



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

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COMMITTEE:

DATE:

TIME:

PLACE:

NOTICE OF MEETING

PROPERTY & MAINTENANCE

Wednesday, February 8, 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 – January 11, 2023 (enclosed)
5. Brownfield properties and Adjoining Properties - Parcels 281023930000, 281002295000 and 281001665000
6. County Auction Update
7. Long Range/Strategic Plan
8. County Highway B - North Complex, Electrical Bid Update
9. Demolition of Building A 14305 County Highway B Update
10. Budget Adjustment – Discussion/Action
11. Building Managers Report
12. Future Agenda Items
13. Adjournment

Remy Gomez, Committee Chair

PROPERTY & MAINTENANCE COMMITTEE

Date notices mailed: 02/03/2023

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
January 11, 2023

Present: Adam Balz, Mary Cook, Zach Zebell, David Kuderer; Remy Gomez joined the meeting at 4:02 p.m.
Others: Derek Pierce, Tina Osterberg, Cedric Schnitzler, Bob Janovick

- 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 – February 8, 2023 at 4:00 p.m. in the Monroe County Board Assembly Room.

Remy Gomez joined the meeting at 4:02 p.m. and took over the meeting.

- Public Comment Period – One member of the public spoke during the public comment period.
- Minutes Approval – Motion by Mary Cook second by Zach Zebell to approve the 12/14/22 minutes. Carried 5-0.
- County Auction Date - Derek Pierce, Interim Facilities & Property Director provided members with the Golden Hills Auction proposal. Discussion. Motion by Zach Zebell second by Adam Balz to set the Auction Dates as Saturday, April 22 and Monday, April 24, 2023. Carried 5-0.
- Brownfield Properties and Adjoining Properties, Parcels 281023930000, 281002295000, 281001665000 – Monroe County Board Chair Cedric Schnitzler explained that if we are going to ask for remediation, we need to look at applying for grant funds. This item will be revisited next month.
- Vehicle Bid Results & Recommendation - Derek Pierce explained that two bids were received. Morris Sparta Ford in the amount of \$63,913.00 and Sleepy Hollow in the amount of \$61,884.00. Discussion. Motion by Mary Cook second by Zach Zebell to accept bid for Sleepy Hollow in the amount of \$61,884.00. Carried 5-0.
- Long Range/Strategic Plan – Monroe County Board Chair Cedric Schnitzler explained a Strategic Planning Committee will be appointed. The strategic plan will involve the board, department heads and the community.
- County Highway B- North Complex, Electrical Bid Update – Derek Pierce explained that he has been working with Electrical One. He is waiting contact from Xcel who has been working throughout the community with past power outages.
- Demolition of Building A, 14305 County Highway B Update – Derek Pierce spoke with Gerke Excavating. As soon as abatement process permit is approved, work will begin. The goal is to have project completed by the end of March.
- Line Item Transfer – Tina Osterberg, County Administrator explained 2022 line item transfer in the amount of \$12,582.00 for utilities expense and phone line charges. Motion by Adam Balz second by David Kuderer to approve line item transfer. Carried 5-0.
- Budget Adjustments – Tina Osterberg, County Administrator explained 2023 budget adjustment in the amount of \$17,200.00 for electrical lines due to demo project. Motion by David Kuderer second by Mary Cook to approve budget adjustment. Carried 5-0. Tina explained 2022 budget adjustment in the amount of \$21,970.00 for NESHAP inspection. Motion by David Kuderer second by Adam Balz to approve budget adjustment. Carried 5-0. Tina explained 2023 budget adjustment in the amount of \$1,884.00 for maintenance truck. Motion by Mary Cook second by David Kuderer to approve budget adjustment. Carried 5-0.
- The Buildings Manager Report was provided by Derek Pierce.

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

- Future Agenda Items – Brownfield Properties & Adjoining Properties; Demolition of Building A, 14305 County Highway B Update
- Motion by Zach Zebell second by Adam Balz to adjourn the meeting at 4:39 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: February 1, 2023
 Department: Maintenance
 Amount: \$9,463.84
 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. We are asking to increase the Interest on Investments Revenue budget by \$9,463.84 to a balance of \$222,507.84. The current interest on investments received year to date is \$308,329.10, sufficient to cover this increase to the Maintenance budget.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	481000		Interest on Investments	\$ 213,044.00	\$ 9,463.84	\$ 222,507.84
						\$ -
Total Adjustment					\$ 9,463.84	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11600000	531000		Maintenance Office Supplies	\$ 284.00	\$ 17.98	\$ 301.98
11600000	522025		Maintenance Telephone	\$ 1,373.00	\$ 217.21	\$ 1,590.21
11670630	534005		Hwy B N Complex Op. Sup.	\$ -	\$ 7.08	\$ 7.08
11655600	521340		Justice Cntr. Contract Serv.	\$ 3,400.00	\$ (1,025.00)	\$ 2,375.00
11600000	524505		Maintenance Bldg. Maint.	\$ 500.00	\$ (500.00)	\$ -
11605610	524505		Admin Cntr. Bldg. Maint.	\$ 3,500.00	\$ (518.28)	\$ 2,981.72
11655610	524505		Bldg B Building Maintenance	\$ 500.00	\$ (295.15)	\$ 204.85
11630600	522015		Justice Cntr. Fuel & Gas	\$ 32,500.00	\$ 4,622.81	\$ 37,122.81
11675600	522015		Hwy B N Complex Fuel&Gas	\$ 33,542.00	\$ 6,937.19	\$ 40,479.19
						\$ -
						\$ -
Total Adjustment					\$ 9,463.84	

Department Head Approval: Rick Piceo 2/1/23

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
February 8,2023**

Justice Center/Courthouse/Jail

- The new belimo valve was delivered and has been installed by Master's. The Multistack geothermal system is back up and operation. We have adjusted a few parameters on the control settings that should make it more efficient.
- Water heaters have been installed. We have adjusted the hot water recirculation line also.

New Rolling Hills:

- Contractors still are in and out of the building getting the final touch ups completed.

North Complex:

- Upon blocking off the middle driveway we had created a traffic concern because people would stop in the middle of the road to turn around since they did not have access. We now have move the barricades back to allow a location for people to turn around at.
- Maintenance staff has been taking apart desks and removing cabinet wall hung cabinets as needed to prep for the auction. All the kitchen equipment has been disconnected and prepped for the auction.
- The cell phone receiver has been order for elevator #1 in the 48' addition. I am still currently working with the state to see how we can proceed with adding a phone into elevator #2.

Property Manager:

- Future reference do you still want to keep having a copy of this maintenance report sent out with the agenda? When creating this it only covers 3 weeks since it is sent out a week in advance. Would you prefer I just do a similar bullet point summary during the meetings in the future so that it is more up to date?