

Property & Maintenance Committee  
July 11, 2018

Present: Dean Peterson, Douglas Path, Pete Peterson, Rod Sherwood, Mary Cook  
Others: Garry Spohn, Jim Bialecki, Judge Ziegler, Bonnie Peters, Laura Endres, Scott Perkins, Quinten Schaitel

- The meeting was called to order in the Monroe County Board Assembly Room at 1:12 p.m. by Chair Dean Peterson.
- Public Comment Period – None
- Set next meeting date/time – August 8, 2018 at 1:00 p.m., at the Tomah Chamber and Visitors Center in Tomah pending approval.
- Minutes Approval – Motion by Rod Sherwood second by Mary Cook to approve the 06/13/18 minutes. Carried 5-0.
- Panic Buttons/Courthouse Security Group - Judge Ziegler explained the need for panic buttons in the Child Support offices and Clerk of Court offices. Discussion. Motion by Mary Cook second by Rod Sherwood to have Garry Spohn get quotes for panic button installation in these offices and bring back to the Committee in August. Motion carried 5-0. This should be made a priority. Motion by Pete Peterson second by Rod Sherwood to approve Garry Spohn to move ahead immediately with installation if bids are under \$5,000.00. Motion carried 5-0.
- Committee Duties – Current Property & Purchasing committee duties were reviewed by the Committee. Motion by Doug Path second by Mary Cook to approve duties with the following change to B3.

*(3) Secure options and oversees the acquisition of real property or fixed property in existing buildings (example, walk in freezer). ~~Handles sale of all county-owned property. Assists Highway, Rolling Hills and Solid Waste Management with these activities when asked by the committee of jurisdiction.~~ Coordinates sale of County owned depreciable property with appropriate committee of jurisdiction on all sales outside the jurisdiction of Property and Maintenance Committee.*  
Carried 5-0.

- Relocation of Departments Housed in Annex B / Building D – Jim Bialecki explained the possible relocation of departments. Motion by Mary Cook second by Rod Sherwood to authorize Jim Bialecki to consider all opportunities lease or purchase of buildings to house Annex B/Building D departments. Carried 5-0.
- The Building Managers Report was provided.
- Courthouse Project – Garry Spohn explained that the project is wrapping up.
- Bullet Proof Glass/Sheriff – Scott Perkins explained the need for bullet proof glass in the Sheriff's department. Discussion. Motion by Pete Peterson second by Rod Sherwood to move forward with replacement at \$13,720.00 from suggested ClearArmor. Motion withdrawn. Amount was over \$10,000.00 so Garry Spohn will seek bids and bring back to the Committee.
- Resolution Authorizing Purchase of 206 South K Street, Sparta – Discussion. Motion by Mary Cook second by Rod Sherwood to approve resolution with attached revised Budget Adjustment and Repurpose of Funds. Budget Adjustment was revised to read \$3,000.00 instead of \$14,000.00 on the Line Computer Ops – Info System. This would make the Total Adjustment \$157,050.00. It was noted that the family has been very good to work with. Resolution/Budget Adjustment/Repurpose of funds - Carried 5-0.

- Justice Center – Garry Spohn updated the Committee.
- Rolling Hills Rehabilitation Center – Garry Spohn updated the Committee on repairs.
- Tax Delinquent Properties – Opened two bids for Property #1, Parcel 281-00791-0000. Bids were as follows:
  - Quintin Schaitel: \$11,000.00 with a check in the amount of \$1,100.00 enclosed.
  - Cody Skidmore and Emily Adam: \$21,600.00 with a check in the amount of \$2,160.00 enclosed.

Motion by Rod Sherwood second by Mary Cook to accept high bid by Cody Skidmore and Emily Adam in the amount of \$21,600.00. With permission of the Committee, the check to Quinten Schaitel was returned at the meeting.

Mary Cook will talk with Andy Kaftan and Tina Osterberg regarding a donation to tax delinquent account.

Discussion on tax delinquent property policy and procedure was reviewed. It was noted that discussion with Andy Kaftan will be held and will bring back discussion again next month. Garry Spohn will put together a list of tax delinquent properties for the Committee.

- Items for next month's agenda – Bullet Proof Glass Bids, Tax delinquent properties and policy and procedure, Tax delinquent properties.
- Motion by Mary Cook, second by Rod Sherwood to adjourn at 2:57 p.m. Carried 5-0.

Mary A. Brieske, Deputy County Clerk  
Recorder