



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

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www.co.monroe.wi.us

COMMITTEE:

DATE:

TIME:

PLACE:

NOTICE OF MEETING

PROPERTY & MAINTENANCE

Wednesday, January 11, 2023

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 – 12/14/2022 (enclosed)
5. County Auction Date – Discussion/Action
6. Brownfield properties and Adjoining Properties - Parcels 281023930000, 281002295000 and 281001665000
7. Vehicle Bid Results and Recommendation – Discussion/Action
8. Long Range/Strategic Plan
9. County Highway B - North Complex, Electrical Bid Update
10. Demolition of Building A 14305 County Highway B Update
11. Line Item Transfer – Discussion/Action
12. Budget Adjustment (s) – Discussion/Action
13. Building Managers Report
14. Future Agenda Items
15. Adjournment

Remy Gomez, Committee Chair

PROPERTY & MAINTENANCE COMMITTEE

Date notices mailed: 01/06/2023

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
December 14, 2022

Present: Adam Balz, Mary Cook, Zach Zebell, David Kuderer

Absent: Remy Gomez

Others: Derek Pierce, Tina Osterberg

- The meeting was called to order in the Monroe County Board Assembly Room at 4:00 p.m. by Vice-Chair Adam Balz.
- Monthly Meeting Date/Time – January 11, 2023 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 11/09/22 minutes. Carried 4-0.
- County Auction – Derek Pierce, Interim Facilities & Property Director provided members with two auction proposals, Golden Hills Auctions and Hines Auction Service Inc. Discussion. Motion by Zach Zebell second by Mary Cook to accept the Golden Hills Proposal for an in-person auction. Carried 4-0. This item will be revisited next month to determine auction date(s).
- Brownfield Properties and Adjoining Properties, Parcels 281023930000, 281002295000, 281001665000 – No updates.
- Long Range/Strategic Plan – Tina Osterberg, County Administrator explained that the Chair, Vice-Chair, Administrator, Clerk and Corporation Counsel will be meeting to discuss the process of moving forward with a strategic plan. An update will be provided next month.
- County Highway B, North Complex, Electrical Bid Update – Derek Pierce explained that he will be meeting directly with Xcel Energy and Electric One regarding the electric at the North Complex. An update will be provided next month.
- Demolition of Building A, 14305 County Highway B Results and Recommendation – Three companies provided bids for the demolition of Building A. The MRD group in the amount of \$595,000.00; Integrity Grading & Excavating Inc. in the amount of \$950,000.00 and Gerke Excavating Inc. in the amount of \$423,550.00 which included an alternate of asphalt paving/tunnel. Discussion. Motion by Zach Zebell second by David Kuderer to accept bid from Gerke Excavating Inc. in the amount of \$423,550.00 which includes an alternate: asphalt paving/tunnel. Carried 4-0.
- Justice Center Water Heater Bid Results and Recommendation – Hengel Brothers, Inc. provided the sole bid for the Justice Center water heaters in the amount of \$49,216.00. Discussion. Motion by Mary Cook second by David Kuderer to accept the bid from Hengel Brothers, Inc. in the amount of \$49,216.00 for replacement of 4 water heaters in the Justice Center. Carried 4-0.
- Budget Adjustments – Motion by Mary Cook second by David Kuderer to adopt budget adjustment. 2022 budget adjustment in the amount of \$49,216.00 for four new water heaters in the justice center. Discussion. Carried 4-0.

Motion by Zach Zebell second by Mary Cook to adopt budget adjustment. 2022 budget adjustment in the amount of \$10,000.00 for increased electric, fuel and gas expenses. Carried 4-0.

Motion by Zach Zebell second by David Kuderer to adopt budget adjustment. 2023 budget adjustment in the amount of \$423,550.00 for Building A demolition. Carried 4-0.

- The Buildings Manager Report was provided by Derek Pierce.
- Future Agenda Items – Brownfield Properties; Long Range/Strategic Plan; Auction Date; Vehicle RFP Bid Recommendation
- Motion by Mary Cook second by David Kuderer to adjourn the meeting at 4:56 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: 1/4/2023
Department: Maintenance
Amount: \$ 12,122.00
Budget Year Amended: 2022

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11600000	515700		Ed & Train	\$ 1,000.00	\$ 760.00	\$ 240.00	\$ 240.00
11600000	531000		Office Supplies	\$ 300.00	\$ 16.00	\$ 283.22	\$ 284.00
11605630	534005		Op. Supplies Admin Cntr	\$ 400.00	\$ 100.00	\$ 170.41	\$ 300.00
11608630	534005		Op. Supplies 206 S K St.	\$ 400.00	\$ 350.00	\$ 19.00	\$ 50.00
11630630	534005		Op. Supplies Justice Center	\$ 8,000.00	\$ 656.00	\$ 7,343.83	\$ 7,344.00
11640630	534005		Op. Supplies Executive Cntr	\$ 750.00	\$ 540.00	\$ 206.36	\$ 210.00
11655630	534005		Op. Supplies Bldg B	\$ 175.00	\$ 175.00	\$ -	\$ -
11690600	534005		Op. Supplies-Hazmat	\$ 400.00	\$ 400.00	\$ -	\$ -
11630600	521340		Contract Services-Justice Cntr	\$ 106,450.00	\$ 1,740.00	\$ 97,393.78	\$ 104,710.00
11650600	521340		Contract Services-Bldg A	\$ 85.00	\$ 85.00	\$ -	\$ -
11600000	521740		SNOW REMOVAL	\$ 9,000.00	\$ 300.00	\$ 5,487.67	\$ 8,700.00
11630600	524600		Equipment Maintenance-JC	\$ 10,500.00	\$ 6,350.00	\$ 4,150.00	\$ 4,150.00
11600000	524510		Vehicle Maintenance	\$ 2,700.00	\$ 650.00	\$ 1,990.01	\$ 2,050.00
Total Transfer					\$ 12,122.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11675600	522015		Fuel & Gas County Hwy B N	\$ 21,070.00	\$ 12,012.00	\$ 22,080.24	\$ 33,082.00
11630600	522025		Telephone - Justice Center	\$ 2,892.00	\$ 110.00	\$ 3,102.25	\$ 3,002.00
Total Transfer					\$ 12,122.00		

Explanation for Transfer: Utility expenses have increased in 2022. This Line Item Transfer will move excess funds in the Ed & Training, Op. Supplies, and Contracted Services lines to cover the increased utility expenses and analog phone line charges.

Department Head Approval Deak Pires

Governing Committee Approval _____

If <= \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____ Date _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 5, 2023
 Department: Maintenance
 Amount: \$17,200.00
 Budget Year Amended: 2023

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

This budget adjustment is to roll forward the funds approved in 2022 to relocate the electrical lines that ran through Building A (Demo location) to the out buildings at the County Highway B location. The project will be completed in 2023 in coordination with the Building A demo project.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000		Fund Balance Applied - GF	\$ 1,476,220.47	\$ 17,200.00	\$ 1,493,420.47
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 17,200.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
17100160	581000		Capital Equipment-Maint	\$ -	\$ 17,200.00	\$ 17,200.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 17,200.00	

Department Head Approval: Deub Preece

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: January 6, 2023
 Department: Maintenance
 Amount: \$21,970.00
 Budget Year Amended: 2022

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

This budget adjustment is to cover the Building A NESHAP Pre-Demolition Inspection for lead and asbestos. The project was approved in 2022 for up to \$20,000 to come out of the Contingency Fund. As the funds were not moved from the Contingency Fund and the invoice was not received until January unfortunately, the Contingency Fund was zeroed out by mistake. We are asking for funds in the amount of \$21,970.00 to be added to Building A contracted services line to cover the full invoice received. The current budget of the Interest on Investments revenue account is \$191,074. We are asking to increase the Interest on Investment account budget to \$213,044, the current actual balance is \$254,695.45.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	481000		Interest on Investments	\$ 191,074.00	\$ 21,970.00	\$ 213,044.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 21,970.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11650600	521340		Bldg. A Contracted Services	\$ -	\$ 21,970.00	\$ 21,970.00
Total Adjustment					\$ 21,970.00	

Department Head Approval: *Josh Pierce*

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: _____

Budget Adjustment

**Property & Maintenance Meeting
Assembly Room
January 11, 2023**

Justice Center/Courthouse/Jail

- We will be doing a small remodel to Med. Exam area adding countertops and partial door.
- Olson electric has ran the conduit and wire to convert the last transfer switch onto generator power. We will be scheduling a day in Feb-March to do final connections.

New Rolling Hills:

- The plan of correction was approved and we are doing the weekly/monthly checks and logging information as needed to keep in compliance.
- We are still working with contractors to get some of the small issues resolved in the facility.

North Complex:

- Staff have been removing things from the upper floors and relocating them to ground level to help with the future auction.
- We are in the process of adding cell phone receivers in elevator #1 and #2 to keep up to code since phone lines have been removed.
- We were required to run the boiler off of LP Dec. 23-24 due to a natural gas shortage.
- We have reopened access across the tunnel in front of the maintenance shop for normal travel.
- We have blocked off the middle driveway of the complex since we were not maintaining it yet it still was being frequently used.

Property Manager:

- I have been working with contractors for Building A demo.
- Currently have one of the Bobcat tool cats down due to a hydraulic oil leak.
- I am working with Fabick Cat to get the Justice Center generator on an annual service.