



**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, September 13, 2023**

**4:30 p.m.**

**Monroe County Assembly Room**

**Justice Center**

**112 South Court Street (South Entrance)**

**Sparta, WI 54656**

**4:00 p.m. Property Tour – 777 Black River Street, Sparta, WI 54656**

\*The tour will begin at 4:00 p.m. A quorum of the Monroe County Board or other Committees may be present during this tour. This gathering is for the purpose of touring this location only. No business of the County Board will be conducted during this tour.

**SUBJECT MATTER TO BE CONSIDERED**

**4:30 p.m. Property & Maintenance Committee Meeting**

1. Call to Order/Roll Call
2. Set next meeting date/time
3. Public Comment, 3 Minute Limit Rule Applies
4. Minutes Approval – August 23, 2023 (enclosed)
5. Resolution Approving the Memorandum of Understanding for the Construction and Maintenance of the Memorial Rock Garden on the Monroe County Justice Center Grounds – Discussion/Action
6. Budget Adjustment – Discussion/Action
7. Lease of 777 Black River Street, Sparta, WI 54656 – Discussion/Action
8. Trade of Toolcat for Tractor and Lawnmower – Discussion/Action
9. In Rem Foreclosure Properties/Set Tour Date - Discussion/Action
10. Resolution Authorizing Request for Proposals for Feasibility Study for Consolidated Government Building at Administrative Center Building Block Site – Discussion/Action
11. 2024 Maintenance Budget for North Complex – Discussion/Action
12. Farmhouse – Future Water, Sewer and Electrical – Discussion/Action

13. Add heat to Barn/Shed for Maintenance Equipment
14. Building Managers Report
15. Future Agenda Items
16. Adjournment

Remy Gomez, Committee Chair - Property & Maintenance Committee  
Date notices mailed: 09/08/2023

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 23, 2023

Present: Remy Gomez, Adam Balz, Mary Cook, Zach Zebell, David Kuderer  
Others: Derek Pierce, Tina Osterberg, Lisa Aldinger Hamblin, Bob Janovick

- The meeting was called to order in the Monroe County Board Assembly Room at 5:00 p.m. by Chair Remy Gomez.
- Minutes Approval – Motion by David Kuderer second by Mary Cook to approve the 08/09/23 minutes. Carried 5-0.
- 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 – Motion by Adam Balz second by David Kuderer to approve the resolution and forward to the board for approval. Tina Osterberg, County Administrator explained that the resolution is to affirm the board's recommendation in June to move forward with a consolidated government building located at the Administrative Center Block Site. Discussion. Carried 5-0.
- Downtown Building Consolidation Cost Estimates/Recommendation to the Board – Tina Osterberg, County Administrator provided members with four separate building option estimates for consolidated building space with four stories. Derek Pierce, Facilities & Property Director provided members with future parking size information. Discussion. Motion to recommend option 1 – by Zach Zebell second by David Kuderer. Discussion. Carried 5-0.
- Motion by Zach Zebell second by Adam Balz to adjourn the meeting at 5:50 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING FOR THE CONSTRUCTION AND MAINTENANCE OF THE MEMORIAL ROCK GARDEN ON THE MONROE COUNTY JUSTICE CENTER GROUNDS**

1 **WHEREAS**, there has been a proposal received for the construction and maintenance of a Memorial Rock  
 2 Garden on the grounds of the Monroe County Justice Center; and  
 3  
 4 **WHEREAS**, there has also been a Memorandum of Understanding ( herein after referred to as MOU ) provided to  
 5 Monroe County which outlines the details of construction and maintenance of this Memorial Rock Garden; and  
 6  
 7 **WHEREAS**, this MOU has been considered by the Property & Maintenance Committee; and  
 8  
 9 **WHEREAS**, the Property & Maintenance Committee has determined that this type of request along with the  
 10 attached MOU is best considered by the full County Board of Supervisors; and  
 11  
 12 **WHEREAS**, consistent with this position, the Property and Maintenance Committee is forwarding this MOU for the  
 13 construction and maintenance of the Memorial Rock Garden on the grounds of the Monroe County Justice Center  
 14 to the full Monroe County Board of Supervisors for consideration without a recommendation by the committee.  
 15  
 16 **THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby approve the  
 17 attached MOU for the construction and maintenance of a Memorial Rock Garden on the grounds of the Monroe  
 18 County Justice Center.

