

Property & Maintenance Committee  
August 14, 2019

Present: Dean Peterson, Rod Sherwood, Douglas Path, Pete Peterson, Mary Cook  
Others: Garry Spohn, Tina Osterberg

- The meeting was called to order in the Monroe County Board Assembly Room at 1:00 p.m. by Chair Dean Peterson.
- Public Comment Period – None.
- Set next meeting date/time – Tuesday, September 10, 2019 at 12:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Rod Sherwood second by Mary Cook to approve the 07/17/19 minutes. Carried 5-0.
- Justice Center Parking – Garry Spohn estimated that there would be 35 to 40 spaces available for cars in a parking lot in the green space located between the Justice Center and Courthouse. The retention pond was discussed. Garry will provide an estimate for a parking lot at the Justice Center location next meeting.
- Justice Center Projects – Garry Spohn explained that he is working on panic alarms in the Human Services Building. Within the next month, it is anticipated that panic buttons will be completed.

Garry explained that he is looking to proceed with the maintenance of two UPS units. There will need to be battery replacement in both the units. There was discussion on placing \$15,000.00 for next year's budget to fix one of the units. The same amount would be budgeted the next year for the remaining unit.

Garry explained that maintenance is exploring options to repair or replace light fixtures. Drivers for the existing lights are no longer available.

Garry explained that they are working on the final stages of the fire alarm panel.

- Office Space Needs – Garry Spohn explained office space need requests. Maintenance prioritization was discussed. Garry will let departments know where projects stand.
- Extension Parking Area – Garry Spohn explained that there was an error in the Extension parking area concrete. Garry is waiting a phone call back from the business owner.
- Tax Delinquent Properties - No Discussion.
- 2020 Budget – Garry Spohn provided his budget and outlined several items. Questions were answered.
  - Upgrade of 1999 maintenance truck
  - New Mower to be budgeted between four years
  - UPS Unit for Justice Center
  - Per Mar X Ray Machine
- The Buildings Manager Report was provided.
- Items for next month's agenda – Justice Center Parking
- Dean Peterson adjourned the meeting at 2:24 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk, Recorder

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