

Property & Purchasing Committee
January 15, 2015

Present: Dean Peterson, Douglas Path, Rod Sherwood, Gene Treu, Mary Cook
Others: Garry Spohn, Kurt Marshaus, Jeremiah Erickson, Andrew Kaftan

- 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 – February 11, 2015 at 1:00 p.m. in Rolling Hills Room #220
- Minutes Approval – Motion to approve 12/10/14 minutes by Mary Cook second by Gene Treu. Carried 5-0.
- Justice Center Discussion and Update – Kurt Marshaus explained Phase I of the project is looking to be completed by mid July, if we have an early Spring that date could change. Sidewalks, parking and plowing were discussed. Garry and Kurt will meet regarding site maps and bring back suggestions to committee. The committee discussed change order concerns. An adhoc committee has been set up for IT implementation. Movable space around the courthouse was discussed during the construction phase. Sprinkler systems were also discussed.
- Remnant Parcel Resolution – Jeremiah Erickson explained approving land via quit claim deed in lieu of foreclosure for remnant parcels. The policy was provided to members. Discussion. Andrew Kaftan further explained. Motion by Gene Treu second by Rod Sherwood to approve resolution. Carried 4-1.
- Tax Delinquent Properties – Andrew Kaftan provided his opinion on several tax delinquent properties.

Garry Spohn explained that there are 4 bids received from the Village of Warrens.

*185-01455-0231 in the amount of \$1,500.00 from Bill and Marci Jefferson

*185-01455-0237 in the amount of \$1,500.00 from Bill and Marci Jefferson

Motion to accept bids for lots 185-01455-0231 & 185-01455-0237, in the amount of \$1,500.00 each by Rod Sherwood second by Gene Treu. Discussion. Carried 5-0.

*185-00188-0000 in the amount of \$6,500.00 and 185-00189-0000 in the amount of \$14,500.00 from Gary Jensen. Discussion. Motion by Rod Sherwood second by Douglas Path to approve bids and forward to the full county board. Discussion. Carried 3-2.

Garry Spohn provided the committee with the 2014 In Rem Forclosure List. The properties have been advertised, no bids were received. Discussion. Motion by Rod Sherwood second by Douglas Path to advertise properties for a sale price of 75% of assessed value or best offer, bids due by February 10th, 2015 at 4:00 p.m., this list would exclude Parcels #026-00170-5000 & #026-00170-5001 and in addition, add parcel #030-00113-4800 to the advertisement. Carried 5-0.

- Buildings Manager Report was given
- Parcel #185-00190-0000 Timber Sale – The committee discussed if it would be worth to place the parcel back out for timber sale bids. Motion to have timber sale rebid by Gene Treu second by Mary Cook. Carried 5-0.

- Equipment Request – Garry Spohn provided 2015 Bobcat Toolcat bid specifications to committee members. Discussion. Motion by Gene Treu second by Douglas Path to approve placing out bid specifications. Carried 5-0.
- Acknowledge Expenditures/Transfers/Review Budgets – The committee reviewed the budgets and discussed various line items.
- Committee members discussed individual expenditures.
- Items for next month's agenda – Community Service Building Assessment, Property Bids, Toolcat Bids
- Motion by Gene Treu second by Douglas Path to adjourn at 4:04 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Property & Purchasing Committee
February 11, 2015

Present: Dean Peterson, Douglas Path, Rod Sherwood, Mary Cook. Absent: Gene Treu
Others: Garry Spohn, Bob Micheel
Catherine Schmit joined the meeting at 1:23 p.m.

The meeting was called to order in the Rolling Hills Room #220

Public Comment Period - none

Set next meeting date/time: March 4th at 1:00 p.m. in Rolling Hills Room # 220

Minutes approval-Motion to approve 1/15/15 minutes by Mary Cook second by Rod Sherwood. Carried 4-0.

Building Manager Report was given. X-Ray machine at the courthouse was down. Parts are ordered.

Justice Center Discussion and Update-No new developments

Conservation Plan/Detention Pond at Rolling Hills Complex-Bob Micheel's presented a plan and bid results. Seven contractors bid on it. Rod made a motion and Mary seconded it to go with Antony Excavating for \$7,805.50 and to work with Ag and Extension Committee to finalize the plan and bring to the full board. Passed 4-0.

Strategic Plan for Monroe County-Catherine presented a draft project plan to be looked over and discussed at the next meeting.

Munis/Finance Program-Catherine spoke to how the new program will work as far as purchase orders and inventory. Discussed possible credit card use.

Tax Delinquent Properties-Fifteen parcels were advertised. Four bids came in for four different parcels: Parcel numbers: 038002540000 Bid was \$5.00. Motion was made to send it to the full board. Rod made the motion, Mary seconded. Carried 4-0.

185001555013 - Motion was made by Rod, seconded by Dean to accept the bid of \$80,000.00 and to send to the full board. Motion carried 3-1.

Motion made by Rod, seconded by Dean to accept \$10,000.00 bid for parcel #030001134800 and send it to the full board. Carried 4-0.

Motion by Rod, seconded by Mary to send to the full board a bid of \$37,500.00 for parcel. # 281007480000. Carried 4-0.

Andy Kaftan will write the resolution for the parcels

Andy Kaftan drafted a letter to send to the Village of Warrens pertaining to lot sales fall-out. Dean signed the letter. Mary made the motion to send to the village of Warrens, Rod seconded it. Carried 4-0.

Parcel # 185-00190-0000 Timber Sale-On a re-bid, one bid was received. Rod made a motion and Path seconded it to put the parcel out for sale with the other eleven. Carried 4-0.

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

Equipment Request-Three bids were submitted and Dean made the motion to accept Mid State's bid. Rod seconded it to move it to the Rolling Hills Committee for acceptance. Carried 4-0.

Rod left the meeting at 3:25 p.m.

Line item transfer/Budget Adjustment-Catherine explained just an end of the year budget adjustment. Motion by Mary seconded by Dean. Carried 3-0.

Future agenda items-Talk about new lawn mower, re-bidding the timber sales once again, Justice Center Update, Detention Pond, Strategic Plan, Munis Program, Delinquent Tax Properties, Equipment Request.

Motion by Mary, second by Dean to adjourn at 3:40 p.m. Carried 3-0.

Monroe Co. District 11 Supervisor
Doug Path

Property & Purchasing Committee
March 4, 2015

Present: Dean Peterson, Rod Sherwood, Mary Cook, Absent Gene Treu
Others: Garry Spohn, Bob Micheel, Catherine Schmit

Public Comments: none

The meeting was called to order at 1:05.

Mary made a motion to approve the last months minutes. Rod seconded it. Motion passed.

Next meeting date: April 8th at 1:00 PM in Rolling Hills Room #220

Bob Micheels spoke about the detention pond at the Rolling Hills complex. He talked about the funding of the project. They will use CREP Fund.

Tax Delinquent properties - Parcel # 281025410000 in the city of Sparta. Rod made a motion to advertise for bids. Mary seconded it. It will have a minimum bid on it. Motion passed.

Parcel # 006009355000 in the Town of Byron - motion by Rod to advertise for bids with a minimum bid. Seconded by Path. Motion passed.

Property on K St in Sparta - bidder forfeited the deposit. Rod made a motion to readvertise it. Mary seconded it. Motion passed.

Parcel in Oakdale next to parcel # 165001092200 - Rod made a motion to advertise it. Mary seconded it. Jeremy will put a parcel number on the property. Motion passed.

Parcel # 185001900000 - Rod made a motion to send a offer for the full board's approval. Path seconded it. Motion passed.

Parcel # 022007870000- Motion by Rod to accept offer on property and send it to the full board for approval. Seconded by Path. Motioned passed.

Strategic Plan for Monroe County Real Estate and Facilities - Discussion-some changes to the proposal. Rod made a motion to put the plan out with possibly some amendments for bids. Mary seconded. Motion passed. The committee hopes to get the information back May 13th.

Buildings Manager Report - Discussion about x-Ray machine at courthouse. New water softener installed by Garry and his crew at Rolling Hills.

Justice Center Discussion and Update- Garry Spohn gave a short update of the justice center.

Equipment replacement plan - Garry was asked for a list of equipment that he has on hand.

Future Agenda Items - Strategic Plan for Monroe County Real Estate and Facilities, Equipment Replacement Plan.

Motion by Rod to adjourn. Dean seconded. Motioned passed at 3:35.

Minutes taken by Douglas Path. He entered the meeting at 1:10.

Monroe Co. District 11 Supervisor
Doug Path

PROPERTY AND PURCHASING MINUTES

April 8 2015

Room 220/48 Building 14345 County Highway B Sparta WI

Present Dean Peterson, Rod Sherwood, Mary Cook, Gene Treu, Doug Path, Garry Spohn, Jeremy Erickson.

The meeting was called to order at 1:00

Rod made a motion to approve the last months minutes, Dean seconded it.
Motion passed.

Next meeting date: May 13 1:00 pm in Rolling Hills room #220

Buildings manager report.

Discussion x ray machine at courthouse

Parcels to consider for acquisition

Tax parcel #004 00730 0100. road right away

Motion made by Gene, seconded by Mary. Passed 5-0.

Tax parcel # 040 00633 1000 road right away. Rod made the motion. Mary seconded it. Motion passed 4-0 with Gene abstaining.

Tax parcel 032 00360 0001-Road right away. Gene made the motion, Mary seconded it. Passes 5-0.

At 1:48 Linda Johnson came to the meeting.

Strategic Plan for Monroe County-RFP went out for bidding. Gene made the motion. Mary seconded it. Motion passed 5-0.

Justice Center Discussion-special meeting will be called to tour the justice center. Monday April 13th, 2015 at 10:30.

Building B roof-roof damage due to wind. Claims going to insurance company. Tore the rubber roof off.

Museum Repairs and Elevator- Mary made the motion and Rod seconded it to go ahead with the chimney repair. The museum will reimburse the county after it is complete. Discussion about an elevator at the museum and the maintenance of the elevator.

Delinquent tax properties- Parcel # 006 00935 5000 Gene made the motion and Mary seconded it to accept the bid of \$110.00. Motion passes 5-0.

Tax parcel # 281 02541 0000-motion by Gene and seconded by Mary to accept the bid of \$50.00. Motion passed 5-0.

Parcel # 165 00129 000-motion by Gene seconded by Mary to accept the bid of \$400.00. Motion passed 5-0.

Tax parcel # 008 00159 000 Motion by Gene, seconded by Mary to reject the bid. Motion passed three to two.

Equipment Replacement Plan-Linda talked about the financing of equipment.

Future agenda items-Catherine Schmit will be asked to come to the next meeting and the equipment replacement will be back on.

Motion to adjourn by Gene, seconded by Mary at 3:45.

PROPERTY AND PURCHASING COMMITTEE MEETING MINUTES

APRIL 13, 2015

Present: Dean Peterson, Gene Treu, Mary Cook, Doug Path, Rod Sherwood

Others: Garry Spohn, Kurt Marshaus

Meeting called to order at 10:32 a.m. in the Monroe County Administrative center, 202 South K. Street, Sparta, Wisconsin.

Tour of the Justice Center Building

Went back to Kurt Marshaus office and the following were discussed only:

- Access Doors on VAV Boxes
- Heating
- Access Inside Plumbing Chases
- Traps to Catch Debris Flushed in Cell Toilets
- Maintenance Lift for Access to Light Fixtures and Windows
- Dryer Vent Routing Especially the 70' Run into the Sally Port

Adjournment – Motion by Gene Treu second by Mary Cook to adjourn at 12:05 p.m. Carried 5 -0

Recorder: Garry Spohn

Property & Purchasing Committee
May 13, 2015

Present: Dean Peterson, Rod Sherwood, Gene Treu, Mary Cook; Douglas Path joined the meeting at 1:10 p.m.

Others: Garry Spohn, Andrew Kaftan

- 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 – June 10, 2015 at 1:00 p.m. in Rolling Hills Room #220
- Minutes Approval – Motion to approve 04/08 & 04/13/15 minutes by Rod Sherwood second by Mary Cook. Carried 4-0.
- Buildings Manager Report was given

Douglas Path joined the meeting at 1:10 p.m.

- Tax Delinquent Properties – Andrew Kaftan explained that the current 2015 list of liens is being prepared and a case will be opened up with the judge. The committee discussed current delinquent properties.

One bid was received for tax delinquent properties. Chair Dean Peterson opened the bid. Motion by Rod Sherwood second by Douglas Path to approve the sale of parcel #008-00159-0000 in the amount of \$1,050.00 from Kent Lindley. Discussion. Carried 5-0.

Garry provided an updated map of Warrens sold properties to members.

- Justice Center Discussion and Update – Plumbing, cell doors, generator and the morgue were discussed.
- Building B Roof – Waiting a response from our insurance. This item will be revisited next month.
- Strategic Plan for Monroe County – This item will be revisited next month.
- Rolling Hills Fire Alarm System – Garry Spohn explained that the design portion was placed for bids for the alarm system. No bids were received. Discussion.
- Snow Removal at Courthouse Location – Garry Spohn explained that he spoke with the city, they will not remove snow at the courthouse. The committee discussed other options.
- Equipment Replacement Plan – The committee discussed the equipment replacement plan. The committee would like the County Administrator to attend the next meeting to discuss funds.
- Budget – This item will be revisited next month.
- Items for next month's agenda – Strategic Plan, Building B Roof, Equipment Replacement Plan, Tax Delinquent Properties, Snow Removal, Justice Center Update, Resolution County Highway Services at Cost Basis.
- Motion by Rod Sherwood second by Mary Cook to adjourn at 3:55 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Property & Purchasing Committee
June 10, 2015

Present: Dean Peterson, Gene Treu, Douglas Path; Absent - Rod Sherwood & Mary Cook
Others: Garry Spohn, Jarrod Roll, Alli Karrels, Carolyn Habelman, Jeremiah Erickson, Catherine Schmit

- 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 – July 7, 2015 at 1:00 p.m. in Rolling Hills Room #220
 - Minutes Approval – Motion to approve 05/13/2015 minutes by Gene Treu second by Doug Path. Carried 3-0.
 - Museum Elevator – Carolyn Habelman provided a history recap of the museum. Jarrod Roll and Alli Karrels explained the need for an elevator for the future of the Local History Room. Discussion. Funds would be raised for the project. Garry Spohn explained that an estimated cost for elevator maintenance and inspection cost would be approximately \$1,500.00 per year. Discussion. Motion by Gene Treu second by Douglas Path to have Garry Spohn meet with Jarrod Roll and Alli Karrels to determine location of the elevator and solve any compliance concerns, monies for the project to be donated, the county to pick up future maintenance and inspection costs. Discussion. Carried 3-0.
 - County Owned Land – Jeremiah Erickson provided the committee with a document outlining county owned parcels. Jeremiah explained that most are road parcels, some are wooded, others are property with structures and some properties fall under the assumption that the county would not get rid of them. The committee discussed the parcel on the corner of Highway M and Heritage. The committee would like to share the county owned parcel information with the board.
 - WDOT Property Acquisition for a Highway Project – Motion by Gene Treu second by Douglas Path to accept real estate for WI DOT Project 7712-02-22 contingent no legal statutory requirements for foreclosure. Discussion. Carried 3-0.
 - Tax Delinquent Properties – The committee opened a bid for delinquent properties #185-01455-0272, #185-01455-0273 & #185-01455-0274 for \$500.00 each from Robert and Kym Meltesen. A down payment was not included. Discussion. Motion by Gene Treu second by Doug Path to reject bid because a deposit was not included. Discussion. Carried 3-0.
- Motion by Douglas Path second by Gene Treu to place parcels 185-01455-0273, 185-01455-0274, 185-01455-0274, 185-01455-0216, 185-01455-0217, 185-01455-0218 out for auction. Carried 3-0.
- Buildings Manager Report was given
 - Justice Center Discussion and Update – The committee discussed the morgue, sewer and plumbing. A Justice Center Building Committee meeting is scheduled for this evening. Garry Spohn explained that it is in the plan to tear the huber section down around the 22nd of the month.
 - Building B Roof – Garry Spohn explained that insurance will be covering the B Building Roof damages. Upgrading of the insulation will be discussed/approved by the Administrator once the bid is received.
 - Mowing Tax Delinquent Properties – Garry Spohn explained that the statutes read that we are not required to expend money for mowing.
 - New Position Request/2016 Budget – Garry Spohn explained that he is requesting one Maintenance Technician for the 2016 budget. Garry will bring back more information in July.

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- Equipment Replacement Plan – The committee asked the Administrator what the moveable equipment account covers. For budgeting, a separate line should be set up for vehicles, tractors, etc. Garry will bring back next month all equipment to formulate a plan to move forward with replacement.
- Budget - This item will be revisited next month
- Items for next month's agenda – Budget, Equipment Replacement Plan, New Position, Tax Delinquent Properties
- Motion by Gene Treu second by Douglas Path to adjourn at 3:06 p.m. Carried 3-0.

Shelley Bohl, County Clerk
Recorder

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

Property & Purchasing Committee
August 12, 2015

Present: Gene Treu, Rod Sherwood, Mary Cook, Dean Peterson joined the meeting at 1:05 p.m.,
Douglas Path joined the meeting at 1:10 p.m.

Others: Garry Spohn, Catherine Schmit, Jeremiah Erickson, Andrew Kaftan, Lisa Aldinger Hamblin

- The meeting was called to order in the Rolling Hills Room #220 at 1:00 p.m.
- Public Comment Period – None

Dean Peterson joined the meeting at 1:05 p.m.

- Set next meeting date/time – September 8, 2015 at 1:00 p.m. in Rolling Hills Room #220
- Minutes Approval – Motion to approve 07/07/15 minutes by Gene Treu second by Mary Cook. Carried 4-0.
- Property Deeds – Jeremiah Erickson explained parcels #040-00635-9000 & #004-00214-0000 and the request to quit claim the parcels to the county. Discussion.

Motion by Gene Treu second by Mary Cook to accept Parcel # 040-00635-9000 from Dennis Brueggeman to Monroe County. Carried 4-0.

Douglas Path entered the meeting at 1:10 p.m.

Motion by Rod Sherwood second by Gene Treu to accept Parcel #004-00214-0000 from Arthur Sowle/Harry Rasmussen to Monroe County. Carried 5-0.

- Resolution 06-15-02 D.O.T. Land Purchase – Lisa Aldinger Hamblin advised that the county is looking to complete a quit claim deed. The D.O.T. however is requesting a warranty deed. In turn we asked them to purchase title insurance. They will not purchase the title insurance and explained that they would go through the eminent domain process. Discussion. Lisa explained that if there was an infringement on the property, it would come back to us. The committee recommended Corporation Counsel to find out the cost for title insurance and report back to the committee next month.
- Tax Delinquent Properties – A letter was presented to the committee from Harry R. Griswold, Attorney at Law. The request is to re-open tax foreclosure case 14CV106. Discussion. A writ has been filed by the Sheriff. Property line issues were discussed. Motion by Rod Sherwood second by Gene Treu to advertise the Snow property at assessed value. Discussion. The motion was withdrawn. The committee recommended Corporation Counsel to come back next month with suggestions on the process.

Andrew Kaftan discussed that the Otten property on South K Street was under an IRS tax lien. We sold her homestead property. Their lien is sufficient to make a claim towards the proceeds. The lien is \$4,867.80. Discussion. Motion by Douglas Path second by Rod Sherwood to negotiate with the IRS their lowest cost to clear the lien. Carried 5-0.

Warrens Properties – Utility charges on delinquent properties were discussed. The committee discussed parcels to place out for auction. Motion by Gene Treu second by Rod Sherwood to place parcels # 169, 170, 219, 220, 221, 222, and 278 out for auction. Discussion. Carried 5-0.

Garry Spohn presented one bid for parcel #026-01449-0000. The bid was in the amount of \$1,900.00 from Patricia Lonzo. Discussion. Motion by Rod Sherwood second by Mary Cook to accept the bid from Patricia Lonzo. Carried 5-0. A resolution will be forwarded to the full county board.

- Strategic Plan – The contract was awarded to Kueny Architects contingent upon satisfactory references and background review. Andrew Kaftan explained that he is currently reviewing the contract. The County Administrator is following up with references and background.
- Buildings Manager Report was given
- Justice Center Discussion and Update – The progress of phase I was discussed. Garry Spohn explained Gundersen parking lot and alley repairs. The extension of the lease for the Justice Department on Hoeschler Drive was discussed.
- Budget Adjustments/Line Item Transfer – Garry Spohn presented a repurpose of funds in the amount of \$60,000.00 from moveable equipment to capital equipment and vehicles. Discussion. Motion to approve repurpose of funds by Gene Treu second by Rod Sherwood. Carried 5-0.
- New Position Request/2016 Budget – Catherine Schmit advised a contracted service line be created in the 2016 budget. Garry Spohn provided a detail of contracted services to all members.
- Equipment Purchase/Replacement Plan – This item will be revisited next month.
- 2016 Budget – Garry Spohn provided his 2016 proposed budget. Inventory for the new justice center will be included.
- Items for next month's agenda – Equipment Purchase/Replacement Plan
- Motion by Gene Treu second by Rod Sherwood to adjourn at 3:45 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Property & Purchasing Committee
August 31, 2015

Present: Dean Peterson, Rod Sherwood, Mary Cook, Douglas Path; Gene Treu Absent
Others: Garry Spohn

The tour of delinquent tax properties started at Rolling Hills. The meeting was called to order at 10:02. Dean, Mary, Doug, Rod, and Garry Spohn were there.

