



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

## Remote Meeting Information

Meeting link:

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

Meeting Number: 2495 668 5115

Password: Property

Join by phone:

+1-404-397-1516 United States Toll

Access code: 2495 668 5115

**COMMITTEE:** AMENDED NOTICE OF MEETING  
**DATE:** PROPERTY & MAINTENANCE  
**TIME:** Wednesday, November 9, 2022  
**PLACE:** 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 – October 12, 2022
5. Northern Gas Easement
6. County Auction
7. Brownfield properties and Adjoining Properties. Parcels 281023930000, 281002295000, 281001665000
8. Space Management. Including Use of Existing Buildings (Offices Currently Located at 14345 County Highway B)
9. Study/Long Range Plan for Highway B North Complex Buildings
10. Demo and abatement Building A 14305 County Highway B

11. Long Range Plan
12. 2023 Budget
13. Rolling Hills
14. North Complex
15. County Board Chairmen Office Space Request
16. Handicap Ramp/Elevator Floor Restrictions at 48 Building
17. Credit Card Approval
18. Line Item Transfer/Budget Adjustments
19. Electrical bids for North Complex
20. Building Managers Report
21. Future Agenda Items
22. Adjournment

Remy Gomez, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 11/07/2022

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.



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

## Remote Meeting Information

Meeting link:

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

Meeting Number: 2495 668 5115

Password: Property

Join by phone:

+1-404-397-1516 United States Toll

Access code: 2495 668 5115

**COMMITTEE:**

**DATE:**

**TIME:**

**PLACE:**

## NOTICE OF MEETING

**PROPERTY & MAINTENANCE**

**Wednesday, November 9, 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 – October 12, 2022
5. Northern Gas Easement
6. County Auction
7. Brownfield properties and Adjoining Properties. Parcels 281023930000, 281002295000, 281001665000
8. Space Management. Including Use of Existing Buildings (Offices Currently Located at 14345 County Highway B)
9. Study/Long Range Plan for Highway B North Complex Buildings
10. Demo and abatement Building A 14305 County Highway B

11. Long Range Plan
12. 2023 Budget
13. Rolling Hills
14. North Complex
15. County Board Chairmen Office Space Request
16. Handicap Ramp/Elevator Floor Restrictions at 48 Building
17. Line Item Transfer/Budget Adjustment
18. Electrical bids for North Complex
19. Building Managers Report
20. Future Agenda Items
21. Adjournment

Remy Gomez, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 11/04/2022

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  
October 12, 2022

Present: Adam Balz, Mary Cook, Zach Zebell, Remy Gomez, David Kuderer  
Others: Garry Spohn, Adrian Lockington, Tina Osterberg, Kerry Sullivan Flock, Cedric Schnitzler, Wallace Habegger, Steven Martinez, Charlie Hejny, Alyssa Young, Carolyn Habelman Russell Janzen, Toni Wissestad

- 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 – November 9, 2022 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Public Comment Period – None
- Minutes Approval – Motion by Adam Balz second by Zach Zebell to approve the 09/07/22 and 09/22/22 minutes. Motion by Zach Zebell second by Mary Cook to amend 09/22/22 minutes by reflecting that Garry Spohn was absent. The 09/07/22 minutes, carried 5-0. The 09/22/22 minutes as amended, carried 5-0.
- Northern Natural Gas Easement – Steven Martinez and Charlie Hejny provided the intended easement and work station to members of the committee for the Northern Natural Gas project east of County Highway B. The project will consist of 120 days from the start date. Discussion. Crop damage reimbursement would be paid directly to the land renter. Motion by Zach Zebell second by David Kuderer to have Corporation Counsel develop a resolution for easement with Northern Natural Gas for approval at the November meeting. Carried 5-0. A WebEx will be placed on the agenda so that Northern Natural Gas representatives can appear virtually.
- Museum Structural Evaluation and Proposal – Garry Spohn explained that the county had structural concerns regarding the museum. Kerry Sullivan-Flock, Assistant Corporation Counsel explained the committee's liability concerns with items suspended from the ceiling. A quote for a structural evaluation has been provided to the county. The committee is asking the Historical Society to pay for the evaluation.

Alyssa Young from the Deke Slayton Museum explained that she has obtained a quote for a study in the amount of \$1,000.00 by Kent Fish from General Engineering Company. Alyssa explained that the planes are on separate trusses and that the weight is disbursed. General Engineering Company will be at the museum on October 19<sup>th</sup> to complete the study. Museum plans exist and are available for review.

The floor of the museum is 18 inch concrete. The committee determined not to have a structural evaluation of the floor.

Motion by Mary Cook second by Zach Zebell to approve \$1,000.00 appraisal by General Engineering Company, the Deke Slayton Museum will pay for the appraisal and provide the appraisal information back to the county. Carried 5-0.

