



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

COMMITTEE:

DATE:

TIME:

PLACE:

PROPERTY & MAINTENANCE

Wednesday, October 13, 2021

4:00 p.m.

Monroe County Assembly Room

112 South Court Street (South Entrance)

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 – 09/08/2021 (enclosure)
5. Brownfield Properties. City of Sparta Parcels 281023930000, 281002295000, 281001665000
6. Walrath Street Property Owners, City of Sparta / DNR
7. Rolling Hills/14305 County Highway B Building, Sparta and Other Office Options
8. Demo of 14301 County Highway B Building, Sparta and Possible Others
9. Septic/Well Building B, Sparta - ARPA Funds
10. Furnace HVAC Building B, Sparta – ARPA Funds
11. ADRC Rooftop Unit
12. Building Managers Report
13. Future Agenda Items
14. Adjournment

Cedric Schnitzler, Committee Chair

PROPERTY & MAINTENANCE COMMITTEE

Date notices mailed: 10/06/21

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  
September 8, 2021

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

Absent: Remy Gomez

Others: Garry Spohn, Lisa Aldinger Hamblin, Nathan Martin

- The meeting was called to order in the Monroe County Board Assembly Room at 4:00 p.m. by Chair Cedric Schnitzler.
- Public Comment Period – None
- Monthly Meeting Date/Time – Wednesday, October 13, 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 08/11/21 minutes. Carried 4-0.
- Brownfield Properties #281023930000, #281002295000, #281001665000 – Corporation Counsel, Lisa Aldinger Hamblin explained three properties identified as Brownfield properties located on Milwaukee and Walrath Streets in the City of Sparta. Two properties are owned by Monroe County while the other is owned by Railroad Properties LLC. The county took possession of the parcels through the tax delinquent process. The county will need to determine what it wants to do. The DNR would like to pursue further testing. There is potential that the county may qualify for a grant. The estimated cost of the assessment is \$35,000.00. Discussion. Motion by Mark Halverson second by Mary Cook to move forward with a resolution for completion of a grant application for an assessment of Brownfield parcels #281002295000, #281001665000. Discussion. Carried 4-0.
- Walrath Street, Sparta, WI Property Owners / Richard Wilcox – Chair Cedric Schnitzler explained that letters will be sent to surrounding property owners inviting them to the October meeting.
- 123 North Court Street Property / Justice Center Parking – Chair Cedric Schnitzler explained that he doesn't have any current information on the North Court property.
- Rolling Hills/14305 County Highway B Building Options – Chair Cedric Schnitzler explained that water and sewer is estimated at \$25,000.00. This money could be applied through the American Recovery Plan Act Funds available from the county. Discussion. Motion by Mark Halverson second by Adam Balz to place the request of \$25,000.00 through the American Recovery Plan Act Funds. Carried 4-0.
- Building A Elevator – Garry Spohn, Property Manager explained that he is continuing to pay for service on the elevator. With building A not in use, there is no longer in need to keep the elevator in service. The recommendation is to have the elevator disabled. Discussion. Motion by Adam Balz second by Mary Cook to have an elevator company come in and decommission the elevator. Carried 4-0.
- Demo of 14301 County Highway B Building and Possible Others – Chair Cedric Schnitzler explained that initial estimates of demolition for all of the buildings north of town are anticipated over \$2 million. Discussion. In October, the county board meeting will include a committee of the whole discussion on how to move forward with the existing buildings.
- 2022 Budget – Garry Spohn explained that there are not a lot of changes from last year in the budget. Garry has visited with the County Administrator and the initial budget has been submitted.
- The Buildings Manager Report was provided.

- Items for next month's agenda – Brownfield Properties.
- Motion by Mary Cook second by Mark Halverson to adjourn the meeting at 5:12 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder

**Property & Maintenance Meeting  
Assembly Room  
October 13, 2021**

**Justice Center/Courthouse/Jail**

- The sprinkler inspection was completed this month.
- All filters have been changed this month.
- The repairs are scheduled to better control our boilers.
- We added plywood below the equipment replacement pit. This will help keep all of the debris from plugging the drain.
- We are still hoping to get some additional concrete work done this fall.

**Admin Center:**

- We looking at options for an office for the Treasurer
- We had to replace bearings in the rooftop unit.

**Rolling Hills:**

- Building A elevator is scheduled to be decommissioned.
  - The plan of correction per survey was submitted and all repairs have been made.
- With 2<sup>nd</sup> and 3<sup>rd</sup> floors shut down in the Nursing home we are going to try to run on the small boiler this year.

**Property Manager:**

- I have scheduled some tuck pointing on the Museum.
- We will be discussing 315 West Oak Street HVAC
- Our 2008 truck will be going in to have brake work done and a seal replaced.
- I am preparing some items for the Wisconsin Surplus Auction.
- We are advertising for our vacant position for the third time.
- We received our new Toolcat from St Joseph Equipment.
- I have had some interest in a couple parcels in Warrens. I advised them to be certain that they had a cost for past utilities and we would advertise the properties if they were still interested.