



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656

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**COMMITTEE:**

**DATE:**

**TIME:**

**PLACE:**

## NOTICE OF MEETING

### PROPERTY & MAINTENANCE

Wednesday, June 12, 2024

4:30 p.m.

Monroe County

County Board Assembly Room

210 W Oak Street, RM 1200

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 – May 8 & 21, 2024 (enclosed)
5. Memorial Box for Veterans - Discussion/Action
6. ADRC Car Port Update
7. In-Rem Parcels - Discussion/Action
8. County Owned Parcels - Discussion/Action
9. Building Consolidation - Discussion/Action
10. Commercial Custodial Cleaning Services RFP Recommendation - Discussion/Action
11. North Complex Water - Discussion/Action
12. North Complex Demo - Update
13. Brownfield Properties - Update
14. Building Managers Report
15. Future Agenda Items
16. Adjournment

Zach Zebell, Committee Chair - Property & Maintenance Committee

Date notices mailed: 06/06/2024

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: Zach Zebell, Adam Balz, Mary Cook, David Kuderer

Absent: Remy Gomez

Others: Derek Pierce, Tina Osterberg, Jeremiah Erickson, Kerry Sullivan Flock, Bob Janovick, Press

- The meeting was called to order in the Monroe County Board Assembly Room at 4:00 p.m. by Chair Zach Zebell.
- Election of Vice Chair - Motion by Mary Cook to nominate Adam Balz as Committee Vice-Chair. Chair Zebell called three times for any more nominations. Motion to close nominations by David Kuderer. Carried 4-0.
- Set Monthly Meeting Date/Time for the 2024-2026 Term – Chair Zebell opened the floor for discussion on the monthly meeting date/time for the new term. The committee agreed to set the 2<sup>nd</sup> Wednesday of each month at 4:30 p.m. The next meeting will be held on June 12, 2024 at 4:30 p.m. in the Monroe County Board Assembly Room. A special meeting will be held on May 21, 2024 at 4:30 p.m.
- Public Comment Period – One member of the public spoke during the public comment period.
- Minutes Approval – Motion by David Kuderer second by Mary Cook to approve the April 5 and April 10, 2024 minutes. Carried 4-0.
- Budget Adjustment - Derek Pierce, Facilities & Property Manager explained the 2024 budget adjustment in the amount of \$50,000.00 for architect costs for a building cost estimate of a new Administration Center. Motion by Mary Cook second by David Kuderer to approve budget adjustment. Discussion. Carried 4-0.
- In-Rem Foreclosure Properties – Kerry Sullivan Flock, Assistant Corporation Counsel explained that homestead parcel and right of way parcel letters have been sent. Discussion. The committee noted that they would like to have a separate meeting to take a look at all of the counties right of way parcels and establish which parcels to set out for bid. A special meeting will be held on May 21<sup>st</sup> at 4:30 p.m.
- County Property Parcels #185-01455-0252 and #185-01455-0253 – Derek Pierce explained that there is interest in two Village of Warren's parcels. Discussion. Motion by David Kuderer second by Mary Cook to place parcels #185-01455-0252 and #185-01455-0253 out for bid with the other in-rem foreclosure parcel listing. Carried 4-0.
- Carport for the ADRC – Derek Pierce explained that there is potential of parking the vehicle at the bus barn at Rolling Hills if a new bus garage is approved.
- Future North Complex Usage – Derek Pierce explained that our Forest/Parks Department will take a full view of the land once the north buildings are fully removed for future use of the complex.
- North Complex Demo Update – Derek Pierce explained that September is the anticipated date for the demo to be complete.
- Brownfield Property Update – Derek Pierce explained that there are no new updates from the DNR in regards to the Brownfield Property.
- The Buildings Manager Report was provided by Derek Pierce.
- Future Agenda Items: In-Rem Foreclosure Properties.
- Motion by Adam Balz second by David Kuderer to adjourn the meeting at 4:45 p.m. Carried 4-0.

Shelley Bohi, Monroe County Clerk - Recorder

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

Property & Maintenance Committee  
May 21, 2024

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

Others: Derek Pierce, Tina Osterberg, Jeremiah Erickson, Kerry Sullivan Flock, Adrian Lockington, Press

- The meeting was called to order in the Monroe County Board Assembly Room at 4:30 p.m. by Chair Zach Zebell.
- Monroe County Owned Parcels / In-Rem Parcels  
Determine Listing of Parcels to Place Out for Bid –

Kerry Sullivan Flock, Assistant Corporation Counsel explained the In-Rem Process to members. Each year, the In-Rem process is completed. The committee is tasked to take a look at each of the parcels before choosing which parcels to acquire. The goal is for the committee to get the parcels back on the tax roll. Discussion.