We arrived at parcel # 026001705001 at 10:25. We proceeded to parcel # 026001705000 at 10:35. Proceeded to parcel# 026001260000 at 10:54. This property owner said they planned on paying the tax on Tuesday.

On to parcel # 028001062000 at 11:13. Arrived at parcel # 185013840000 at 11:48.

12:16 finished lunch. Stopped at parcel # 286021700000 at 12:36. Stopped at parcel # 286001670000 at 1:06. Parcel # 286006390000 at 1:22. Our last stop in Tomah parcel # 286014720000 was at 1:45. Arriving at parcel # 048004750000 at 2:06. Parcel # 141000780000 also parcel # 141000740000 at 2:29. Then to parcel # 14100197000 at 2:31.

Next stop was parcel # 161000140000 at 3:00. Then at 3:39 we arrived at the last parcel. Number 040006101000.

At 3:54 we were at the meeting room 220 at Rolling Hills. Motion was made by Dean and seconded by Rod that parcel #161000140000 would have to be torn down. Parcel # 040006101000 the roadway is too much maintenance and too much upkeep. Parcel #141000780000 also parcel # 141000740000 may be condemned. The motion was made not to accept those parcels. Motion passed four to zero. Motion by Rod and seconded by Mary to adjourn the meeting. Passed four to zero at 4:18.

Monroe Co. District 11 Supervisor
Doug Path

Property & Purchasing Committee
September 16, 2015

Present: Rod Sherwood, Mary Cook, Dean Peterson, Douglas Path

Others: Garry Spohn, Catherine Schmit, Jeremiah Erickson, Andrew Kaftan, Larry Hoekstra

- The meetings was called to order in the Rolling Hills Room #220 at 1:03 p.m.
- Public Comment Period – None
- Set next meeting date/time – October 14th at 1:00 pm. in Rolling Hills Room #220

Andy Kaftan joined the meeting at 1:08 p.m. Mary Cook joined the meeting at 1:10 p.m.

- Previous Meeting Minute Approval - Motion to approve Aug 12th and Aug 31st minutes by Rod Sherwood, seconded by Doug Path. Motion Carried 4-0.
- Larry Hoekstra presented information on the benefits of customized contracting to North American Mechanical for preventative maintenance.
- Building Manager Report presented by Garry Spohn.
- Property Deeds/Jeremiah Erickson:
Rasmussen/Sowle Property – Howard Rasmussen will pay for recording costs to change deed to the county. Issue still remains with Sowle also being listed on the property. A motion was made by Doug Path, seconded by Rod Sherwood, to have the Quitclaim deed done with the Howard Rasmussen portion of the property changed to Monroe County and listed as co-owner, with Sowle listed as owner. Motion carried 4-0.

Dahle Property – These properties were offered to the village and they did not want them. Andy Kaftan discussed the issue of a liability with the camper/trailers in the right-of-way. A motion was made by Rod Sherwood, seconded by Mary Cook to take the properties back in lieu of foreclosures with the contingency of a letter to be sent requesting the removal of the items on the properties due to liabilities. Motion carried 4-0.
- Justice Center Discussion and Update – No update.
- Tax Delinquent Properties – A bid was presented by Bruce Bryant. A motion was made by Doug Path, seconded by Rod Sherwood, to accept the 3 bids of \$200 each for a total of \$600 for the following parcels: 024-00148-001, 024-00148-0002, and 185-00186-0083. Motion carried 4-0.

026-00170-5000 and 026-00170-5001 Properties: Discussion centered on either making it one property or changing the property line into two different parcels that will be better suited for re-sale. Andy Kaftan left and spoke with Alison Elliott in the Zoning Dept. to determine the best solution. Zoning for this property is General Ag and there is a 1.5 acre requirement. Alison provided a map showing the best possible split. A motion was made by Rod Sherwood, seconded by Mary Cook to change the property lines for 026-00170-5000 and 026-00170-5001 into two different parcels with the woods and trailer on one and the house on the other with both properties being just over 3 acres each. Motion carried 4-0. Another motion was also made by Rod Sherwood, seconded by Mary Cook to keep power on to the main structure and cut power to the trailer. Motion carried 4-0.

Village of Kendall properties: The Kendall Housing Authority would like both lots. Andy Kaftan would like to bring a written agreement to the Village of Kendall deeding the lots over as a Municipality Exception with lower fees in anticipation of the county obtaining the properties. He will look into it and bring back next month.

