



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

**COMMITTEE:** PROPERTY & MAINTENANCE  
**DATE:** Wednesday, December 14, 2016  
**TIME:** 1:00 p.m.  
**PLACE:** Rolling Hills Main Hall – 1<sup>st</sup> Floor Recreation Room  
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 – 11/09/2016 (enclosure)
5. Buildings Manager Report
6. Gundersen Building
7. Tax Delinquent Properties
8. Strategic Plan
9. Justice Center
10. Cleaning Contracts
11. Open Positions
12. Interruptible Power Option
13. Budget Adjustment
14. Line Item Transfer
15. Repurpose of Funds
16. Future Agenda Items
17. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE

Date notices mailed: 12/09/2016

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 & Maintenance Committee  
November 9, 2016

Present: Dean Peterson, Mary Cook, Douglas Path, Pete Peterson, Rod Sherwood  
Others: Garry Spohn, Laura Moriarty, Sharon Nelson, Ron Hamilton

- The meeting was called to order in Rolling Hills Recreation Room at 1:00 p.m. by Chair Dean Peterson
- Public Comment Period – None.
- Set next meeting date/time – December 14, 2016 at 1:00 p.m. in the Rolling Hills Recreation Room.
- Minutes Approval – Motion by Rod Sherwood second by Mary Cook to approve the 10/12/2016 minutes. Carried 5-0.
- The Buildings Manager Report was provided.
- Gundersen Building – The Gundersen Lutheran Building has been approved for purchase by the full board. The closing date is anticipated to be April 2017. Ron Hamilton explained that as for the ADA compliance funding, the expenditures need to happen the 1<sup>st</sup> of the year. He will be working on an extension. It was suggested that the Health, ADRC and Senior Services Departments review space and its efficiency with architects.
- Tax Delinquent Properties – Garry Spohn explained that currently there are 4 parcels out for bid. No bids have been received. Discussion. Motion by Mary Cook second by Rod Sherwood to advertise parcels #006-00053-5000; 192-00070-0000; 286-01472-0000 and 026-01446-5000 at fair market value or best offer, all offers are subject to be rejected. Carried 5-0.  
  
Motion by Rod Sherwood second by Mary Cook to place parcels #185-01455-2440, 185-01455-0246, 185-01455-0244, 185-01455-0245, 185-01455-0242, 185-01455-0243 on the Wisconsin Surplus auction. Discussion. Carried 5-0.
- Strategic Plan – The strategic plan continues to be a work in progress. The Gundersen Lutheran building is the start of the project.
- Justice Center – Garry Spohn provided an update on the Justice Center. Sprinkler heads, food tray locks, windows and generator issues were discussed.
- Cleaning Contracts – Garry Spohn explained that he will be accepting bids for cleaning contracts.
- Open Positions – Garry Spohn explained several open positions.
- Budget Adjustment – None.
- Items for next month's agenda –
- Motion by Mary Cook second by Pete Peterson to adjourn at 2:15 p.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

**Property & Purchasing Meeting**  
**December 14, 2016**  
**Rolling Hills Rec Room**  
**14345 County Highway B**  
**1:00 p.m.**

**Justice Center/Courthouse/Jail:**

1. The manufacturer denied our warranty claim on the food tray doors.
2. We have had 9 each of broken windows and sprinkler heads. We must have fixed around 50 food tray door locks.
3. A fire alarm pull station has been pulled for the second time by a small child.

**Citizens Bank Building:**

-The parking lot is paved and we have most of the landscaping done.

**Museum:**

-Krause came back to repair the leak at the museum. After all of the work we still had moisture. They think they have found the problem and have repaired free of charge.

**Rolling Hills:**

- We completed patching the lawn and seeding around the new pavement.
- The flooring project in the auditorium is complete.
- We are still fixing a few things on the new Fire Alarm panel.
- The cooling system for the 74 building has been drained.
- The summer boiler has been cleaned and put back together.
- All ventilators have been serviced.

**CSC Building:**

- The second condensate line leak has been fixed.
- I continue to work with Ron, Sharon, and Laura to start the Gundersen Clinic project.

**Property Manager:**

- The final 6 properties at Cranberry Lake Village sold on the auction this month.
- We will be reviewing bids for 4 tax delinquent properties.
- We will be reviewing bids for a new compact tractor to replace our John Deere 445. The 445 was purchased new in 2000
- We will be reviewing bids for cleaning at the HHS building.
- We currently are advertising for a LTE for painting etc.

