



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: PROPERTY & MAINTENANCE
DATE: Wednesday, 3/9/2022
TIME: 4:00p.m.
PLACE: 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 - (enclosure)
5. Brownfield properties. Parcels 281023930000, 281002295000, 281001665000
6. Emergency Management Space Needs (Tomah Location)
7. Rolling Hills Demolition RFP
8. Server Rooms Back Up AC
9. 100% Generator Power at Justice Center
10. Floor Penetration Above Per Mar
11. Justice Center Safety Committee Requests
12. ADRC Replacement of Air Conditioning Unit
13. Space Management (Offices Currently Located at 14345 County Highway B)
14. Land Conservation Building Space Options.
15. Building Improvement Requests.
16. Building Managers Report
17. Future Agenda Items
18. Adjournment

Cedric Schnitzler, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 03/02/2022

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
February 9, 2022

Present: Cedric Schnitzler, Adam Balz, Mary Cook

Absent: Remy Gomez, Mark Halverson

Others: Garry Spohn, Tina Osterberg, Jared Tessman, Wes Revels, Chris Weaver, David Ohnstad

- A tour of the basement of the Justice Center began at 4:00 p.m. No business of the County Board or other committee was conducted at the location.
- The meeting was called to order in the Monroe County Board Assembly Room at 4:20 p.m. by Chair Cedric Schnitzler.
- Public Comment Period – None
- Monthly Meeting Date/Time – Wednesday, March 9, 2022 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 01/12/2022 minutes. Carried 3-0.
- Brownfield Properties #281023930000, #281002295000, #281001665000 – Chair Schnitzler explained that grants have been approved for a study of the properties. No new information is available at this time.
- Emergency Management Space Needs (Tomah Location) – Jared Tessman, Emergency Management Director presented a proposed building addition at the Tomah Emergency Response Building. Additional space is necessary for vehicles and equipment. Discussion. David Ohnstad, Highway Commissioner explained that the Highway Department also needs additional space. The Highway Department had requested a few years ago to have the same area covered for the Highway Department. A study will be completed at the dog pound site for the Highway Department. There is potential that space would be available for the Emergency Management vehicles and equipment. Both Jarod Tessman and David Ohnstad explained the importance of the Tomah location to each department.
- Rolling Hills Demolition RFP – Chair Schnitzler explained that no RFP's were received for the sale of Rolling Hills. There is a potential of one lead for sale of the building. An RFP for demolition of the buildings have not yet been released to the public.
- Justice Center Safety Committee Requests – Garry Spohn explained a plan for changing a minimum of 9 locks to start with in the Justice Center. The cost is approximately \$1,000.00. Discussion. Motion by Adam Balz second by Mary Cook to take \$1,000.00 from the maintenance budget for locks. Carried 3-0.
- Space Management of Offices currently located at 14345 County Highway B – Chair Schnitzler explained that there are options to lease at the current Land Conservation site; to move IT into the Justice Center basement or to keep the 48 addition as a temporary home until space is found.
- Land Conservation building space options – See above Space Management section.
- Building Improvement Requests – Garry Spohn explained other building improvement projects: secondary cooling in server room; closing hole in Justice Center by Per-Mar to make temperature comfortable; Justice Center generator to convert to interruptible power to be off grid.
- The Buildings Manager Report was provided.

- Items for next month's agenda – Brownfield Properties; Space Management for 48 addition; Land Conservation Building Space Options; Other Building Improvement Projects; ADRC Heating.
- Motion by Mary Cook second by Adam Balz to adjourn the meeting at 5:49 p.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk
Recorder

**Property & Maintenance Meeting
Assembly Room
March 9, 2022**

Justice Center/Courthouse/Jail

- I have parts ordered for securing 9 doors for Courthouse Security.
- We temporarily closed the hole in the floor above Per Mar. We will be discussing long term fix.
- I have been looking to see what it would take to move to interruptible power. This could be a huge savings. It is on this month's agenda.
- We will be discussing AC backup in server rooms.

Rolling Hills:

- We toured the new building. We mentioned a few concerns to Mark. Most were being addressed.

ADRC Building:

- We built a new office using some space from the waiting room.
- We will be discussing the AC unit replacement.

Admin Center:

- My staff have been working on the flooring replacement project.\
- My staff have been working on converting a space so that the Treasurer can have a private office.

Property Manager:

- I checked on a couple of buildings for sale. I will explain and see if the committee is interested.
- We will be discussing our Brownsfield grant application.
- We are currently down two staff members.
- A group of us met to talk about solutions for the remaining staff in the 48 building after Rolling Hills moves.