Dated this 30th day of August, 2023.

OFFERED BY THE PROPERTY & MAINTENANCE COMMITTEE: The Property & Maintenance Committee vote was only to forward the request and accompanying MOU to the full Monroe County Board of Supervisors for consideration.

Fiscal note: The memorandum of understanding provides that none of the expense of the construction nor maintenance of the memorial rock garden shall be borne by Monroe County.

Statement of purpose: To approve the memorandum of understanding proposed for the construction and maintenance of a memorial rock garden on the grounds of the Monroe County Justice Center.

Drafted by: Kerry Sullivan-Flock

Finance Vote (If required): ____ Yes ____ No ____ Absent
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Committee of Jurisdiction Forwarded on: _____, 20____ ____ Yes ____ No ____ Absent
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Approved as to form on _____ _____ Lisa Aldinger Hamblin, Corporation Counsel
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Committee Chair: _____ _____ _____
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<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent
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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>
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MEMORANDUM OF UNDERSTANDING (MOU)  
FOR THE CONSTRUCTION AND MAINTENANCE OF  
MEMORIAL ROCK 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:**

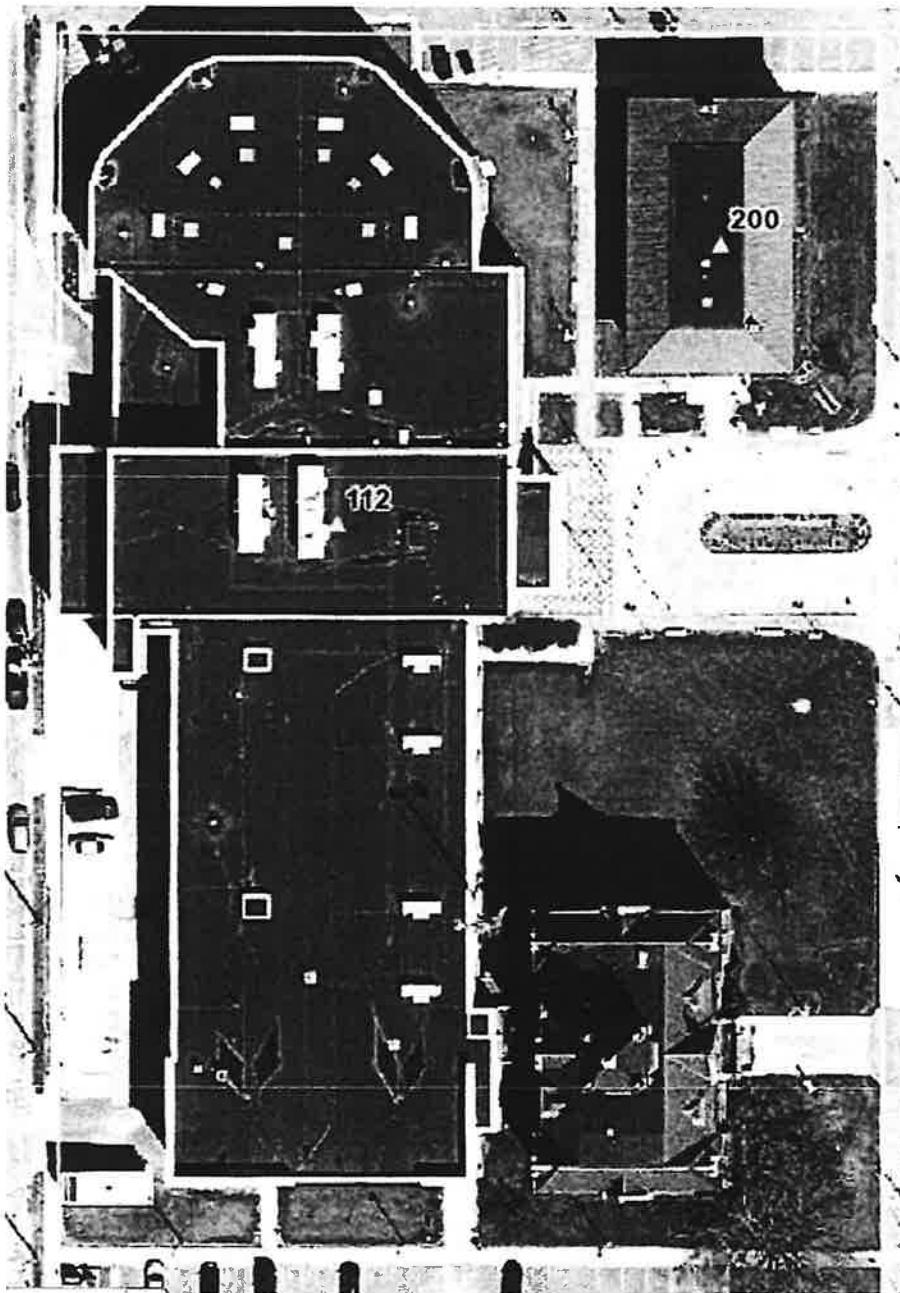
1. **Jason Hauser:** Is the primary point of contact for not only coordinating the construction of this project but also maintaining its appearance throughout the year. Not limited to but some examples of maintenance of this project would include:
  - a. Keep space clear of debris and litter
  - b. Maintain 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: \_\_\_\_\_

