



# 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, July 10, 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 – June 12, 2024 (enclosed)
5. Monroe County Historical Courthouse Maintenance Services RFP – Discussion/Action
6. Monroe County Properties Bid Opening - Discussion/Action
7. In-Rem Parcels – Discussion/Action
8. Resolution Authorizing the Completion of Space Planning For the Consolidated Government Building - Discussion/Action
9. North Complex Water - Discussion/Action
10. North Complex Demo - Update
11. 2025 Budget - Recommendation
12. Building Managers Report
13. Future Agenda Items
14. Adjournment

Zach Zebell, Committee Chair - Property & Maintenance Committee

Date notices mailed: 07/03/2024

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; Remy Gomez joined the meeting at 5:02 p.m.  
Others: Derek Pierce, Tina Osterberg, Jeremiah Erickson, Kerry Sullivan Flock, Charles Weaver, Patti Muenzenberger, Eric Weihe, Bob Micheel, Press

- The meeting was called to order in the Monroe County Board Assembly Room at 4:30 p.m. by Chair Zach Zebell.
- Set Next Meeting Date/Time – The next meeting will be held on July 10, 2024 at 4:30 p.m. in the Monroe County Board Assembly Room.
- Public Comment Period – No members of the public spoke during the public comment period.
- Minutes Approval – Motion by David Kuderer second by Mary Cook to approve the May 8 and May 21, 2024 minutes. Carried 4-0.
- Memorial Box for Veterans – Patti Muenzenberger brought in a Veterans memorial box planter. She asked members for permission to place the planter in front of courthouse next to the Veterans plaque. The box will be donated and maintained by Patti, Charles Weaver and Eric Weihe. No county funds will be used. Motion by David Kuderer second by Adam Balz to approve memorial box for Veterans. Discussion. Carried 4-0.
- ADRC Car Port Update – Derek Pierce, Facilities and Property Director explained that funding was approved for the new bus garage at Rolling Hills. Once the new bus garage is built, the ADRC can use the car port at the North Complex.
- In-Rem Parcels – Derek Pierce explained that there was a meeting with the DNR regarding the sand mine parcels owned by L & S Investments, Wisconsin White Sand and Wisconsin White Sand 2 LLC. If the county would foreclose, remediation is not required for the county. The county would have 60 days to try and sell the property. Would it be more advantageous to hold onto all parcels and to sell it as one? Discussion. This item will be re-visited next month.

Remy Gomez joined the meeting at 5:02 p.m.

Motion by Adam Balz second by Remy Gomez to rescind previous action during the May meeting for parcel #002-00148-1000. Carried 5-0. Discussion. Motion by Remy Gomez second by Adam Balz to include #002-00148-1000 with the sale of parcels. Carried 5-0.

- County Owned Parcels –

028-00353-2000: Motion to place parcel out for sale by Zach Zebell second by Adam Balz. Carried 5-0.  
Motion to place the parcel for sale at fair market value by Zach Zebell second by Remy Gomez. Carried 5-0.

030-00842-0000: Motion to place parcel out for sale at fair market value by Mary Cook second by David Kuderer. Carried 5-0.

034-00215-0000: Motion to place parcel out for sale at a minimum bid of \$100.00 by Remy Gomez second by David Kuderer. Carried 5-0.

030-00457-0000: Motion to place parcel out for sale at fair market value by Zach Zebell second by Remy Gomez. Carried 5-0.

042-00522-0000: Motion to place parcel out for sale at fair market value by Zach Zebell second by David Kuderer. David Kuderer was excused from the meeting at 5:53 p.m. The motion failed 2 yes, 2 no, 1 absent.

048-00475-1000: Motion to place parcel out for sale at a minimum bid of \$100.00 by Remy Gomez second by Zach Zebell. Carried 4-0.

141-00051-0001: Motion to deny bidding out of parcel by Adam Balz second by Zach Zebell. Carried 4-0.

141-00169-0000: Motion to deny bidding out of parcel by Zach Zebell second by Adam Balz. Carried 4-0.

185-01455-0115: Motion to deny bidding out of parcel by Remy Gomez second by Adam Balz. Carried 4-0.

185-01455-0260: Motion to place parcel out for sale at a minimum bid of \$8,000.00 based on neighboring property value by Zach Zebell second by Mary Cook. Carried 4-0.

286-02677-4100: Motion to deny bidding out of parcel by Zach Zebell second by Mary Cook. Carried 4-0.

- Building Consolidation – Chair Zach Zebell explained that the budget adjustment in the amount of \$50,000.00 to hire an architect to complete an accurate building cost estimate for building consolidation failed at the finance committee level. Discussion. It was a recommendation to have the County Administrator draft a resolution for the purpose of hiring an architect for building consolidation to be forwarded to the full board for approval in July.
- Commercial Custodial Cleaning Services RFP Recommendation – Derek Pierce explained that one bid was received by Shine Brite Cleaners for an annual total of \$120,355.00. Discussion. Motion by Remy Gomez second by Adam Balz to approve Shine Brite Cleaners bid. Carried 4-0.
- North Complex Water – Derek Pierce explained that there are high nitrates. He is currently looking for a recommendation from the DNR. Discussion. This item will be revisited.
- North Complex Demo – Derek Pierce explained that the last portion of the interior demo is complete. Exterior demo continues to move forward. Anticipated completion date is September.
- Brownfield Properties – Kerry Sullivan Flock, Assistant Corporation Counsel explained that there is no new information.
- The Buildings Manager Report was provided by Derek Pierce.
- Future Agenda Items: In-Rem Foreclosure Properties; Parcel Bid Opening; North Complex Water; North Complex Demo; Brownfield Properties; Resolution Approving Hiring an Architect for the Building Consolidation Project.
- Motion by Adam Balz second by Remy Gomez to adjourn the meeting at 7:05 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder

**RESOLUTION AUTHORIZING THE COMPLETION OF SPACE PLANNING FOR A CONSOLIDATED GOVERNMENT BUILDING**

1           **WHEREAS**, The Property and Maintenance Committee requested a listing of Monroe County buildings,  
2 square footage, estimated department square footage needs, repair needs, maintenance building expenditures  
3 and utility estimates from the Facilities and Property Director in April 2023; and  
4

5           **WHEREAS**, The Property and Maintenance Committee recommended to the full board: Consolidation of  
6 offices into a new building at either the old Rolling Hills site, dog pound site or the Administrative Center block and  
7 to allow the Property & Maintenance Committee to explore the costs at their June 14<sup>th</sup> meeting; and  
8

9           **WHEREAS**, The Monroe County Board of Supervisors convened a special county board meeting on  
10 Thursday, June 22<sup>nd</sup> to discuss said recommendation; and  
11

12           **WHEREAS**, The Monroe County Board of Supervisors voted 15-0 at the special June 22<sup>nd</sup> county board  
13 meeting to recommend consolidation of offices with a new building located at the Administration Center block  
14 downtown by proceeding to explore costs; and  
15

16           **WHEREAS**, the Monroe County Board of Supervisors approved resolution 08-23-10 15-0 affirming and  
17 adopting the recommendation to move forward with a consolidated Monroe County Government Building at the  
18 administrative center block site in the City of Sparta; and  
19

20           **WHEREAS**, The Monroe County Board of Supervisors at their August 30<sup>th</sup> meeting reviewed and  
21 discussed 4 preliminary design and cost estimate options for the Administrative Center Block Site in the City of  
22 Sparta. A motion to recommend a RFP for a feasibility study to explore all of the options at the downtown location  
23 was approved by the board; and  
24

25           **WHEREAS**, The Monroe County Board of Supervisors convened a special county board meeting on  
26 Wednesday, November 29<sup>th</sup> to discuss a Monroe County Government Building Located at the Administrative  
27 Center Block Site in the City of Sparta and the possibility of a facility condition assessment; and  
28

29           **WHEREAS**, The Monroe County Board of Supervisors approved a budget adjustment in the amount of  
30 \$18,500 to proceed with a facilities condition assessment of the Community Services Center, Administrative  
31 Center, UW-Extension Office, Executive Center, and Courthouse with all 13 supervisors present voting in favor of  
32 said adjustment; and  
33

34           **WHEREAS**, Kraus-Anderson facilitated a facilities condition assessment by coming on site in late 2023 to  
35 review, document and photograph key external and internal areas of the buildings. They presented a  
36 comprehensive facilities condition assessment at the Monroe County March 27<sup>th</sup> Board meeting; and  
37

38           **WHEREAS**, the Monroe County taxpayers paid for a facilities condition assessment to gain insight into  
39 the future needs of 5 of our downtown facilities and two leased buildings within the City of Sparta; and  
40

41           **WHEREAS**, the Monroe County Board of Supervisors have not discussed the facilities condition  
42 assessment presentation, the recommendation for space planning, or the future of the consolidated government  
43 building at the administrative center block site in the City of Sparta since the March 27<sup>th</sup> meeting; and  
44

45           **WHEREAS**, the Monroe County Property and Maintenance Committee recommends taking the next step  
46 to do their due diligence and approve funding for space planning; and  
47

48           **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do  
49 hereby authorize County Administration and Maintenance to prepare and post an RFP to hire an Architect to  
50 complete space planning.  
51

52           **BE IT FURTHER RESOLVED**, by the Monroe County Board of Supervisors that they do hereby authorize  
53 the Property and Maintenance Committee to award a contract within budget to the Architect firm with a bid that is  
54 most advantageous to Monroe County to complete said space planning.  
55

56           **BE IT FURTHER RESOLVED**, by the Monroe County Board of Supervisor that they do hereby authorize  
57 the County Administrator or the County Board Chair to sign contract agreements with the approved firm.

58 **BE IT FURTHER RESOLVED**, by the Monroe County Board of Supervisor that they do hereby authorize  
 59 the County Administrator or the County Board Chair to sign agreements within approved adjusted budget with  
 60 Kraus-Anderson to complete updated cost estimates based on space planning documents.

61  
 62 **BE IT FURTHER RESOLVED**, the following Monroe County accounts budget will be adjusted as provided  
 63 below.

Org	Object	Account Name	Current Budget	Budget Adjustment	Final Budget
10000001	493000	General Fund Balance Applied	\$3,810,243.40	\$50,000	\$3,860,243.40
11600000	521340	Maintenance Contracted Services	\$18,500.00	\$50,000	\$68,500.00

Dated this 24<sup>th</sup> day of July, 2024.

Offered By The Property and Maintenance Committee.

Fiscal note: Authorize funding from the General Fund in the amount of \$50,000 to conduct space planning and updated building project cost estimates. Increase budget by \$50,000 for the General Fund Balance Applied revenue and Maintenance Contracted Services expense accounts. Per Wis. Stats. §65.90(5)(a) authorization will require a vote of two-thirds of the entire membership of the governing body.

Statement of purpose: To authorize the Property and Maintenance Committee and county staff to proceed with a bid process and hiring an architect to complete space planning in tandem with Kraus-Anderson to calculate a more accurate building project cost estimate.

Drafted by: Tina Osterberg, Monroe County Administrator

Finance Vote (If required): _____ Yes _____ No _____ Absent ***** Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____, 20____ VOTE: _____ Yes _____ No _____ Absent Committee Chair: _____ _____ _____
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> 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 <i>A raised seal certifies an official document.</i>