MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
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www.co.monroe.wi.us

AMENDED
NOTICE OF MEETING

COMMITTEE:	**PROPERTY AND PURCHASING**
DATE:	**Wednesday, 8-12-2015**
TIME:	**1:00 p.m.**
PLACE:	**Room 220/48 Building** **14345 County Highway B Sparta, WI 54656**

SUBJECT MATTER TO BE CONSIDERED

All Items are subject to Discussion & (except public comment) Action

1. Call to Order/Roll Call
2. Public Comment, 3 Minute Limit Rule Applies
3. Set next meeting date/time
4. Minutes Approval –07/07/2015 (enclosure)
5. Buildings Manager Report
6. **Resolution 06-15-02 D.O.T Land Purchase**
7. Property Deeds/Jeremiah Erickson
8. Strategic Plan
9. Justice Center Discussion and Update
10. Budget Adjustments/line item transfer
11. Tax Delinquent Properties
12. New Position Request/2016 Budget
13. Equipment Purchase/Replacement Plan
14. 2016 Budget
15. Future Agenda Items
16. Adjournment

Dean Peterson, Committee Chair
PROPERTY AND PURCHASING COMMITTEE
Date notices mailed: 08/10/15

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.

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Property & Purchasing Committee
July 7, 2015

Present: Dean Peterson, Gene Treu, Douglas Path, Rod Sherwood; Absent: Mary Cook
Others: Garry Spohn, Catherine Schmit, Andy Kaftan, Jack Dittmar
Representatives of Sparta BP Travel Center: Jaymin Patel, Mahendra Patel, Wayne Pike
Representatives of the Village of Warrens: Village President Jason Krultz, Attorney Tim Fenner

- The meeting was called to order in the Rolling Hills Room #220 at 1:00 p.m.

- Public Comment Period – None

- Set next meeting date/time – August 12, 2015 at 1:00 p.m. in Rolling Hills Room #220

- Minutes Approval – Motion to approve 06/10/2015 minutes by Treu, second by Path. Carried 4-0.

- Buildings Manager Report was given.

- Warrens Properties – Discussion regarding utility charges on delinquent properties located in the Village of Warrens. Sewer Utility charges are being attached to properties from prior to the time the County took possession of the parcels through foreclosure. This appears to be causing a difficulty in salability of the parcels. Attorney Tim Fenner explained that a portion of the charges includes a sewer commission debt service component for the Clean Water Fund Loan. Discussion of possibly substituting a sewer hookup fee at the time a parcel is developed. Attorney Fenner distributed a draft disclosure document that could be made available to potential bidders. This will be updated and forwarded to Corp. Counsel Andy Kaftan. Discussion as to how the County and Village can partner in incentivizing the sale and development of the available parcels. Discussion as to what maximum delinquency amount is acceptable or begins to impede land sales. A recommendation should likely be provided to the County by the Joint Sewer Commission for the committee to take under consideration. Discussion as to the possibility of the County giving consideration to conveying properties to the Village in order for the Village to favorably package them for potential development. Joint Sewer Commission should be providing an annual report to the County by August 1st each year.

- Justice Center Discussion/Update – Discussion regarding snow removal during winter months and possible cooperation with the Highway Dept. Garry Spohn stated that some snow may possibly be removed using a snow blower, however large amounts moved into the street will need to be removed. Also, possible consideration of County Highway Department doing snow removal at the Rolling Hills campus as well. Highway Commissioner Jack Dittmar spoke to existing departmental obligations, specifically keeping state and county roads open. Dittmar stated that they could assist with setup of salt spreader on plow truck used by maintenance. Discussion as to the timing of snow removal at the Rolling Hills campus. Administrator Schmit to discuss storing snow on city street during large snow events with City of Sparta Co-Administrator's. Garry to discuss with current courthouse parking lot snow removal contractor. Discussion regarding access for Gundersen when well is installed through parking lot. Haldeman property is available for parking as long as we provide weed removal services. Budget dollars are available so that existing green space can be converted to parking as part of the well installation process. Discussion regarding sidewalk needs.

- Budget Adjustments/Line Items Transfers –

  Budget adjustment for donation from Historical Society for the Museum building updates. Motion by Path, second by Sherwood to approve the budget adjustment in the amount of $18,725. Carried 4-0.

- Tax Delinquent Properties – Properties are posted on site and bids due back by July 17th. Update from Corporation Counsel on issues with properties County has already acquired.

- Gasoline Contract – Garry Spohn shared the proposals submitted by Kwik Trip & Sparta Travel Center. Motion by Treu, second by Sherwood to award the low bid to Sparta Travel Center. Discussion. Effective August 1, 2015. Carried 4-0.

- Facilities Strategic Plan – Administrator Schmit distributed proposals received by HSR Associates, river ARCHITECTS, and Kueny Architects, LLC. Motion by Treu, second by Peterson to award the contract to Kueny Architects in the amount of $44,465 contingent upon satisfactory references and background review by County Administrator. Carried 4-0.

- New Position Request/2016 Budget – Garry Spohn explained that he is requesting one Maintenance Technician for the 2016 budget. Motion by Sherwood, second by Path to approve the position request as presented. Carried 4-0.

- Equipment Replacement Plan – Garry Spohn explained the worksheet he distributed the committee. To be discussed further at next meeting.

- Budget – To be discussed again next month.

- Items for next month's agenda – Parking stalls @ Gundersen Behavioral Health, Budget, Equipment Replacement Plan, Tax Delinquent Properties

- Motion by Treu second by Sherwood to adjourn at 3:33 p.m. Carried 4-0.

Catherine Schmit, County Administrator
Recorder

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