Date: \_\_\_\_\_

Tina Osterberg, Monroe County Administrator  
608-269-8944  
[Tina.Osterberg@co.monroe.wi.us](mailto:Tina.Osterberg@co.monroe.wi.us)

By: \_\_\_\_\_  
Derek Pierce, Facilities & Properties Director  
608-269-8794  
[Derek.Pierce@co.monroe.wi.us](mailto:Derek.Pierce@co.monroe.wi.us)

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Jason Hauser, Community Member  
608-633-5431  
[spartanservices21@gmail.com](mailto:spartanservices21@gmail.com)

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Honorable Richard Radcliffe, Circuit Court Judge,  
Branch III, Monroe County Circuit Court  
[Rick.Radcliffe@wicourts.gov](mailto:Rick.Radcliffe@wicourts.gov)



RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY FOR CONSOLIDATED GOVERNMENT BUILDING AT ADMINISTRATIVE CENTER BLOCK SITE

1 **WHEREAS**, the Monroe County Board of Supervisors held a meeting on August 30, 2023; and  
 2  
 3 **WHEREAS**, Resolution 08-23-10 affirming and adopting the recommendation made by the Monroe County Board  
 4 to move ahead with a consolidated government building at the Administrative Center Building block site in the City  
 5 of Sparta, WI was passed; and  
 6  
 7 **WHEREAS**, as a committee as a whole, the body made a recommendation to move forward with a Request for  
 8 Proposal (RFP) for a feasibility study by an engineer or qualified professional or firm to provide drawings and lay  
 9 outs of building options at the Administrative Center Building block site in the City of Sparta, WI; and  
 10  
 11 **WHEREAS**, the RFP will contain options 1 through 4 (attached) discussed at the August 30, 2023 meeting for  
 12 reference.  
 13  
 14 **NOW, THEREFORE, BE IT RESOLVED**, by the Monroe County Board of Supervisors directs that an RFP be  
 15 prepared for a feasibility study by an engineer or other qualified professional or firm that includes drawings  
 16 designs for building options at the Administrative Center Building block site in the City of Sparta, WI.  
 17  
 18 **BE IT FURTHER RESOLVED**, that option 1 through 4 (attached) are to be included as a resource as part of the  
 19 RFP.

Dated this 27<sup>th</sup> day of September, 2023.

Offered by Property & Maintenance Committee

Fiscal Note: There is no fiscal impact.

Statement of purpose: To direct at an RFP be prepared that allows for a feasibility study by an engineer or other qualified professional that includes drawings and design for a building at the Administrative Center Building block site in the City of Sparta, WI.

