



# MONROE COUNTY BOARD OF SUPERVISORS

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## Remote Meeting Information

Meeting link:

<https://monroecountywi.webex.com/>

Meeting Number: 2487 122 1078

Password: Property

Join by phone:

+1-404-397-1516 United States Toll

Access code: 2487 122 1078

**COMMITTEE:**

**DATE:**

**TIME:**

**PLACE:**

## NOTICE OF MEETING

**PROPERTY & MAINTENANCE**

**Wednesday, October 12, 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. Set next meeting date/time
3. Public Comment, 3 Minute Limit Rule Applies
4. Minutes Approval – September 7 & September 22, 2022
5. Northern Natural Gas Easement
6. Land Conservation Truck Sale
7. Medical Examiner Office Partition
8. Bid Bond Requirements for Demolition
9. Brownfield properties and Adjoining Properties-Parcels 281023930000, 281002295000, 281001665000
10. Space Management, Including Use of Existing Buildings (Offices Currently Located at 14345 County Highway B)

11. Study/Long Range Plan for Highway B North Complex Buildings
12. Demo and abatement Building A, 14305 County Highway B
13. Museum Structural Evaluation and Proposal
14. County Auction
15. Hansen Park Definition
16. Justice Center Hot Water Heaters
17. Long Range Plan
18. 2023 Budget
19. Rolling Hills
20. North Complex
21. Electrical Bids for North Complex
22. Building Managers Report
23. Future Agenda Items
24. Adjournment

Remy Gomez, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 10/07/2022

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  
September 7, 2022

Present: Adam Balz, Mary Cook, Zach Zebell, Remy Gomez

Absent: David Kuderer

Others: Garry Spohn, Cedric Schnitzler, Tina Osterberg, Kerry Sullivan Flock

- The meeting was called to order in the Monroe County Board Assembly Room at 4:00 p.m. by Chair Remy Gomez.
- Monthly Meeting Date/Time – October 12, 2022 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Public Comment Period – None
- Minutes Approval – Motion by Zach Zebell second by Mary Cook to approve the 08/10/22 minutes. Carried 4-0.
- Brownfield Properties and Adjoining Properties, Parcels 281023930000, 281002295000, 281001665000 – No updates.
- 100% Generator Power at Justice Center – Garry Spohn explained that the cost is under \$7,000.00 to convert to complete generator power. Three vendors have provided quotes. Discussion. Motion by Zach Zebell second by Mark Cook to accept quote from Olson Electric. Carried 4-0.
- Justice Center Lighting Controls – Garry Spohn explained that the lighting controls are obsolete. To control lighting, portion of the lights are being replaced.
- Justice Center Hot Water Heaters – Garry Spohn explained that all four of the water heaters are leaking. At this time Garry is looking into alternatives.
- Museum – Kerry Sullivan Flock, Assistant Corporation Counsel explained that insurance recommends that a structural engineer take a look at the museum. Currently there are two airplanes and a hang glider suspended from the ceiling. Discussion. The committee is recommending to have a structural engineer examine the Museum roof and ask if the Historical Society would pick up the cost. The alternative would be that if the structure is not reviewed, the items may have to be removed from the building for liability reasons.
- Space Management, Including Use of Existing Buildings (Offices Currently Located at 14345 County Highway B) – Garry Spohn explained that the fiber has been run to the 48 building. Locks have been placed on doors.
- Study/Long Range Plan for Highway B North Complex Buildings – Couleecap toured the north complex today.
- RFP for Building A Demo (14301 County Highway B) – Kerry Sullivan Flock, Assistant Corporation Counsel explained that an RFP is in process. More information is needed in order to complete the request for proposal. Members discussed demolition of Building A along with a partial demolition of the utility tunnel.
- Long Range Plan – No discussion.
- 2023 Budget – Garry Spohn provided members with budget detail. There are not a huge amount of changes. Questions were answered.
- The Buildings Manager Report was provided.

- Future Agenda Items – Brownfield Properties, Museum.
- Motion by Adam Balz second by Mary Cook to adjourn the meeting at 6:37 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder

Property & Maintenance Committee  
September 22, 2022

Present: Adam Balz, Mary Cook, Zach Zebell, Remy Gomez, David Kuderer  
Others: Garry Spohn, Dylan Amundson, Adrian Lockington

- The meeting was called to order in the Monroe County Board Assembly Room at 4:00 p.m. by Chair Remy Gomez.
- Resolution Authorizing Funds for a NESHAP Inspection Related to Demolition of Building A and Tunnel - Motion by David Kuderer second by Mary Cook to adopt resolution. Adrian Lockington, Executive Assistant explained NESAP Inspection to identify the amount and location of lead or asbestos in Building A and adjoining utility tunnel. Discussion. Carried 5-0.
- Motion by Zach Zebell second by Mary Cook to adjourn the meeting at 4:15 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

**Property & Maintenance Meeting  
Assembly Room  
October 12, 2022**

**Justice Center/Courthouse/Jail**

- We have quite a few repairs in the jail each month.
- We poured concrete in a few areas to improve appearance and reduce maintenance.

**New Rolling Hills:**

- We have been working on irregularities. On any new building you will have a lot of fine tuning. We continue to make progress.
- We are working to get contracted services set up.

**North Complex:**

- We gave tours for 2 RFP's for the Electrical and Demo projects.
- We worked with Brown Signs to update our entrance signage.
- We have locked down the building formerly used by Rolling Hills. We are preparing to shut down more as allowed.
- I have worked with Tina to prepare a budget for 2023 for buildings and grounds.

**Property Manager:**

- I am preparing to put a few things on Wisconsin Surplus Auction.
- I have been working with Kerry Sullivan Flock to get signage for offices regarding admittance, Photos, and Video.
- Representatives from Northern Gas will be coming to our meeting. They are requesting an easement for an additional line.