



MONROE COUNTY BOARD OF SUPERVISORS

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***Remote Meeting Information:**

<https://monroecountywi.webex.com/> or **Join by phone:** +1-404-397-1516 United States Toll

Meeting Number: 2480 652 0927

Access Code: 248 065 20927

Password: Hammer

COMMITTEE:

DATE:

TIME:

PLACE:

NOTICE OF MEETING

PROPERTY & MAINTENANCE

Wednesday, December 14, 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

1. Call to Order/Roll Call
2. Set next meeting date/time
3. Public Comment, 3 Minute Limit Rule Applies
4. Minutes Approval – November 9, 2022
5. County Auction – Discussion/Action
6. Brownfield properties and Adjoining Properties - Parcels 281023930000, 281002295000 and 281001665000
7. Long Range/Strategic Plan
8. County Highway B - North Complex, Electrical Bid Update
9. Demolition of Building A 14305 County Highway B Bid Results and Recommendation – Discussion/Action
10. Justice Center Water Heater Bid Results and Recommendation – Discussion/Action
11. Budget Adjustments – Discussion/Action
12. Building Managers Report
13. Future Agenda Items
14. Adjournment

Remy Gomez, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 12/07/2022

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
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.
 - 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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 14, 2022
 Department: Maintenance
 Amount: \$10,000.00
 Budget Year Amended: 2022

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

Increased electric rates and fuel & gas expenses 2022 have created a need for additional funds to cover the shortages. Any funds remaining after the expenses will drop into the General Fund at year end. With approval of the 4 water heater RFP budget adjustment, the Interest on Investments budget would be \$181,074.00 plus \$10,000.00 (current BA) for a total of \$191,074.00. The current actual Interest on Investments balance is \$210,343.75.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	481000		Interest on Investments	\$ 166,000.00	\$ 10,000.00	\$ 176,000.00
						\$ -
Total Adjustment					\$ 10,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11630600	522015		Justice Center Fuel & Gas	\$ 25,000.00	\$ 7,500.00	\$ 32,500.00
11675600	522015		Hwy B N Complex Fuel & Gas	\$ 17,970.00	\$ 3,100.00	\$ 21,070.00
11675600	522010		Hwy B N Complex Electric	\$ 13,010.00	\$ 10,000.00	\$ 23,010.00
11630600	521340		Justice Cntr. Contract Serv.	\$ 108,450.00	\$ (2,000.00)	\$ 106,450.00
11640600	521340		Exec. Cntr. Contract Service	\$ 5,895.00	\$ (1,500.00)	\$ 4,395.00
11608610	524505		Extension Bldg Maint.	\$ 2,000.00	\$ (1,200.00)	\$ 800.00
11640610	524505		Exec. Cntr. Bldg Maint.	\$ 2,500.00	\$ (2,200.00)	\$ 300.00
11653610	524505		315 W Oak Bldg Maint.	\$ 2,500.00	\$ (2,200.00)	\$ 300.00
11650610	524505		Bldg A Bldg Maint.	\$ 3,000.00	\$ (1,200.00)	\$ 1,800.00
11600000	524510		Vehicle Maintenance	\$ 3,000.00	\$ (300.00)	\$ 2,700.00
Total Adjustment					\$ 10,000.00	

Department Head Approval: *Josh J. Pineda*

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 14, 2022
 Department: Maintenance
 Amount: \$49,216.00
 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 cover unexpected expenses of purchasing and installing 4 new water heaters in the Monroe County Justice Center. The Interest on Investments account has a current balance of \$210,343.75, this is \$44,343.75 above the current budget of \$166,000 in 2022.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	481000		Interest on Investments	\$ 166,000.00	\$ 15,074.00	\$ 181,074.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 15,074.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	\$ 34,142.00	\$ (34,142.00)	\$ -
17100160	581000		Capital Equipment - Maint.	\$ -	\$ 49,216.00	\$ 49,216.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 15,074.00	

Department Head Approval: Debra D. Pines

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
December 14, 2022**

Justice Center/Courthouse/Jail

- We have found another water leak on the potable water piping. We plan to schedule a water shut down and fix the new leak as well as the one up in the Child Support office ceiling before the holidays.
- We have had some lighting control issues. We have made a note to check the controller clock at time change future reference.
- We had a motor bearing go out on one of the commercial Milnor washing machines in the jail. The motor is currently at Speed's motor repair.
- I have reached out to other companies for additional quotes on the multistack belimo valve. Most companies will not even provide a quote since they have to purchase the valve through Masters Building Solutions and we have already received a quote from Masters direct. Still currently waiting on a second quote from NAMI.
- I have contacted Master's Building solutions in regards to the multistack belimo valve. They will allow us to order the new valve and bill it for 2023 since it has a 4-5 week lead time and would not be installed till after the first of the year.

New Rolling Hills:

- We had a state engineer survey onsite 11/30/2022, no major citations were brought to our attention while onsite. Most of the problems that were found fall back on contractors from the building phase (fire caulking, closing junction boxes, etc). I am working with Linda to communicate with the contractors about the issues. The maintenance department has some things that we are fixing as well. We have some new items that we have to cover/monitor in our survey book that were not at the previous location. The engineer was very informative since this was the first survey at the new facility.
- With the new residents moving into the Prairie Hills addition we are assisting them as needed from hanging tv's, to moving coat racks, to adjusting shelf heights as needed.
- We have installed 40+ fiberglass marker rods to help with locations of sidewalk and flower beds trying to help save the landscaping.

North Complex:

- The metal scrap pile has been cleaned up. Assuming we will have more to remove from buildings after auction.
- Winterization has been complete on the old nursing home. We have had some heating regulation issues but are getting the kinks worked out.
- Auctioneer walk through has happened. I have listed over 100 additional items to the auction throughout the other buildings on the complex.

Property Manager:

- I am currently working on a few items from the previous Justice Center safety meeting. (Door lockset changes, card reader additions)
- Tina and I have met with the DA and DA office manager to look at the possibility of reutilizing the jury room directly behind them as an office expansion.