



**MONROE COUNTY
BOARD OF SUPERVISORS**

**202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656**

PHONE: 608-269-8705

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COMMITTEE:

DATE:

TIME:

PLACE:

NOTICE OF SPECIAL MEETING

PROPERTY & MAINTENANCE

Wednesday, August 23, 2023

5:00 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. Minutes Approval – August 9, 2023 (enclosed)
3. Resolution to Affirm and Adopt the Recommendation to Move Forward with a Consolidated Monroe County Government Building at the Administrative Center Block Site in the City of Sparta – Discussion/Action
4. Downtown Building Consolidation Cost Estimates/Recommendation to the Board
5. Adjournment

Remy Gomez, Committee Chair - Property & Maintenance Committee

Date notices mailed: 08/17/2023

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
August 9, 2023

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

Others: Derek Pierce, Tina Osterberg, Kerry Sullivan Flock, Cedric Schnitzler, Wallace Habhegger, Charles Weaver, Members of the Public, Press

- The meeting was called to order in the Monroe County Board Assembly Room at 4:30 p.m. by Chair Remy Gomez.
- Monthly Meeting Date/Time – September 13, 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 Zach Zebell to approve the 07/12/23 minutes. Carried 5-0.
- Motion to reconsider Rock Memorial Garden MOU – Motion by Mary Cook second by David Kuderer to reconsider rock memorial garden MOU. The motion passed 3-2. The Rock Memorial Garden MOU was placed on the floor for discussion. Discussion. Motion by Zach Zebell second by Mary Cook to send the Rock Memorial Garden MOU to full board for consideration. Carried 3-2. A resolution will be drafted by Corporation Counsel. The committee directed Corporation Counsel to address this individual memorial garden only and to include both the garden and sculpture.
- Rock Memorial Garden Sculpture Approval – No discussion.
- Alternate Site Options for North Complex Office – Tina Osterberg, County Administrator explained that following last month's committee meeting, she researched temporary alternate site options for the North Complex Offices.
 - a. 114 East Wisconsin Street – This building is for sale. The building could house 48 employees and house ADRC & Health Departments temporary if we consolidate our buildings.
 - b. 777 South Black River Street – This portion of Northern Engraving building is for lease.
 - c. 820 Industrial Drive – This building is for sale.The consensus of the committee is to rent space. The committee's interest would be to look at either the Black River Street property or ask for a rental option for the Wisconsin Street property. Next month, the Administrator will look at setting up a property tour beginning at 4:00 p.m., with the meeting beginning at 4:30 p.m.
- Professional Asbestos and Hazardous Material Survey Service / Bid Approval – Derek Pierce, Facilities & Property Director explained that two bids were received:
 - Braun Intertec in the amount of \$37,854.47
 - PSI Intertek in the amount of \$62,060.00
- Budget Adjustment – Motion by Adam Balz second by Mary Cook to approve 2023 budget adjustment in the amount of \$37,854.47 for professional asbestos and hazardous materials survey for the north complex and out buildings by Braun Intertec. Carried 5-0.
- Veterans Services RFP Bid Approval – Charles Weaver, Veterans Service Officer explained ARPA approved funding in the amount of \$17,520.00 for office remodel. One bid was received from Americon in the amount of \$16,500.00. Discussion. Motion by Mary Cook second by David Kuderer to approve bid from Americon in the amount of \$16,500.00 for office remodel. Carried 5-0.
- ADRC HVAC price increase – Derek Pierce explained HVAC price increase in the amount of \$6,820.00 due to the original coil not fitting specifications of the air handler. Discussion. The committee consensus is to not move forward with ADRC HVAC repair at this time.

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

- Repurpose of Funds – The repurpose of funds is not necessary as the above line item regarding the ADRC HVAC price increase is not moving forward at this time.
- Downtown Building Consolidation Cost Estimates – Tina Osterberg, County Administrator provided members with four separate building option estimates for consolidated building space. Discussion. The committee suggested to look at what it would cost to add a fourth story to each option for future growth. The committee recommends taking all options to the board. A special committee meeting will be held on 08/23/23 beginning at 5:00 p.m.
- North Complex Budget Recommendations – Derek Pierce provided members with budgeted contracted service costs for fire, sprinkler and elevator in both the 65 & 74 buildings. Discussion. Motion by David Kuderer second by Mary Cook to remove contracted services for fire, sprinkler and elevators in both the 65 & 74 buildings. Carried 4-1.
- Potential RFP for Farm House Well, Septic and electrical – Derek Pierce explained that utilities will need to be addressed down the line if the north complex is demolished. Discussion. Motion by David Kuderer second by Mary Cook to get both well/septic and city water/sewer estimates. Carried 5-0.
- In Rem Foreclosure Properties – Kerry Sullivan Flock, Assistant Corporation Counsel explained the past practice for In Rem foreclosure properties. A tour is conducted by the Property & Maintenance Committee, a value set for the properties and then the parcels are placed out for bids. Discussion.
- 2024 Maintenance Budget – Derek Pierce provided his 2024 budget and answered questions.
- The Buildings Manager Report was provided by Derek Pierce.
- Future Agenda Items – Rock Memorial Garden MOU Resolution; Alternate Site Lease
- Motion by Zach Zebell second by Adam Balz to adjourn the meeting at 7:24 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

RESOLUTION NO. _____

RESOLUTION TO AFFIRM AND ADOPT THE RECOMMENDATION TO MOVE FORWARD WITH A CONSOLIDATED MONROE COUNTY GOVERNMENT BUILDING AT THE ADMINISTRATIVE CENTER BLOCK SITE IN THE CITY OF SPARTA

1 **WHEREAS**, there was a special meeting of the Monroe County Board of Supervisors on June 22, 2023; and

2
3 **WHEREAS**, the Property & Maintenance Chair made a recommendation, on behalf of the committee, to
4 consolidate county offices/buildings and to demolish the buildings at the former Rolling Hills facility; and

5
6 **WHEREAS**, the committee also recommended exploring the costs of the consolidation of certain county offices
7 into a new building either at the old Rolling Hills site, the dog pound site, or the Administrative Center block in
8 downtown Sparta; and

9
10 **WHEREAS**, the Monroe County Board of Supervisors discussed options as a committee of the whole; and

11
12 **WHEREAS**, a recommendation was made and supported by all supervisors present for consolidation of certain
13 county offices into a new building located at the Administrative Center block in downtown Sparta by proceeding to
14 explore costs of this option.

15
16 **NOW THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby affirm and
17 adopt the recommendation to move forward with a consolidated government building located at the current
18 Administrative Center block site in the City of Sparta.

19
20 **BE IT FURTHER RESOLVED** that all necessary steps to move the project forward, including cost exploration, be
21 pursued in a timely manner.

Dated this 30th day of August, 2023.

OFFERED BY THE PROPERTY & MAINTENANCE COMMITTEE.

Fiscal note: There is no fiscal impact regarding this resolution.

Statement of purpose: To affirm the recommendation to move forward with a consolidated government building located at the Administrative Center block site.

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Drafted & Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: _____

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

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
A raised seal certifies an official document.