MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE:	**PROPERTY AND PURCHASING**
DATE:	**Wednesday, 11-11-2015**
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 – 10/14/2015 & 11/02/2015 (enclosure)
5. Buildings Manager Report
6. Strategic Plan
7. 124 N Court Parking Lot Repairs
8. Focus on Energy
9. Justice Center Discussion and Update
10. Tax Delinquent Properties
11. Budget Adjustment/ Line Item Transfer.
12. Future Agenda Items
13. Adjournment

Dean Peterson, Committee Chair
PROPERTY AND PURCHASING COMMITTEE
Date notices mailed: 11/05/15

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.

Property & Purchasing Committee
October 14, 2015

Present: Dean Peterson, Gene Treu, Rod Sherwood, Douglas Path; Mary Cook joined the meeting at 1:07 p.m.
Others: Garry Spohn, Kurt Marshaus, Andrew Kaftan, Sharon Karis (V. Norwalk Clerk), Richard Martin (V. Kendall), Lynne Hanson (Clerk/Treasurer V. Kendall), Shannon O'Rourke (Mathy)

- 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 – November 11, 2015 at 1:00 p.m. in Rolling Hills Room #220

- Minutes Approval – Motion to approve 09/16/15 minutes by Rod Sherwood second by Douglas Path. Carried 4-0.

Mary Cook joined the meeting at 1:07 p.m.

- Tax Delinquent Properties – Andrew Kaftan explained that an agreement could be set up between the county and the municipalities of Norwalk and Kendall for delinquent parcels, a bidding process doesn't have to occur. Village of Norwalk, Sharon Karis was present and provided a letter of interest for parcel #161-00014-0000 and Village of Kendall, Richard Martin & Lynne Hanson were present and explained that they were interested in parcels #141-00074-0000 & 141-00078-0000 (combined). Both municipalities offered $1.00 for each property and the cost of recording the deed. Discussion. Motion by Rodney Sherwood second by Douglas Path to sell properties for $1.00 each, deed fees of $30.00 and administrative fees of $150.00 for a total not to exceed $181.00. Discussion. Carried 5-0.

  Village of Kendall is also interested in parcel #141-00197-0000 for $1.00 and recording fees. Discussion. It was a consensus of the committee to place the property out for bid.

  Snow property: Andrew Kaftan explained that there are four options: (1) re-survey to combine portions to eliminate the survey property line; (2) raise mobile home; (3) move mobile home off property line; (4) re-zone. Discussion. It was a consensus of the committee to split property in two. Motion by Gene Treu second Rodney Sherwood to have parcels 026-001705-0000 & 026-00170-5001 surveyed to create 2 separate parcels, to comply with zoning requirements. Carried 5-0.

  Garry Spohn explained that the 7 properties placed for sale on the online auction sold.

  Garry explained that the park model on parcel #185-01384-0000 is currently on-site and is being rented out. Discussion. Motion by Rod Sherwood second by Douglas Path to have Garry Spohn contact jellystone and to see if they will maintain it or we will shut it down for the winter. Carried 5-0.

  Rasmussen/Sowle Property – Andrew Kaftan explained that in conjunction with Jeremiah Erickson, it was determined that there would be no cost savings to the county. The county would still have to go through the foreclosure process for the other half. It was determined not to accept the deed. The committee agreed with the recommendation.

  City of Sparta/K Street Property – Andrew Kaftan explained the IRS notice of homestead levy claim. Approximately $22,000.00 is due. Discussion. Motion by Mary Cook second by Gene Treu to authorize the Treasurer to pay the IRS homestead lien in the amount of $22,790.34. Discussion. Carried 5-0.

- 124 N Court Parking Lot Repairs – Kurt Marshaus provided the justice center layout and explained the N court parking lot. Parking lot repairs/layout were discussed. Mathy Construction, Shannon O'Rourke shared a plan with the members. 2 bids for a storm drain were received.

TEC, Tomah Environmental Contractors $3,650.00 and Hess Excavating $5,050.00. Discussion. Motion by Gene Treu second by Rod Sherwood to approve the excavation and installation of a storm manhole on existing storm pipe, catch basin and pipe in an amount not to exceed $5,625.00. Discussion. Carried 5-0.

- Justice Center Discussion and Update – Kurt Marshaus explained that the Phase I completion date is February. Roof access and lifts were discussed. Gene Treu explained that LED fixture lights in the amount of $102,000.00 were rejected by the Department of Corrections because they were not detention grade. We are being charged a 60% restocking charge. Garry is looking into ways that we can use them within the county. Discussion.

- Buildings Manager Report was given

- Strategic Plan – Garry Spohn explained that the strategic plan has been started. A representative has been out and has toured the Rolling Hills and Community Services Buildings. He will be back today to view exteriors.

- Preventive Maintenance Plan – Gene Treu suggested that preventative maintenance contract services to be bid out for 2016. Garry Spohn explained that preventative maintenance has been budgeted. An RFP would have to set out specific services. Discussion.

- Items for next month's agenda – 124 N Court Parking Lot Repairs and Strategic Plan.

- Motion by Gene Treu second by Rod Sherwood to adjourn at 3:42 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

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

Property & Purchasing Committee
November 2, 2015

Present: Dean Peterson, Gene Treu, Rod Sherwood, Douglas Path, Mary Cook joined the meeting at 1:08 p.m.
Others: Garry Spohn, Linda Anderson, Jon Wallenkamp (Kueny Architects LLC)

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

- Public Comment Period – None

- Strategic Plan – John Wallenkamp of Kueny Architects, LLC was present. Drawings from existing facilities have been obtained. Exteriors for all buildings have been completed. Mechanicals are in the process of being evaluated. A long range plan will be completed. Mary Cook joined the meeting at 1:08 p.m. Space utilization, growth was discussed. It was a consensus to update the board on the Strategic Plan.

- Justice Center Discussion and Update – Gene Treu explained that the city is no longer requiring a manhole for the parking lot north of the Justice Center. Discussion. Motion by Gene Treu second by Rodney Sherwood to accept bid from TEC in the amount of $3,650.00 for storm water drain in order to maintain warranty on existing work. Carried 5-0.

  Gene Treu explained that light fixtures returned will be charged a restocking fee. The building committee referred Property & Purchasing to come up with a plan for use/sale of the lights. Use/sales were discussed.

  Motion by Gene Treu second by Mary Cook to have Garry Spohn take ownership of Focus on Energy at the Justice Center. Discussion. Carried 5-0.

  Garry Spohn explained that he needs the model numbers of all mechanical equipment in order to figure out what we need for spare parts. There are some parts that are supposed to be included. Discussion. Motion by Gene Treu second by Rod Sherwood to contact mechanical trades to provide a spare parts list by December 8th, 2015; this would include part lists that are supplied and part lists to be ordered. Carried 5-0.

- Tax Delinquent Properties – Garry Spohn explained that there is interest on online auction properties.

  The snow property will be surveyed.

- Motion by Mary Cook second by Rod Sherwood to adjourn at 2:53 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

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