<p>Finance Vote (If required):                  ____ Yes ____ No ____ Absent                  .....</p> <p>Drafted &amp; Approved as to form:                  _____                  Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__                  VOTE: ____ Yes ____ No ____ 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__                  ____ Yes ____ No ____ 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 _____.</p> <p>_____                  SHELLEY R. BOHL, MONROE COUNTY CLERK                  A raised seal certifies an official document.</p>

# MONROE COUNTY CONSOLIDATED BUILDING ESTIMATE

## DOWNTOWN SPARTA LOCATION

### Building Option 1 w/Parking - Property & Maintenance Committee Recommendation

-One level of below-grade parking below the building foot print

\$339 per GSF

-Remaining lot at-grade parking

-Estimated 40 below-grade and 67 at-grade parking spaces

107 Parking Spaces

ITEM DESCRIPTION	SQ FOOT	TOTAL COST
BUILDING SITE	66,744	1,287,475
BELOW-GRADE PARKING - UNDER OFFICE BUILDING	20,000	2,461,746
OFFICE BUILDING - 4 STORY	80,000	29,871,965
ALT AD: SECOND ELEVATOR		320,747
<b>TOTAL ESTIMATED CONSTRUCTION PLUS CONTINGENCY</b>	<b>100,000</b>	<b>33,941,933</b>

### Assumptions

- Budget estimate utilizing Q3 2023 anticipated pricing
- This option is not phased, GC will take over entire site
- Builders Risk - by owner
- General Contractor bond cost not included
- Demo of all buildings on building site block

### Calculations above do not include

- SAC/WAC or other City impact fees not included
- Off-site improvements and/or public roadway work
- Special structural testing and inspection fees
- Hazardous materials abatement or testing of contaminated soils
- Unsuitable soils and contaminated soils
- Generators or back-up power (UPS)
- Furniture, Fixtures, Equipment, & Technology
- Building signage or branding

### Structure

- BG Parking is assumed CIP concrete foundations/precast columns-beams/precast hollow core deck panels
- Office structure is assumed structural steel-metal decking/concrete topping slabs

### Exterior Envelope

- Office exterior is assumed CFMF studs with exterior gypsum sheathing & mineral wool insulation
- Office facades include (curtain wall, storefront, precast sills, metal panel accents, cast stone veneer)
- Excludes any fiberglass attachment systems (green girt, knightwall, cascade clips)

### Roofing

- Assumes a 60 mil tapered insulation roofing system with a total of R38

### Projects Not Included Above to be Considered

- Demo and paving at 124 N Court St location

# MONROE COUNTY CONSOLIDATED BUILDING ESTIMATE

## DOWNTOWN SPARTA LOCATION

**Building Option 2 w/Parking**

- Entire block is below grade parking \$274 per GSF
- Remaining lot at-grade parking
- Estimated 146 below-grade and 86 at-grade parking spaces 232 Parking Spaces

ITEM DESCRIPTION	SQ FOOT	TOTAL COST
BUILDING SITE	66,744	1,708,976
BELOW GROUND PARKING - W/STAIR TOWER	65,920	8,087,048
OFFICE BUILDING - 4 STORY	60,000	29,871,955
ALT AD: SECOND ELEVATOR		320,740
<b>TOTAL ESTIMATED CONSTRUCTION PLUS CONTINGENCY</b>	<b>125,920</b>	<b>39,988,719</b>

**Assumptions**

- Budget estimate utilizing Q3 2023 anticipated pricing
- This option is not phased, GC will take over entire site
- Builders Risk - by owner
- General Contractor bond cost not included
- Demo of all buildings on building site block

**Calculations above do not include**

- SAC/WAC or other City impact fees not included
- Off-site improvements and/or public roadway work
- Special structural testing and inspection fees
- Hazardous materials abatement or testing of contaminated soils
- Unsuitable soils and contaminated soils
- Generators or back-up power (UPS)
- Furniture, Fixtures, Equipment, & Technology
- Building signage or branding

**Structure**

- BG Parking is assumed CIP concrete foundations/precast columns-beams/precast hollow core deck panels
- Office structure is assumed structural steel-metal decking/concrete topping slabs

**Exterior Envelope**

- Office exterior is assumed CFMF studs with exterior gypsum sheathing & mineral wool insulation
- Office facades include (curtain wall, storefront, precast sills, metal panel accents, cast stone veneer)
- Excludes any fiberglass attachment systems (green girt, knightwall, cascade clips)

