



MONROE COUNTY BOARD OF SUPERVISORS

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COMMITTEE:

DATE:

TIME:

PLACE:

NOTICE OF MEETING

PROPERTY & MAINTENANCE

Wednesday, March 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 – February 8, 2023 (enclosed)
5. Update Regarding Brownfield Properties and Possible Future Remediation and Testing and Possible Impact on Adjoining Properties, Parcels-in part- 281023930000, 281002295000 and 281001665000 – Discussion/Action
6. Budget Adjustment – Discussion/Action
7. County Highway B - North Complex, Electrical Bid Update
8. Demolition of Building A 14301 County Highway B Update
9. County Auction Update
10. Building Managers Report
11. Future Agenda Items
12. Adjournment

Remy Gomez, Committee Chair

PROPERTY & MAINTENANCE COMMITTEE

Date notices mailed: 03/06/2023

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
February 8, 2023

Present: Remy Gomez, Adam Balz, Mary Cook, Zach Zebell, David Kuderer
Others: Derek Pierce, Tina Osterberg, Cedric Schnitzler, Lisa Aldinger Hamlin, Chris Weaver, Press

- 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 – March 8, 2023 at 4:00 p.m. in the Monroe County Board Assembly Room.
- Public Comment Period – No member of the public spoke during the public comment period.
- Minutes Approval – Motion by Mary Cook second by David Kuderer to approve the 01/11/23 minutes. Carried 5-0.
- Brownfield Properties and Adjoining Properties, Parcels 281023930000, 281002295000, 281001665000 – Tina Osterberg, County Administrator explained options for remediation of 31b (land only) and 33b (land and structures).
 - Option 1 = Cap the site with asphalt or concrete. The asphalt/concrete would not qualify for grant funding.
 - Option 2 = Excavate and backfill 2 feet, then cap the site. This option would qualify for grant funding.
 - Option 3 = Excavate and backfill 4 feet, test 4-8 feet below for contamination and then backfill if no contamination is below 4 feet. This option would qualify for grant funding.

Before remediation is completed, it was discussed whether or not further testing should be completed as private properties may contain contamination. There is potential to receive grant funding to conduct private property testing through the county with the permission from the land owner. It was a recommendation to have property owners invited to the next meeting. The Administrator will complete a pamphlet laying out the process and options.
- County Auction Update – Derek Pierce, Facilities and Property Director explained that the auctioneers will be on site to adjust items and take photos in preparation for the auction.
- Long Range/Strategic Plan – Adam Balz explained that the Strategic Planning Committee met to outline goals and responsibilities and next will be meeting with Department Heads for their input. Tina Osterberg, County Administrator further explained that a Special County Board meeting will be held on March 8. The next Strategic Planning Committee meeting is February 14, 2023.
- County Highway B- North Complex, Electrical Bid Update – Derek Pierce explained that items were missing from the electrical request for proposal. Cost estimates for electrical will increase. Discussion. The committee recommends to trench from the boiler house or to use overhead lines to save on costs.
- Demolition of Building A, 14305 County Highway B Update – Derek Pierce explained that Gerke Excavating may begin the demolition process as soon as Wednesday of next week.
- Budget Adjustment – Tina Osterberg, County Administrator explained the 2022 budget adjustment in the amount of \$9,463.84 for electric and gas expenses. Motion by Mary Cook second by Adam Balz to approve budget adjustment. Carried 5-0.
- The Buildings Manager Report was provided by Derek Pierce. A handout in the future will be provided at the meeting.
- Future Agenda Items – Brownfield Properties; County Highway B-North Complex, Electrical Bid Update; Demolition of Building A, 14305 County Highway B Update

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

- Motion by Mary Cook second by David Kuderer to adjourn the meeting at 5:11 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 14, 2023
 Department: Maintenance
 Amount: \$13,734.87
 Budget Year Amended: 2022

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

This budget adjustment is requesting \$13,734.87 from the Retirement Fringe Pool account to cover salary and benefit overages in the Maintenance 2022 budget. The accounts are over budget due to vacation and sick leave payouts for the retirement of the Facilities and Property Director during 2022.

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
11630600	511000		Justice Cntr. Salary	\$ 27,580.98	\$ 6,870.00	\$ 34,450.98
11640610	511000		Ex. Cntr. Salary	\$ 5,475.00	\$ 2,129.00	\$ 7,604.00
11645610	511000		Museum Salary	\$ 7,217.00	\$ 2,303.00	\$ 9,520.00
11653600	511000		Community Services Salary	\$ 1,381.00	\$ 2,311.00	\$ 3,692.00
1165310	515005		Community Services WRS	\$ 490.00	\$ 121.87	\$ 611.87
11653610	515010		Community Services SS	\$ 477.00	\$ 108.53	\$ 585.53
11605600	521340		Admin. Cntr. Contracted Ser	\$ 8,360.00	\$ (108.53)	\$ 8,251.47
11435000	515200		Non-Lapsing Retirement/Fringe Poo	\$ 121,638.79	\$ (13,734.87)	\$ 107,903.92
						\$ -
						\$ -
						\$ -
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.