**In-Rem Parcels**

281-01284-0000	Motion by Adam Balz second by Remy Gomez to acquire and bid out parcel.	Carried 5-0
020-00584-0000	Motion by Remy Gomez second by Mary Cook to acquire and bid out parcel.	Carried 3-2
042-00507-9900	Motion to Deny acquisition of parcel by Remy Gomez second by Adam Balz.	Carried 5-0
281-02262-0000	Motion by Remy Gomez second by Mary Cook to acquire and bid out parcel.	Carried 4-1
044-00183-0002	Motion to Deny acquisition of parcel by Remy Gomez second by Adam Balz.	Carried 5-0
044-00185-0000	Motion to Deny acquisition of parcel by Remy Gomez second by Adam Balz.	Carried 5-0
281-01463-0000	Motion by Remy Gomez second by Mary Cook to acquire and bid out parcel.	Carried 4-1
111-00444-2500	Motion to Deny acquisition of parcel by Remy Gomez second by Mary Cook.	Carried 5-0
024-00198-0000	Motion by Remy Gomez second by David Kuderer to acquire and bid out parcel.	Carried 5-0
046-00270-6000	Motion to Deny acquisition of parcel by Adam Balz second by Remy Gomez.	Carried 5-0
286-01252-0000	Motion by Remy Gomez second by Mary Cook to acquire and bid out parcel.	Carried 4-1
010-00106-1000	Motion to Deny acquisition of parcel by Remy Gomez second by David Kuderer.	Carried 5-0
281-00131-0000	Motion by Remy Gomez second by Mary Cook to acquire and bid out parcel.	Carried 4-1
002-00148-1000	Motion to Deny acquisition of parcel by Adam Balz second by Remy Gomez.	Carried 5-0
024-00107-1000	Motion by Zach Zebell second by Remy Gomez to acquire and bid out parcel.	Carried 5-0
185-00172-1000	Motion to Deny acquisition of parcel by Remy Gomez second by Mary Cook.	Carried 5-0
161-00105-0000	Motion by Remy Gomez second by Zach Zebell to acquire and bid out parcel.	Carried 4-1
026-00367-1000	Motion to Deny acquisition of parcel by Remy Gomez second by Adam Balz.	Carried 5-0
185-01455-0113	Motion by Zach Zebell second by Adam Balz to acquire and bid out parcel.	Carried 5-0
185-01455-0114	Motion by Zach Zebell second by Adam Balz to acquire and bid out parcel.	Carried 5-0
042-00123-0000	Motion by Remy Gomez second by Zach Zebell to acquire and bid out parcel.	Carried 5-0
008-00549-1000	Motion to Deny acquisition of parcel by Mary Cook second by Remy Gomez.	Carried 5-0
046-00272-0000	Motion to Deny acquisition of parcel by Adam Balz second by Mary Cook.	Carried 5-0
281-00564-0000	Motion by Remy Gomez second by Zach Zebell to acquire and bid out parcel.	Carried 4-1
044-00044-2000	Motion by Zach Zebell second by Mary Cook to acquire and bid out parcel.	Carried 4-1
014-00391-5000	Motion to Deny acquisition by Adam Zebell second by Remy Gomez.	Carried 5-0
286-02451-7600	Motion by Zach Zebell second by Mary Cook to acquire and bid out parcel.	Carried 4-1
020-00333-0000	Motion by Zach Zebell second by Remy Gomez to acquire and bid out parcel.	Carried 5-0
286-00646-2000	Motion to Deny acquisition by Zach Zebell second by Remy Gomez.	Carried 5-0
030-00079-0000	Motion to postpone 17 parcels until the Committee Can Meet with Land Conservation by Remy Gomez second by Zach Zebell.	Carried 5-0
030-00088-1000	Postponed "as noted above with parcel #030-00079-0000"	
030-00097-2000	Postponed "as noted above with parcel #030-00079-0000"	
030-00099-2000	Postponed "as noted above with parcel #030-00079-0000"	
030-00103-0000	Postponed "as noted above with parcel #030-00079-0000"	
030-00103-2000	Postponed "as noted above with parcel #030-00079-0000"	
030-00104-0000	Postponed "as noted above with parcel #030-00079-0000"	
030-00107-0000	Postponed "as noted above with parcel #030-00079-0000"	
030-00110-0000	Postponed "as noted above with parcel #030-00079-0000"	
030-00112-0000	Postponed "as noted above with parcel #030-00079-0000"	
030-00132-0000	Postponed "as noted above with parcel #030-00079-0000"	

