



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

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COMMITTEE:

DATE:

TIME:

PLACE:

## PROPERTY & MAINTENANCE

Wednesday, May 12, 2021

4:00 p.m.

Meeting will begin at 14305 County Highway B, Sparta for a Building Tour

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 tour 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 approximately 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 04/14/2021- (enclosure)
5. Brownfield properties. Parcels 281023930000, 281002295000, 281001665000
6. Parcels 022-00843-0000 and 022-00838-0000
7. Property Discussion 210 South K Street ( Closed Session)  
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.
8. Rolling Hills
9. Rolling Hills Project
10. 211 West Oak, Sparta
11. 121 East Oak, Sparta
12. Building Managers Report
13. Future Agenda Items
14. Adjournment

Cedric Schnitzler, Committee Chair

PROPERTY & MAINTENANCE COMMITTEE

Date notices mailed: 05/06/2021

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  
April 14, 2021

Present: Cedric Schnitzler, Adam Balz, Mary Cook, Mark Halverson

Absent: Remy Gomez

Others: Garry Spohn, Tina Osterberg, Wallace Habegger

- The meeting was called to order in the Monroe County Board Assembly Room at 4:15 p.m. by Chair Cedric Schnitzler.
- Public Comment Period – None.
- Monthly Meeting Date/Time – Wednesday, May 12, 2021 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by Mary Cook to approve the 03/10/21 minutes. Carried 4-0.
- Tax Delinquent Properties –  
  
Parcel #048-00054-0000. Garry Spohn explained that the committee accepted the high bid of \$1,500.00 on 01/13/21 for parcel #048-00054-0000. However, Sara Violette forfeited the bid by not paying the full amount of the bid within 30 days. The county has deposited and kept her initial deposit in the amount of \$350.00. Discussion. Motion by Mark Halverson second by Mary Cook to accept the 2<sup>nd</sup> bid in the amount of \$50.00 from Shannon and Carla O'Rourke on 01/13/21. Carried 4-0.
- Brownfield Properties #281023930000, #281002295000, #281001665000 – No discussion. Cedric Schnitzler explained that this item will be placed on next month's meeting agenda.
- Motion by Adam Balz second by Mark Halverson to move into closed session. Cedric Schnitzler, Adam Balz, Mary Cook and Mark Halverson all voting yes.

Property Discussion, 210 South K Street, Sparta, WI 54656

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 by Mary Cook second by Mark Halverson to reconvene to open session. Cedric Schnitzler, Adam Balz, Mary Cook and Mark Halverson all voting yes.
- Rolling Hills – The landscaping around the pipeline project site was discussed. It was explained that a bid had been received for the project.
- 14301 County Highway B/Human Services Building – Garry Spohn explained that demolition costs are anticipated at \$800,000.00 for the Human Services Building. Buildings included to the north of town include Senior Services, Human Services, Rolling Hills and the farm house. Included in the underground tunnel connecting the buildings are streamlines, IT phone lines, water and electrical lines.
- Vehicle Purchase/Trades – Garry Spohn explained the need to upgrade a maintenance vehicle. The thought would be to get rid of the maintenance van and trade a used squad from our Sheriff's Department. Discussion. Motion by Mark Halverson second by Adam Balz to approve re-purpose of funds up to the amount of \$7,200.00 for a trade in for a Sheriff's vehicle. Carried 4-0.
- Budget Adjustment – Garry Spohn explained that an update to the Justice Center x-ray machine may require a budget adjustment. Discussion. Motion by Mary Cook second by Mark Halverson

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

to forward a recommendation to fix the x-ray machine to the Sheriff's Department for review. Carried 4-0.

- Repurpose of Funds – \*See above section, Vehicle Purchase/Trades
- The Buildings Manager Report was provided.
- Items for next month's agenda – Brownfield Properties, Tax Delinquent Parcels
- Motion by Mary Cook second by Adam Balz to adjourn the meeting at 5:26 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder

**Property & Maintenance Meeting  
Assembly Room  
May 12, 2021**

**Justice Center/Courthouse/Jail:**

- I was able to get warranty on 3 of the differential sensors on our HVAC system.
- We have been trying different things to improve the grass around the Justice Center. We have done overseeding, fertilizing and a salt neutralizer.
- We have the updated exhaust fan installed.
- We have installed ladders that make going over the parapet walls safer.
- We have the dispatch door lock down functioning from their computer station.

**Admin Center:**

- We will be doing some additional carpeting when weather keeps us inside.

**Rolling Hills:**

- We are preparing to pour a new sidewalk over the area where the water line broke last winter. So far we have standing water after we dug down.

**Property Manager:**

- We have all of the sensor faucets installed.
- We took our trailer to the Grotto for them to use during clean up.
- We will be touring building B at the Rolling Hills location at the beginning of our meeting.
- I am attending a meeting at the old City of Sparta police station on May 10.
- We received one of our replace Toolcats. We will need to decide if we can extend the contract.