



**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, October 11, 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 – September 13, 2023 (enclosed)
5. Farmhouse Future Water, Sewer and Electrical – Discussion/Action
6. In-Rem Foreclosure Properties – Discussion/Action
7. Preparation for Special Board Meeting on Consolidated Building Project - Discussion
8. Lease of 777 Black River Street, Sparta, WI 54656 – Update
9. Line Item Transfer – Discussion/Action
10. Building Managers Report
11. Future Agenda Items
12. Adjournment

Remy Gomez, Committee Chair - Property & Maintenance Committee

Date notices mailed: 10/06/2023

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.

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

Absent: Mary Cook

Others: Derek Pierce, Tina Osterberg, Kerry Sullivan Flock

- Tour of property at 777 Black River Street, Sparta, WI was conducted at 4:00 p.m.
- 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 – October 11, 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 Zach Zebell second by David Kuderer to approve the 08/23/23 minutes. Carried 4-0.
- Motion to approve the Rock Memorial Garden MOU – Motion by David Kuderer second by Zach Zebell to forward resolution to the full board. Discussion. Carried 2-2. The motion failed. Discussion. Motion to reconsider resolution by Zach Zebell second by David Kuderer. The resolution was placed back on the floor. Carried 4-0. Discussion. Motion by David Kuderer second by Zach Zebell to forward resolution to the full board for approval. Carried 3-1.
- Budget Adjustment – Motion by Adam Balz second by David Kuderer to approve the 2023 budget adjustment in the amount of \$814.13 for Building A demo work. Carried 4-0.
- Lease of 777 Black River Street, Sparta, WI 54656 – Derek Pierce, Facilities & Property Director explained 36 month lease in the amount of \$3,180.00 per month. Not included in the lease are telephone, internet and cleaning costs. Discussion. Motion by Adam Balz second by David Kuderer to approve proposed lease agreement beginning November 1, 2023 at 777 Black River Street. Carried 4-0.
- Trade of Toolcat for Tractor and Lawnmower. Derek Pierce explained that a tractor and lawnmower is more feasible for the property and staff. There will be no trade in cost. Discussion. Motion by David Kuderer second by Zach Zebell to trade Toolcat for tractor and lawnmower. Carried 4-0.
- In Rem Foreclosure Properties/Set Tour Date – Derek Pierce explained that there is a potential of six locations being homestead properties. Members will be touring these six properties on October 6th, 2023 beginning at 10:00 a.m. at the north complex.
- Resolution Authorizing Request for Proposals for Feasibility Study for Consolidated Government Building at Administrative Center Building Block Site – The resolution will direct an RFP to be prepared that allows for a feasibility study at the Administrative Center Building block. Discussion. Motion by Zach Zebell second by Adam Balz to approve resolution and forward to the full board for approval. Carried 4-0.
- 2024 Maintenance Budget for North Complex – Derek Pierce explained that he is keeping budgeted numbers in for the north complex until the future of these buildings are determined.
- Farmhouse – Future Water, Sewer and Electrical – Derek Pierce explained that municipal hookup is estimated in the six figures. The county could look into a septic, north east from the farmhouse. Motion by Zach Zebell second by David Kuderer to look at developing an RFP for the cost for a well and septic. Discussion. Carried 4-0.

Zach Zebell was excused from the meeting at 5:18 p.m.

- Add heat to Barn/Shed for Maintenance Equipment – Derek Pierce explained that the cost of insulation/heat will be needed if the north complex boilers are cut off. Currently there are funds in the building cost repairs and maintenance budget to cover most of the project. Discussion.
- The Buildings Manager Report was provided by Derek Pierce.
- Future Agenda Items – In Rem Foreclosure Properties
- Remy Gomez adjourned the meeting at 5:25 p.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk
Recorder

REQUEST FOR LINE ITEM TRANSFER

Date: 9/26/2023
Department: Maintenance
Amount: \$ 8,360.00
Budget Year Amended: 2023

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11670600	521340		N COMPLEX CONTR. SERV.	\$ 75,354.47	\$ 4,000.00	\$ 22,458.23	\$ 71,354.47
11670600	522005		N COMP. WATER & SEWER	\$ 7,200.00	\$ 3,000.00	\$ 2,012.37	\$ 4,200.00
11670600	522010		N COMP. ELECTRICITY	\$ 48,050.00	\$ 1,360.00	\$ 30,674.85	\$ 46,690.00
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 8,360.00		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11670600	553050		N COMP. BUILDING RENT	\$ -	\$ 8,360.00	\$ -	\$ 8,360.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ 8,360.00		

Explanation for Transfer:

Funds are needed to pay for the new lease agreement with relocating staff from the North Complex to 777 S. Black River St.

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

_____ Date

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

_____ Date