- Land Conservation Truck Sale – Garry Spohn explained that land conservation is looking to sell one of its truck. Garry explained that the truck will be sold through surplus auction.
- Medical Examiner Office Partition – Garry Spohn explained that he is working on 1<sup>st</sup> amendment audit work. The suggestion is to make a counter area to make division between the public and the work office in the Medical Examiner's office. Discussion. Motion by Zach Zebell second by Adam Balz to complete a partition and counter in the Medical Examiner Office. Carried 5-0.
- Bid Bond Requirements for Demolition – Adrian Lockington explained that the current RFP doesn't state bid bond requirements. Tina Osterberg, County Administrator explained the

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

difference between a bid bond and performance bond. It is recommend as part of the project, that the contractor would have either a bid or performance bond. Discussion. Motion by Zach Zebell second by David Kuderer to place the requirement of a bid bond in the RFP in the amount of \$1,000,000.00 for Building A. Carried 5-0.

- Brownfield Properties and Adjoining Properties, Parcels 281023930000, 281002295000, 281001665000 – No updates.
- Space Management, Including Use of Existing Buildings (Offices Currently Located at 14345 County Highway B) – Garry Spohn explained that Couleecap is not interested in the north complex at this time.
- Study/Long Range Plan for Highway B North Complex Buildings – Garry Spohn explained that a study has been completed from the board and departments regarding the north complex. There will be more information in November.
- Demo and abatement Building A, 14305 County Highway B – Garry Spohn explained that there is a scheduled tour tomorrow for demolition. The building will have to go to the landfill and cannot be buried onsite, per DNR.
- County Auction – Garry Spohn explained a plan for a county auction. It was discussed that an auctioneer may suit the county better than handling the auction in house. Discussion. Motion by Zach Zebell second by Adam Balz to contact local auctioneers following department review of items. Carried 5-0.
- Hansen Park Definition – Kerry Sullivan Flock, Assistant Corporation Counsel explained the history surrounding the Hansen Park. A survey was never recorded for the park. Nothing was completed by the board to establish the park. To establish a formal park would take a resolution by the full board. Currently a monument marks the site. This item will be revisited in the spring.
- Justice Center Hot Water Heaters – Garry Spohn explained that one water heater is leaking more than it was last month. It is the intent to purchase two this year and two next year. He is looking to have our own staff install the heaters. Discussion. It was the committee's recommendation to move forward with the RFP process.
- Long Range Plan - No discussion.
- 2023 Budget – Garry Spohn explained that the budget is set.
- Rolling Hills – Garry Spohn explained that staff has been in the new building daily. With any new building, you have some fine tuning.
- North Complex – Garry Spohn explained that shut downs are occurring in the old building to reduce energy costs.
- Electrical Bids for North Complex – Garry Spohn explained that he received a bid in the amount of \$17,200.00 from Electrical 1. It is the goal to have Xcel bring in a separate meter at all three buildings: Building B, Farmhouse and then the out buildings. It was a recommendation of the committee to contact Xcel for a cost estimate. Discussion. Motion by David Kuderer second by Mary Cook to accept bid in the amount of \$17,200.00 from Electrical 1 upon funding approval from the Monroe County Board and contingent upon no cost from Xcel for separate meters. Carried 5-0.
- The Buildings Manager Report was provided.
- Future Agenda Items – Brownfield Properties; Space Management; Study/Long Range Plan.
- Motion by Zach Zebell second by Adam Balz to adjourn the meeting at 6:29 p.m. Carried 5-0.

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

Shelley Bohl, Monroe County Clerk  
Recorder

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 3, 2022  
 Department: Maintenance  
 Amount: \$17,200.00  
 Budget Year Amended: 2022

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

The purpose of the budget adjustment is to move electrical services at the North Complex to prepare for future demo of 14301 County Highway B

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	\$ 76,342.00	\$ (17,200.00)	\$ 59,142.00
11670600	521340		North Complex		\$ 17,200.00	\$ 17,200.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



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

**Justice Center/Courthouse/Jail**

-We have been working with our vendor and trying to get parts for our Multi-Stack. The part is obsolete and we are trying to get the substitute. While waiting we are locked in cooling and are heating with the boilers.

**New Rolling Hills:**

-We still are working on some of the issues. This month they made some roof repairs, exhaust hood repairs, walk in freezer repairs and are working on adding our generator alarm to the paging system.

-We have had to repair some holes in the wall (5 I believe) Most were caused by wheel chairs and 1 was from a toilet paper dispenser being torn from the wall.

-We are installing the new benches.(10)

-I met with Linda and Tina to discuss snow removal.

**North Complex:**

-I have been working with Xcel Energy and Electric 1 to confirm meter costs where we need them added

-We have been cleaning up our scrap pile.

-We have been putting RV antifreeze and vegetable oil in traps at the old nursing home.

-We added a small water heater so that we could turn off the large heater.

- We shut off water in the 65 and 74 buildings

-We had the big boilers inspected

-We repaired and tested the vaporizers

-We had to replace the steam relief valve in the 65 building.

- The testing for asbestos has been taking place for several days at building A

-I am waiting for Linda to be ready to take auctioneers through the old building.

-We will be discussing our options to secure the old nursing home.

**Property Manager:**

-I have been working with Tina to make adjustments to the 2022 budget to take care of North Complex expenses.

-We discussed the auction at the department head meeting. Departments are preparing lists of what they want to add. We will also be letting them go through the old nursing home and request items that are no longer needed.