

Property & Maintenance Committee  
November 9, 2022

Present: Adam Balz, Mary Cook, Zach Zebell, Remy Gomez, David Kuderer  
Others: Derek Pierce, Tina Osterberg, Kerry Sullivan-Flock, Steven Martinez

- 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 – December 14, 2022 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Public Comment Period – None
- Minutes Approval – Motion by Mary Cook second by David Kuderer to approve the 10/10/22 minutes. Carried 5-0.
- Northern Natural Gas Easement – Kerry Sullivan-Flock, Assistant Corporation Counsel explained the Northern Natural Gas request to construct a new pipeline on county owned property. Three resolutions have been drafted to authorize the construction, easement and temporary workspace. Discussion.

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Resolution Authorizing Pipeline Construction. Motion by David Kuderer second by Adam Balz to adopt resolution. Carried 5-0.

Resolution Authorizing New Pipeline Easement – Motion by Zach Zebell second by Mary Cook to adopt resolution. Carried 5-0.

Resolution Authorizing Temporary Workspace Permit – Motion by Zach Zebell second by Adam Balz to adopt resolution. Carried 5-0.

- County Auction – Derek Pierce, Interim Facilities & Property Director explained that he completing a walk through tomorrow to get a base started for the county auction.
- 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) – Tina Osterberg, County Administrator explained that surveys have been completed by County Board Supervisors and departments. The Chairman of the board is planning on forming a Strategic Planning Committee for future long range planning.
- Study/Long Range Plan for Highway B North Complex Buildings – This item was discussed in the above agenda item.
- Demo and abatement Building A, 14305 County Highway B – Derek Pierce explained that abatement samples are back. A report will be provided to bidders.
- Long Range Plan – This item was discussed above.
- 2023 Budget – Tina Osterberg, County Administrator explained that the budget is completed. Tina explained areas of concern in the 2023 budget.
- Rolling Hills – Derek Pierce explained that staff have been spending time in the new building.
- North Complex – No Discussion.

- County Board Chairman Office Space Request – Tina Osterberg, County Administrator explained that the storage room in the Assembly Room is currently being set up as an office for the Monroe County Board Chair. The Board Chair held an office years ago, but due to space needs it had been eliminated.
- Handicap Ramp/Elevator Floor Restrictions at 48 Building – Derek Pierce explained that it would cost approximately \$1,500.00 to shut down the elevator. A ramp at the back side of the building would limit the elevator. The committee suggested to build a temporary wall.
- Credit Card approval – Tina Osterberg, County Administrator explained the need for the Interim Facilities & Property Director to hold a credit card in the amount of \$5,000.00. Motion by David Kuderer second by Zach Zebell to approve credit card. Discussion. Carried 5-0.
- Line Item Transfer – Tina Osterberg, County Administrator explained the 2022 line item transfer in the amount of \$27,200.00 for Highway B North Complex expenses. Motion by Mary Cook second by Adam Balz to approve line item transfer. Carried 5-0.
- Budget Adjustment – Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$25,000.00 for Justice Center electric expenses. Discussion. Carried 5-0.
- Budget Adjustment – Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$17,200.00 to move electrical services at the North Complex to prepare for demo. Carried 5-0.
- Electrical bids for North Complex – Derek Pierce explained that Electric 1 was the only bid. They are willing to extend the bid. Currently he is working on confirming whether or not Xcel Energy will charge for the meter costs.
- The Buildings Manager Report was provided.
- Future Agenda Items – Brownfield Properties; Strategic Planning/Long Range Plan
- Remy Gomez adjourned the meeting at 4:52 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder