



# 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:**

**DATE:**

**TIME:**

**PLACE:**

**PROPERTY & MAINTENANCE**

**Wednesday, May 11, 2022**

**4:00 p.m.**

**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. Election of Vice-Chair
3. Establishment of Monthly Meeting Date/Time
4. Set next meeting Date/Time
5. Public Comment, 3 Minute Limit Rule Applies
6. Minutes Approval 04/13/2022 - (enclosure)
7. Brownfield properties. Parcels 281023930000, 281002295000, 281001665000
8. Emergency Management Space Needs, Tomah Location
9. Rolling Hills Demolition Request For Proposal
10. Server Rooms Back Up AC
11. 100% Generator Power at Justice Center
12. Space Management, Offices Currently Located at 14345 County Highway B
13. Apprentice Option
14. Museum
15. Justice Center/Human Services AC Unit
16. ADRC Building AC Bids
17. Pavement Seal and Stripe Bids

**PROPERTY & MAINTENANCE**  
**Wednesday, May 11, 2022**

Continued pg. 2

18. Repurpose of funds
19. Justice Center/Back-Up Power Supply Discussion
20. Building Managers Report
21. Future Agenda Items
22. Adjournment

Remy Gomez, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 05/10/22

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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Property & Maintenance Committee  
April 13, 2022

Present: Cedric Schnitzler, Adam Balz, Mary Cook, Remy Gomez, Mark Halverson  
Others: Garry Spohn, Chris Weaver

- 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, May 11, 2022 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by Remy Gomez to approve the 03/09/2022 minutes. Carried 5-0.
- Brownfield Properties #281023930000, #281002295000, #281001665000 – Chair Schnitzler explained that assessments and testing are being conducted.
- Surplus Auction Items – Chair Schnitzler explained that many departments have left over items in storage such as office furniture, equipment, etc. Garry Spohn explained that larger items such as vehicles move well on the surplus auction website but suggests a silent auction to be held in the parking lot for smaller items. This item will be revisited.
- Sale of Squad Car to Tomah Area Ambulance Service – Chief Deputy Chris Weaver explained that new squad cars will be arriving. Current requests for our trade in vehicles are the Maintenance Department and Tomah Ambulance. Trade in value is \$8,000.00. Discussion. Motion by Mark Halverson second by Mary Cook to sell a squad to Tomah Area Ambulance in the amount of \$8,000.00 with the funds to be returned to the Sheriff's non-lapsing vehicle account. Carried 5-0.
- Server Rooms Back up AC – Garry Spohn explained that is currently working on costs.
- 100% Generator Power at Justice Center – Garry Spohn explained that he is currently working on plans. He is looking into Focus on Energy for any cost savings to the county.
- Apprentice Option – Supervisor Remy Gomez suggested to reach out to Tech or Trade Schools for an apprentice option. Discussion.
- ADRC Building AC Options – Garry Spohn explained that Pam Weber is seeking grants for the ADRC air conditioning repairs or replacement. The AC unit is past life expectancy and the unit is no longer available. Discussion. Motion by Remy Gomez second by Mary Cook to approve releasing bids two ways, one for repairs and the other for full replacement. Carried 5-0.
- The Buildings Manager Report was provided. Discussions regarding a maintenance pool account.
- Items for next month's agenda – Apprentice Option, Maintenance Pool Account.
- Motion by Adam Balz second by Mark Halverson to adjourn the meeting at 4:55 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

**Property & Maintenance Meeting  
Assembly Room  
May 11, 2022**

**Justice Center/Courthouse/Jail**

- We have the electrical changes made to put critical power areas on the generator.
- I have been working with xcel energy to find out if they have any funding to help put all of the Justice Center on the generator.
- We will be discussing AC in server rooms. We are working on sizing and pricing for the units needed.
- My staff is doing a remodel project to improve the Child Support/Corporation Counsel area.
- We will be discussing replacement of a failed AC unit in the Human Services 3<sup>rd</sup> floor area.
- I have a quote to share for Cell booster site survey. The quote is \$2875.00

**Museum:**

We may be discussing items suspended from the ceiling in the museum. Roof repairs needed because of storm damage have been completed.

**ADRC Building:**

- We will be discussing the AC unit replacement. I have that project out for bids. We will decide when and if we should proceed and choose the best option. We may need to do a repurpose of funds.

**Admin Center:**

- I had to replace 2 dehumidifiers in the basement this month.

**Property Manager:**

- I have advertised for bids on parking lot seal/stripe.
- We currently have 1 vacancy and have 1 staff member on light duty/part time.
- We have started some of the outside work as weather permits.
- I will show the committee a sample of the form needed for Surplus Property advertisement.