MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: **PROPERTY & MAINTENANCE**
DATE: **Wednesday, May 16, 2018**
TIME: **1:00 p.m.**
PLACE: **Rolling Hills**
Recreation Room
14345 County Highway B
Sparta, WI 54656

* **Please note Location Change**

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 04/11/18 - (enclosure)
5. Election of Committee Vice-Chairman
6. Committee Duties
7. Buildings Manager Report
8. Radio Repeater Justice Center
9. Parcel 034-00040-0000 to Accept Land via Quit Claim Deed in Lieu of Foreclosure
10. Budget Adjustments (2)
11. Courthouse Project
12. Courthouse Area Land Acquisition
13. Rolling Hills Rehabilitation Center
14. Tax Delinquent Properties
15. Future Agenda Items
16. Adjournment

Dean Peterson, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 03/14/2018

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
April 11, 2018

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood; Mary Cook Absent
Others: Garry Spohn, Jim Bialecki, Jeremiah Erickson, Shirley Chapiewsky, Judge Todd Ziegler, Ron Radar, Rob Conroy, Scott Perkins, Alli Kerrils, Greg Skon, Randy Williams, Brad Gilbertson

- 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 – May 16, 2018 at 1:00 p.m., in the Monroe County Board Assembly Room.

- Minutes Approval – Motion by Rod Sherwood second by Pete Peterson to approve the 03/14/18 minutes. Carried 4-0.

- The Buildings Manager Report was provided.

- Bicycle Repair Station – Greg Skon presented an internship project for installing bike repair stations around the community. One bicycle station would be located at the Museum. The project is 100% funded, there would be no labor costs. Brad Gilbertson explained that the city would take care of any upcoming expenses. Discussion. Motion by Pete Peterson second by Rod Sherwood to allow installation of the bike repair station at the museum pending liability insurance approval. Carried 4-0.

- Justice Center Report and Change Requests/Todd Ziegler – Garry Spohn explained that there have been change requests in the new Justice Center. The floor was opened for discussion.

  -Randy Williams explained the need for radio coverage.

  -Judge Ziegler explained the need for:
  A secure hallway between Branch I and Clerk of Courts.

  Doors to be propped open at both ends of the public judicial hallway by the District Attorney and Clerk of Court Offices.

  Doors outside of the courts to be propped open. These are fire rated doors and would require door magnets.

  Attorney conference room lighting needs to be separate from the main court switch.

  -Shirley Chapiewsky explained the need for door control between the Child Support and Clerk of Courts Offices.

  -Garry Spohn explained parking lot changes to the west side of the building.

  Jim Bialecki explained that remaining Justice Center Funds will be placed into the maintenance budget line, additional funds would have to be taken from the Contingency Fund.

- Request to use ADRC Parking Lot for Summerfest – Garry Spohn explained that Summerfest will be providing the county with a Certificate of Liability Insurance for Summerfest.

- Courthouse Carpet Proposals – Garry Spohn provided five carpet proposals for the courthouse. Discussion. Motion by Douglas Path second by Rodney Sherwood to approve bid in the amount of $32,014.04 from Creative Solutions 4 Design. Carried 4-0.

- Parcel #048-00475-0000 Killdeer Property – Garry Spohn explained that Jeremiah Erickson split the property as requested by the committee.

- Courthouse Project – Garry Spohn explained that the anticipated move in date is the first of June.

- Rolling Hills Rehabilitation Center – Pete Peterson explained that the WIPFI study is in process. Garry Spohn has no updates regarding the current Nursing Home.

- Tax Delinquent Property – Garry Spohn provided and update of tax delinquent properties to members. Discussion. Motion by Rod Sherwood second by Douglas Path to place the current tax delinquent properties for sale at assessed value, parcels #281-00787-5000, 281-00791-0000, 281-01061-0000, 024-00521-5000, 480-00475-0000, 480-00475-1000. Carried 4-0.

- Repurpose of Funds – Garry Spohn explained the 2018 re-purpose of funds in the amount of $10,000.00 for flooring replacement for the courthouse remodel; and 2018 re-purpose of funds in the amount of $10,000.00 for electrical repairs for the courthouse remodel. Motion by Pete Peterson second by Rodney Sherwood to approve both re-purpose of funds. Carried 4-0.

- Parking Lot and Land Acquisition – Jim Bialecki explained that we may have enough parking at this time. Parking is still being looked at.

- Items for next month's agenda – Tax delinquent properties.

- Motion by Pete Peterson second by Rod Sherwood to adjourn at 3:23 p.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

Property & Maintenance Meeting
April 11, 2018
1:00PM
Assembly Hall

Justice Center/Courthouse/Jail:
-Again this month most of our work has been done in the historical Courthouse building
-Much of third floor carpet has been installed
-Most of drywall work has been completed.
-Duct work is being installed.
-Electrical inspection has been completed.
-We had several items in the Justice Center fixed.
-The Multi-Stack had some plumbing changes to correct problems.
-A Window was resealed in the Clerk of Courts office.

Admin Center:
-We made some changes to HVAC controls and feel like we have that system working more efficiently.

Building A:
We are in the process of replacing a air conditioning coil for the server room.

Executive Center:
-We completed installing the cooling system for the main area. This was put on hold until favorable weather when the furnace was replaced.

Rolling Hills:
-We have the cooling tower cleaned and operating.

Property Manager:
-Tax properties have been advertised.
-We will be looking at a budget adjustment to cover final changeorders and fixes at the Justice Center.

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 4, 2018
Department: Justice Center/Maint.
Amount: $46,839.72
Budget Year Amended: 2018

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

This budget adjustment will close out the Justice Center Project under Capital Projects and move the remaining funds to the Maintenance Justice Center Building Repairs and Mainteance account to use towards needed updates.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
47200000	493000		Fund Balance Applied	$ -	$ 46,839.72	$ 46,839.72
10000000	499999		General Fund - Transfer In		$ 46,839.72	$ 46,839.72
						$ -
						$ -
Total Adjustment					$ 93,679.44	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
47200000	599999		Cap Projects - Transfer Out		$ 46,839.72	$ 46,839.72
11630610	524505		Bldg Repairs & Maint.	$ 33,000.00	$ 46,839.72	$ 79,839.72
						$ -
						$ -
						$ -
						$ -
Total Adjustment					$ 93,679.44	

Department Head Approval: Gary L. Spohn

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: _____

MONROE COUNTY
Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 4, 2018
Department: Maintenance
Amount: 107,224.28
Budget Year Amended: 2018

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

This budget adjustment is to cover needed repairs to the Justice Center from the Contingency Fund. The Contingency Fund's current balance of $231,008.00 can cover this adjustment.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						$ -
						$ -
						$ -
						$ -
Total Adjustment					$ -	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	$ 231,008.00	$ (107,224.28)	$ 123,783.72
11630610	524505		Bldg Repairs & Maint.	$ 79,839.72	$ 107,224.28	$ 187,064.00
						$ -
						$ -
						$ -
						$ -
Total Adjustment					$ -	

Department Head Approval: Gary L Spohn

Date Approved by Committee of Jurisdiction: _____

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

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