**Roofing**

- Assumes a 60 mil tapered insulation roofing system with a total of R38

**Projects Not Included Above to be Considered**

- Demo and paving at 124 N Court St location

# MONROE COUNTY CONSOLIDATED BUILDING ESTIMATE

## DOWNTOWN SPARTA LOCATION

### Building Option 3 w/Parking

- Traditional building footings
- Remaining lot at-grade parking - two story parking ramp
- Estimated 135 parking ramp and 35 surface parking spaces

\$319 per GSF

170 Parking Spaces

ITEM DESCRIPTION	SQ FOOT	TOTAL COST
BUILDING SITE	66,744	1,123,152
PARKING RAMP 2-STORY	60,800	6,606,532
OFFICE BUILDING - 4 STORY	60,000	30,521,134
ALT AD: SECOND ELEVATOR		256,628
<b>TOTAL ESTIMATED CONSTRUCTION PLUS CONTINGENCY</b>	<b>120,800</b>	<b>38,507,446</b>

### Assumptions

- Budget estimate utilizing Q3 2023 anticipated pricing
- This option is not phased, GC will take over entire site
- Builders Risk - by owner
- General Contractor bond cost not included
- Demo of all buildings on building site block

### Calculations above do not include

- SAC/WAC or other City impact fees not included
- Off-site improvements and/or public roadway work
- Special structural testing and inspection fees
- Hazardous materials abatement or testing of contaminated soils
- Unsuitable soils and contaminated soils
- Generators or back-up power (UPS)
- Furniture, Fixtures, Equipment, & Technology
- Building signage or branding

### Structure

- Office structure is assumed structural steel-metal decking/concrete topping slabs

### Exterior Envelope

- Office exterior is assumed CFMF studs with exterior gypsum sheathing & mineral wool insulation
- Office facades include (curtain wall, storefront, precast sills, metal panel accents, cast stone veneer)
- Excludes any fiberglass attachment systems (green girt, knightwall, cascade clips)

### Roofing

- Assumes a 60 mil tapered insulation roofing system with a total of R38

### Projects Not Included Above to be Considered

- Demo and paving at 124 N Court St location

# MONROE COUNTY CONSOLIDATED BUILDING ESTIMATE

## DOWNTOWN SPARTA LOCATION

**Building Option 4 w/Parking**

- Traditional building footings \$552 per GSF
- Remaining lot at-grade parking & City Hall remaining lot at-grade parking
- Estimated 175 parking spaces 175 Parking Spaces

ITEM DESCRIPTION	SQ FOOT	TOTAL COST
BUILDING SITE	113,200	2,355,685
-SURFACE LOT PARKING - REMAINING ADMIN & CITY HALL LOTS		
OFFICE BUILDING - 4 STORY	60,000	30,521,134
ALT AD: SECOND ELEVATOR		256,592
<b>TOTAL ESTIMATED CONSTRUCTION PLUS CONTINGENCY</b>	<b>60,000</b>	<b>33,133,411</b>

-Does not include cost of purchase and demo of 5 structures on city hall block

**Assumptions**

- Budget estimate utilizing Q3 2023 anticipated pricing
- This option is not phased, GC will take over entire site
- Builders Risk - by owner
- General Contractor bond cost not included
- Demo of all buildings on building site block

**Calculations above do not include**

- SAC/WAC or other City impact fees not included
- Off-site improvements and/or public roadway work
- Special structural testing and inspection fees
- Hazardous materials abatement or testing of contaminated soils
- Unsuitable soils and contaminated soils
- Generators or back-up power (UPS)
- Furniture, Fixtures, Equipment, & Technology
- Building signage or branding

**Structure**

- Office structure is assumed structural steel-metal decking/concrete topping slabs

**Exterior Envelope**

- Office exterior is assumed CFMF studs with exterior gypsum sheathing & mineral wool insulation
- Office facades include (curtain wall, storefront, precast sills, metal panel accents, cast stone veneer)
- Excludes any fiberglass attachment systems (green girt, knightwall, cascade clips)

**Roofing**

- Assumes a 60 mil tapered insulation roofing system with a total of R38

**Projects Not Included Above to be Considered**

- Demo and paving at 124 N Court St location