



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

PHONE: 608-269-8705

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[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## AMENDED NOTICE OF MEETING

**COMMITTEE:** PROPERTY & MAINTENANCE  
**DATE:** Wednesday, April 13, 2022  
**TIME:** 4:00 p.m.  
**PLACE:** Monroe County Assembly Room  
Justice Center  
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 03/09/2022 - (enclosure)
5. Brownfield properties. Parcels 281023930000, 281002295000, 281001665000
6. Server Rooms Back Up AC
7. 100% Generator Power at Justice Center
8. Apprentice Option
9. ADRC Building AC Options
10. Surplus Auction Items
11. Sale of Squad Car to Tomah Area Ambulance Service
12. Building Managers Report
13. Future Agenda Items
14. Adjournment

Cedric Schnitzler, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 04/08/22

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.



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Cedric Schnitzler, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 04/07/22

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  
March 9, 2022

Present: Cedric Schnitzler, Adam Balz, Mary Cook, Remy Gomez, Mark Halverson  
Others: Garry Spohn, Tina Osterberg, Rick Folkedahl, Wes Revels

- 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, April 13, 2022 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Remy Gomez second by Mark Halverson to approve the 02/09/2022 minutes. Carried 5-0.
- Brownfield Properties #281023930000, #281002295000, #281001665000 – Chair Schnitzler provided information. Roxy Anderson will send letters to neighbors about start.
- Emergency Management Space Needs (Tomah Location) – Wes Revels will send meeting request to the City of Tomah.
- Rolling Hills Demolition RFP – Inquiry of purchase mentioned. No action.
- Server Rooms Back up AC – Motion by Mary Cook second by Adam Balz to get pricing. Carried 5-0.
- 100% Generator Power at Justice Center – Motion by Mark Halverson second by Mary Cook to evaluate cost. Carried 5-0.
- Floor Penetration Above Per Mar – Motion by Remy Gomez second by Mary Cook to have maintenance fill penetration. Carried 5-0.
- Justice Center Safety Committee Requests – Garry Spohn informed committee that parts are on order for the 9 door locks requested.
- ADRC Replacement of Air Conditioning Unit – Committee recommendation to speak with Pamela Weber as to if any grants would be available.
- Space Management of Offices currently located at 14345 County Highway B – Discussed options for Sanitation and Zoning. Farm house will be evaluated to determine cost. Evaluated space in Justice Center basement for IT. Sheriff will talk to his department about giving up some of their space. Put on agenda next month.
- Land Conservation building space options – Nothing discussed.
- Building Improvement Requests – None.
- The Buildings Manager Report was provided.
- Items for next month's agenda – Apprentice option for Maintenance.
- Motion by Adam Balz second by Mark Halverson to adjourn the meeting at 5:15 p.m. Carried 5-0.

Garry Spohn, Monroe County Property Manager  
Recorder

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

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

**Justice Center/Courthouse/Jail**

- We had a power outage this month. We discovered some critical areas without power. I am hoping to have changes made before we meet that will correct the problems.
- I have been looking to see what it would take to move to interruptible power. I am hoping to accomplish this as part of the outage repair.
- We will be discussing AC in server rooms. We are working on sizing and pricing for the units needed.
- My staff installed 4 doors in the Human Services area. This project was discussed around a year ago but it took that long to get the materials to match existing.

**ADRC Building:**

- We will be discussing the AC unit replacement. I talked to Pam and she explained that no grants are available for capital improvement projects.

**Admin Center:**

- My staff has completed the carpet replacement with carpet tile. We may change some tiles at a future time.
- My staff completed a new office space for the treasurer and petitioned off an area for records and the safe.

**Property Manager:**

- I was contacted by a party wanting an update on the Brownsfield properties.
- We are still down two staff members. One is due to a vacancy and the other is because of an injury.
- We have been working to get some estimates on different space needs options.