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# Notice of Budgetary Adjustment

## Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: November 30, 2016  
 Department: Maintenance  
 Amount: \$6,400.00  
 Budget Year Amended: 2016

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

This budget adjustment is to include in the Maintenance 2016 budget the reimbursement for the work on the museum chimney.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11600000 489900	Other Maintenance Revenue	\$ -	\$ 6,400.00	\$ 6,400.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,400.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11645610 524505	Museum Bldg Repairs&Maint	\$ 2,300.00	\$ 6,400.00	\$ 8,700.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 6,400.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

## REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Maintenance  
 Budget Year Amended: 2016

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11630600 522005	Justice Center- Electricity	\$ 150,000.00	\$ 5,000.00	\$ 79,439.90	\$ 145,000.00
11630600 522010	Justice Center- Electricity	\$ 150,000.00	\$ 39,678.00	\$ 79,439.90	\$ 110,322.00
<b>Total Transfer</b>			<b>\$ 44,678.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11605630 511000	Maintenance Adm Cntr Salaries	\$ 3,488.00	\$ 3,331.00	\$ 5,326.81	\$ 6,819.00
11605630 515005	Maintenance Adm Cntr Retirement	\$ 232.00	\$ 220.00	\$ 351.52	\$ 452.00
11605630 515010	Maintenance Adm Cntr FICA	\$ 218.00	\$ 206.00	\$ 330.21	\$ 424.00
11605630 515015	Maintenance Adm Cntr Medicare	\$ 51.00	\$ 48.00	\$ 77.21	\$ 99.00
11605630 515020	Maintenance Adm Cntr Health	\$ 580.00	\$ 558.00	\$ 531.53	\$ 1,138.00
11605630 515025	Maintenance Adm Cntr Dental	\$ 25.00	\$ 25.00	\$ 22.99	\$ 50.00
11605630 515030	Maintenance Adm Cntr Life	\$ 2.00	\$ 1.00	\$ 3.30	\$ 3.00
11605630 515040	Maintenance Adm Cntr WC	\$ 81.00	\$ 78.00	\$ 124.64	\$ 159.00
11630630 511000	Maintenance Adm Cntr Salaries	\$ 31,387.00	\$ 29,974.00	\$ 47,716.12	\$ 61,361.00
11630630 515005	Maintenance Adm Cntr Retirement	\$ 2,074.00	\$ 1,979.00	\$ 3,149.36	\$ 4,053.00
11630630 515010	Maintenance Adm Cntr FICA	\$ 1,948.00	\$ 1,859.00	\$ 2,958.46	\$ 3,807.00
11630630 515015	Maintenance Adm Cntr Medicare	\$ 457.00	\$ 435.00	\$ 691.98	\$ 892.00
11630630 515020	Maintenance Adm Cntr Health	\$ 5,220.00	\$ 5,019.00	\$ 4,566.65	\$ 10,239.00
11630630 515025	Maintenance Adm Cntr Dental	\$ 226.00	\$ 226.00	\$ 187.70	\$ 452.00
11630630 515030	Maintenance Adm Cntr Life	\$ 34.00	\$ 17.00	\$ 27.00	\$ 51.00
11630630 515040	Maintenance Adm Cntr WC	\$ 742.00	\$ 702.00	\$ 1,116.51	\$ 1,444.00
<b>Total Transfer</b>			<b>\$ 44,678.00</b>		

**Explanation for Transfer:** One of the Maintenance employees salary projection from the original 2016 budget came in to the budget as a zero balance. This transfer will cover the salaries that were shorted in the original budget. The delay in moving into the Justice Center has allowed for additional funds available to cover this expense.

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

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 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_

Date

Revised 02/20/2014

# Notice of Re-Purpose of Funds

MONROE COUNTY

## *Unanticipated Change of What Funds Were Budgeted For*

Date: 12/14/2016  
 Department: Maintenance  
 Amount: <\$4000.00  
 Budget Year Amended: 2017

Explanation/Reason funds are being re-purposed and affect on Program:  
 (If needed attached separate brief explanation.)

The Re-purpose is to cover the higher price for the equipment that was included in the 2017 budget. This is to replace our tractor that does the mowing and sidewalk snow removal down town. Our old machine is 17 years old and our work load for it has increased significantly. We are asking for a not to exceed amount of \$4,000. This money will come from the account that is set aside for this purpose.

**Original Budgeted Line's Purpose:**

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169-581000	Cap equipment/vehicle long range	Future equipment replacement	2017 Equipment replacement	<\$4000.00
Total Adjustment				\$ -

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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Date Approved by County Board: \_\_\_\_\_

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