for a fair price.
- Take time to look at some of the staff Christmas trees. Many are at the corner of Main and Court. A few more are located at their building.
- We have been using the Skytrons that were purchased for disinfecting. They are ultraviolet emitting machines. They are intended to kill any Covid 19 virus in the room.
- We have been invited to tour the nearby Torkelson properties to see if the County has interest in them. We will start our meeting there.
- I will attach a copy of the information that I found regarding locations and needs for defibrillators.