



**MONROE COUNTY BOARD OF SUPERVISORS**  
**202 SOUTH K STREET, RM 1, SPARTA, WISCONSIN 54656**  
Phone: 608-269-8705 Fax: 608-269-8747 www.co.monroe.wi.us

**NOTICE OF MEETING**

COMMITTEE: PROPERTY & MAINTENANCE  
DATE: Wednesday, February 9, 2022

***\*\*A tour of the basement of the Justice Center will begin at 4:00 p.m.  
The regular meeting will begin at approximately 4:30 p.m.***

TIME: 4:30 p.m.  
PLACE: Monroe County Justice Center 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 01/12/2022 - (enclosure)
5. Brownfield properties. Parcels 281023930000, 281002295000, 281001665000
6. Emergency Management Space Needs (Tomah Location)
7. Rolling Hills Demolition RFP
8. Justice Center Safety Committee Requests
9. Space Management (Offices Currently Located at 14345 County Highway B)
10. Land Conservation Building Space Options
11. Building Improvement Requests
12. Building Managers Report
13. Future Agenda Items
14. Adjournment

Cedric Schnitzler, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 02/02/2022

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  
January 12, 2022

Present: Cedric Schnitzler, Adam Balz, Mark Halverson, Mary Cook (Virtual)  
Absent: Remy Gomez

Others: Garry Spohn, Tina Osterberg, Wes Revels, Chris Weaver, Pamela Pipkin, Pam Weber

- 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, February 9, 2022 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Cook second by Mark Halverson to approve the 12/08/2021 minutes. Carried 4-0.
- Brownfield Properties #281023930000, #281002295000, #281001665000 – Chair Schnitzler explained that grants have been approved for a study of the properties.
- Justice Center Safety Committee Requests – Sheriff Wes Revel explained requests through the Courthouse Security Committee that are based on the security needs in the Justice Center. These needs have been discussed for some time. Requests but not limited to: doorways, hallways, card reader, chamber locks, lockdown. Pamela Pipkin, Child Support Director explained a request for a card reader on each side of the door between the Clerk of Court and Child Support Office. These above requests are not included in the budget. Discussion. It is a recommendation from the committee to get an estimate of the costs and return to the committee.
- ADRC Rooftop Unit ARPA Funds – Garry Spohn explained that two options are in place for the ARPA funds. (1) electrical elements not to exceed \$50,000; (2) total replacement in case we cannot get electrical elements in the amount of \$175,000. Discussion. Both items will be brought forth to the special finance committee meeting on February 3rd.
- Snow Removal – Garry Spohn explained that his department is completing the snow removal at the Rolling Hills new site.
- Space Management – Garry Spohn explained that the RFP's for the demolition or purchase of Rolling Hills is out for proposal. The Highway Department is currently completing a facility site assessment.
- Building Improvement Requests – Pamela Weber explained that an office is needed for the Community Health worker through GWAAR. The state is giving \$5,000.00 in carry over funds, this amount may be able to be used for capital funds. Motion by Mark Halverson second by Adam Balz to move forward with the needed office space pending funding from the carryover funds. Carried 4-0.
- The Buildings Manager Report was provided.
- Items for next month's agenda – Brownfield Properties; Justice Center Basement Tour; Space Management; Justice Center Safety Committee Requests
- Motion by Mark Halverson second by Mary Cook to adjourn the meeting at 4:46 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  
Assembly Room  
February 9, 2021**

**Justice Center/Courthouse/Jail**

-We temporarily closed the hole in the floor above Per Mar to see what the results would be. It is much warmer. We will need to talk about a permanent fix.

-I have been looking to see what it would take to move to interruptible power. This could be a huge savings

-I am working on pricing and options for the door locks that were requested.

**ADRC:**

I have a plan in place and we will be adding an office for Pam.

**Executive Building:**

-We sealed all of the windows this month. We still have a lot of cold. Part of the problem is the quality of the windows and the size.

**Admin Center:**

-We have been working on replacing the floor tile.

-We have also been doing some painting when the desks were moved.

\*I have talked some with Deb and Shelley about an office swap. Nothing confirmed at this point.

**Property Manager:**

-We have been working with Ahern to get pricing on adding an inspection port in the geo thermal discharge line.

I have been working with Bahr Electric to see how much it would cost to have all of the Justice Center on generator.