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030-00136-0000	Postponed "as noted above with parcel #030-00079-0000"	
030-00188-0000	Postponed "as noted above with parcel #030-00079-0000"	
030-00191-0000	Postponed "as noted above with parcel #030-00079-0000"	
030-00094-0000	Postponed "as noted above with parcel #030-00079-0000"	
030-00140-5000	Postponed "as noted above with parcel #030-00079-0000"	
030-00145-5000	Postponed "as noted above with parcel #030-00079-0000"	
024-00098-0000	Motion by Remy Gomez second by Adam Balz to acquire and bid out parcel.	Carried 5-0
004-00287-9900	Motion to Deny acquisition by Adam Balz second by Remy Gomez.	Carried 5-0
034-00556-1000	Motion to Deny acquisition by Remy Gomez second by Zach Zebell.	Carried 5-0
002-00220-8500	Motion by Remy Gomez second by Zach Zebell to acquire and bid out parcel.	Carried 4-1
004-00451-1000	Motion to Deny acquisition by Adam Balz second by Zach Zebell.	Carried 5-0
004-00214-0000	Motion to Deny acquisition by Adam Balz second by Remy Gomez.	Carried 5-0
026-00338-2000	Motion by Zach Zebell second by Remy Gomez to acquire and bid out parcel.	Carried 4-1
185-01455-0217	Motion by Remy Gomez second by Zach Zebell to acquire and bid out parcel.	Carried 5-0
185-01455-0242	Motion by Zach Zebell second by Mary Cook to acquire and bid out all 7 parcels.	Carried 5-0
185-01455-0243	Acquire and bid out "as noted above with parcel #185-01455-0242"	
185-01455-0244	Acquire and bid out "as noted above with parcel #185-01455-0242"	
185-01455-0245	Acquire and bid out "as noted above with parcel #185-01455-0242"	
185-01455-0246	Acquire and bid out "as noted above with parcel #185-01455-0242"	
185-01455-0272	Acquire and bid out "as noted above with parcel #185-01455-0242"	
185-01455-2440	Acquire and bid out "as noted above with parcel #185-01455-0242"	
185-01455-2460	Motion by Remy Gomez second by Adam Balz to acquire and bid out parcel.	Carried 5-0
	Motion to postpone 4 parcels until the Committee Can Meet with Land Conservation by Adam Balz second by Remy Gomez.	Carried 5-0
030-00102-1000	Postponed "as noted above with parcel #030-00102-1000"	
030-00104-2000	Postponed "as noted above with parcel #030-00102-1000"	
030-00104-2001	Postponed "as noted above with parcel #030-00102-1000"	
030-00107-1000	Postponed "as noted above with parcel #030-00102-1000"	
	Motion to postpone 6 parcels until the Committee Can Meet with Land Conservation by Remy Gomez second by Adam Balz.	Carried 5-0
006-00794-0000	Postponed "as noted above with parcel #006-00794-0000"	
006-00795-0000	Postponed "as noted above with parcel #006-00794-0000"	
006-00796-0000	Postponed "as noted above with parcel #006-00794-0000"	
006-00797-0000	Postponed "as noted above with parcel #006-00794-0000"	
006-00798-0000	Postponed "as noted above with parcel #006-00794-0000"	
006-00799-0000	Postponed "as noted above with parcel #006-00794-0000"	
141-00103-5500	Motion by Remy Gomez second by Mary Cook to acquire and bid out parcel.	Carried 4-1
006-00200-0000	Motion by Zach Zebell second by Mary Cook to acquire and bid out parcel.	Carried 4-1

**Monroe County Owned Parcels**

004-00527-0000	Motion to deny bidding out parcel by Remy Gomez second by Mary Cook.	Carried 5-0.
010-00676-0001	Motion to deny bidding out of parcel by Remy Gomez second by Adam Balz.	Carried 5-0.
020-01162-1000	Motion to deny bidding out of parcel by Remy Gomez second by Adam Balz.	Carried 5-0.
026-00154-0000	Motion to deny bidding out of parcel by Adam Balz second by Mary Cook.	Carried 5-0.
026-01394-5000	Motion to deny bidding out of parcel by Remy Gomez second by Adam Balz.	Carried 5-0.
026-01414-1000	Motion to deny bidding out of parcel by Adam Balz second by Remy Gomez.	Carried 5-0.

- Motion by Remy Gomez second by Adam Balz to postpone to another date and adjourn the meeting at 7:02 p.m.  
Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder