



MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE: 608-269-8705
FAX: 608-269-8747

COMMITTEE:

DATE:

TIME:

PLACE:

NOTICE OF MEETING

PROPERTY & MAINTENANCE

Wednesday, July 12, 2023

4:30 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 – June 14 and June 28, 2023 (enclosed)
5. Rock Memorial Garden – Discussion/Action
6. Rock Memorial Garden MOU – Discussion/Action
7. Budget Adjustment – Discussion/Action
8. County Auction Update
9. Resolution (Brownfield Properties) – Discussion/Action
Municipal Resolution Department of Natural Resources Wisconsin Assessment Money (WAM)
– Contractor Services Award
10. Building Consolidation – Discussion/Action
11. North Complex Budget Recommendations – Discussion/Action
12. Building Managers Report
13. Future Agenda Items
14. Adjournment

Remy Gomez, Committee Chair - Property & Maintenance Committee
Date notices mailed: 06/29/2023

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
June 14, 2023

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

- 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 – July 12, 2023 at 4:30 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 Zach Zebell second by Mary Cook to approve the 05/10/23 minutes. Carried 5-0.
- Update Regarding Brownfield Properties and Future Remediation and Testing and Possible Impact on Adjoining Properties, Parcels-in part- 281023930000, 281002295000, 281001665000 – Kerry Sullivan Flock, Assistant Corporation Counsel explained that permission and access releases have been received by property owners for further testing. However, the DNR has asked the County to use their DNR WAM grant releases. The new releases have been sent to property owners. Discussion. The next step is a resolution to the full board in July to apply for WAM grant funding.
- Potential Sale of Parcels – 185-01455-0252 and 185-01455-0253 (Village of Warrens) – Derek Pierce, Facilities & Property Director explained that these two parcels have outstanding water and sewer bills with the Village of Warrens. Derek is investigating what the charges are before moving forward with any potential sale.
- County Auction Update – Derek Pierce explained that June 23, 2023 is the final auction.
- Removal of Parking Signs in South Parking Lot – Derek Pierce explained that the cost is \$458.00 for visitor parking signs. The expense will come from the Justice Center building repair account.
- Strategic Plan Update – Tina Osterberg, County Administrator explained the fiscal responsibility & infrastructure pillars of the strategic plan.
- County Highway B North Complex Use Vision – Chair Remy Gomez opened the floor for the future use of the north complex. Tina Osterberg, County Administrator provided members with north complex options; a listing of Monroe County buildings; department space needs; estimated square footage needs; maintenance building expenditures and utility estimates. Discussion. Motion by Zach Zebell second by David Kuderer to recommend to the full board: Consolidation of offices into a new building at either the old Rolling Hills site, dog pound site or the Administrative Center block; to demo old Rolling Hills buildings 48, 65 & 74; and allow the Property & Maintenance Committee to explore the costs.
- The Buildings Manager Report was provided by Derek Pierce.
- Future Agenda Items – WAM Funding Resolution, Rock Memorial Garden
- Motion by Zach Zebell second by David Kuderer to adjourn the meeting at 5:43 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

Property & Maintenance Committee
June 28, 2023

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

- The meeting was called to order in the Monroe County Board Assembly Room at 4:30 p.m. by Chair Remy Gomez.
- County Highway B, Sparta – North Complex Lead and Asbestos NESHAP Pre-Demolition Survey RFP – The NESHAP pre-demolition survey will define any lead and asbestos found in the north complex buildings. Discussion. Motion Zach Zebell second by Mary Cook to recommend the lead & asbestos pre-demolition survey RFP for the 48, 65 and 74 buildings, Building B, tunnel and boiler house. Carried 5-0.
- Motion by Zach Zebell second by Adam Balz to adjourn the meeting at 4:41 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

MEMORANDUM OF UNDERSTANDING (MOU)
FOR THE MAINTENANCE OF ROCK MEMORIAL GARDEN



BETWEEN MONROE COUNTY
AND
JASON HAUSER
AND
MONROE COUNTY DRUG TREATMENT COURT

Purpose of the MOU:

The MOU is used to clarify the respective roles and expectations of Jason Hauser and Drug Treatment Court. The parties involved in this MOU agree to support and take on the responsibility for maintaining the cleanliness and appearance of Rock Memorial Garden. This project will be located in the grass square to the left of the Justice Center if one is facing the entrance of the Justice Center.

Individual and Agency Roles and Responsibilities:

1. **Jason Hauser:** Is the primary point of contact for not only coordinating the construction of this project but also maintaining its appearance throughout the year. Not limited to but some examples of maintenance of this project would include:
 - a. Keep space clear of debris and litter
 - b. Maintain the health of plants in space and weed any unwanted plants
 - c. Maintain rock bedding and collect any missing rocks and place back in the space
 - d. Prune and trim any trees or bushes in the space
 - e. Clean, apply preventative sealants, fix any damages to statue and bench
 - f. Any other general upkeep to keep it looking presentable to the community.

2. **Monroe County Drug Treatment Court:** Is the secondary point of contact for maintaining this space throughout the year. Judge Richard Radcliffe agrees to have drug court participants assist Jason Hauser when he or his volunteers are unable to complete any of the a. – f. listed in Jason Hauser’s responsibilities.

GENERAL PROVISIONS

In addition, all parties to the MOU agree to follow the attached Policies and Procedures of the Monroe County Drug Court and to abide by the following:

A. LOCATION

Rectangular space of grass approximately 10 feet by 35 feet to the south of the main entrance of the Justice Center that is also located on the corner of the sidewalk by Justice Center side emergency door. Please see aerial view of the space that is colored blue.



B. CONSTRUCTION/MAINTENANCE

Jason Hauser is responsible for coordinating this project including all costs and labor needed to complete it. This includes purchasing and paying for all materials both in the initial construction and ongoing maintenance.

C. MODIFICATION

Any individual or agency wishing to amend/modify this MOU will notify Monroe County Administrator, Facilities & Property Director, and Drug Treatment Court Circuit Court Judge. These parties will address the issues(s) for purpose of modifying/amending the issues(s). Resolution to the issue(s) will be decided by consensus (if possible) or by simple majority.

D. HOLD HARMLESS

Each individual agency will indemnify and save harmless other agencies and all of its officers, agents, employees, and volunteers from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the construction and maintenance of the rock memorial garden.

E. TERMINATION

Individuals or agencies contemplating termination of their participation in this MOU shall notify Monroe County Administrator, Facilities & Property Director, and Drug Treatment Court Circuit Court Judge with of their concern. Parties as listed in general provisions part C. modifications will attempt to resolve the problem to ensure continuation of maintenance of this project's space. If unable to resolve the problem, the individual or agency can exercise its right to terminate this MOU by notifying all other parties involved in writing a minimum of 90 days prior to such termination. If Individuals or agencies fail to follow through with maintenance of this area, the memorial may be taken down per the discretion of Property & Maintenance Committee.

F. EFFECTIVE DATE

This MOU is effective on July 12, 2023.

G. RENEWAL

This MOU will be automatically renewed for subsequent years unless terminated by an individual or agency as indicated above.

The parties having read and understand the foregoing terms of the MOU do by their respective signatures dated below hereby agree to the terms thereof.

By: _____
Tina Osterberg, Monroe County Administrator
608-269-8944
Tina.Osterberg@co.monroe.wi.us

Date: _____

By: _____
Derek Pierce, Facilities & Properties Director
608-269-8794
Derek.Pierce@co.monroe.wi.us

Date: _____

By: _____
Jason Hauser, Community Member
608-633-5431
spartanservices21@gmail.com

Date: _____

By: _____

Date: _____

Honorable Richard Radcliffe, Circuit Court Judge,
Branch III, Monroe County Circuit Court
Rick.Radcliffe@wicourts.gov

RESOLUTION No. _____

**Municipal Resolution
Department of Natural Resources
Wisconsin Assessment Money (WAM) - Contractor Services Award**

1 **WHEREAS**, a resolution authorizing the submittal of an award application for the 281-00229-5000, 281-00228-
2 0000, 281-01795-0000, 281-01796-0000, 281-00230-0000, 281-00231-0000, 281-00232-0000, 281-00233-0000,
3 281-00234-0000, and 281-02395-0000 parcels and property by Monroe County, Wisconsin for WAM Contractor
4 Services is requested as part of the application process; and
5

6 **WHEREAS**, Monroe County recognizes that the environmental assessment of brownfields is an important part of
7 protecting Wisconsin's resources; and
8

9 **WHEREAS**, Monroe County previously passed a resolution in 2021 to receive WAM designated funds and
10 services for an environmental site assessment of Monroe County's properties and there is now an identified need
11 for additional testing on Monroe County parcel 281-00229-5000 and the adjacent residential properties; and
12

13 **WHEREAS**, Monroe County has obtained written permission from all other landowners for additional testing for
14 their properties; and
15

16 **WHEREAS**, Monroe County and other affected landowners will allow employees from the Department of Natural
17 Resources access to inspect the award site or facility and award records.
18

19 **IT IS THEREFORE RESOLVED** that the Monroe County Board of Supervisors requests services and assistance
20 available from the Wisconsin Department of Natural Resources under the WAM Contractor Services Award
21 program and will comply with state and federal rules for the program.
22

23 **BE IT FURTHER RESOLVED** that the Monroe County Board Chair or Monroe County Administrator are
24 authorized to act on the behalf of the Monroe County Board to submit an application to the State of Wisconsin for
25 contractor services under the WAM program, sign documents, and take necessary action to comply with
26 approved award activities.

Dated this 25th day of July, 2023.

Offered by the Property and Maintenance Committee.

Fiscal Note: This is a request in support of an application for grant funds and there is no request for levy funds from the county.

Statement of Purpose: This resolution is required to be included with Monroe County's application for grant funding for testing for local Brownsfield properties.

<p>Finance Vote (If required): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent ***** Drafted by & approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20__ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>