Otten Property: Andy Kaftan will come back next month with new figures to include other properties and past taxes listed under this owner.

Warrens Properties: The committee discussed parcels to place out for auction. A motion was made by Rod Sherwood, seconded by Mary Cook to proceed listing parcels 166, 167, 168, 254, 255, 256 out for auction after the close of current listed properties. Motion carried 4-0.

- Strategic Plan – Waiting on a second signed copy requested by Kueny Architects. First copy was sent with signature and they are also requesting a second signed copy.
- Equipment Purchase/Replacement Plan – Garry presented costs and life expectancies on multiple equipment items and also state recommended replacements and life expectancies.
- Future Agenda Items – current agenda items revisited.
- Adjournment – Motion to adjourn by Rod Sherwood at 4:00 p.m. Seconded by Mary Cook. Motion Carried: 4-0

Recorded by Leslie Schreier, Monroe County Administrative Assistant.

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.

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

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

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

Property & Purchasing Committee
November 11, 2015

Present: Rod Sherwood, Douglas Path
Others: Garry Spohn

- The meeting could not be called to order in Rolling Hills Room #220 at 1:00 p.m. due to lack of a quorum.
- The regular monthly meeting will be rescheduled.

Shelley Bohl, County Clerk
Recorder

Property & Purchasing Committee
November 17, 2015

Present: Dean Peterson, Rod Sherwood, Douglas Path, Mary Cook; Gene Treu absent
Others: Garry Spohn

- 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 – December 9, 2015 at 1:00 p.m. in Rolling Hills Room #220
- Minutes Approval – Motion to approve 10/14/15, 11/02/15 & 11/11/2015 minutes by Rod Sherwood second by Mary Cook. Carried 4-0.
- Buildings Manager Report was given
- Strategic Plan – Kueny Architects LLC provided the committee with an additional bid of \$2,350.00 for an additional building to be studied in downtown Sparta. Discussion. Motion by Douglas Path second by Rod Sherwood to accept bid for additional strategic building plan. Carried 4-0.
- 124 N Court Parking Lot Repairs – Garry Spohn explained that there are no new updates since the last meeting.
- Focus on Energy – Garry Spohn explained that lights would be worth \$25.00 each if they qualify. Geo thermal is also being looked at. Discussion.
- Justice Center Discussion and Update – Garry Spohn explained that the current basement floor drain must be scoped. The front of the Courthouse will need a handicapped entrance. Discussion.
- Tax Delinquent Properties – Garry Spohn explained that the next set of delinquent properties, 60 days will be up before the December meeting. Discussion.

The Warren's properties may not be favorable on the auction site over the winter months.
- Budget Adjustment/Line Item Transfer – Garry Spohn explained the budget adjustment in the amount of \$194,000.00 for jail utilities to be transferred to out of county housing. Discussion. Motion by Rod Sherwood second by Mary Cook to approve the budget adjustment. Carried 4-0.
- Items for next month's agenda – Strategic Plan, Parking Lot Repairs, Focus on Energy, Justice Center Update, Tax Delinquent Properties.
- Motion by Mary Cook second by Rod Sherwood to adjourn at 2:26 p.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder



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Agenda Property and Purchasing

**Tuesday December 8, 2015, 6:00 p.m.
Gundersen Clinic and Justice Center
Starting at 315 W Oak Street, Sparta, WI 54656**

The committee will meet at the address above to begin a tour of the Gundersen Clinic Building. They will meet at 6:00 P.M. The end of the tour time is estimated to be 7:00 P.M. The committee will then tour the Justice Center Building located adjacent to 200 W Main. No business will be conducted during these tours. Tours will be discussed on the regular committee agenda on December 9th, 2015.

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this tour. No business of the County Board or other committees will be conducted at the tour location. Decisions will be made during the Regular monthly meeting held on December 9, 2015.

- 6:00 p.m. Meet at 315 W Oak for Gundersen Tour
- 7:00 p.m. Meet at 200 W Main for Justice Building Tour

Property & Purchasing Committee
December 9, 2015

Present: Dean Peterson, Rod Sherwood, Douglas Path, Mary Cook, Gene Treu
Others: Garry Spohn

- 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 – January 13, 2016 at 1:00 p.m. in Rolling Hills Room #220
- Minutes Approval – Motion to approve 11/17/2015 minutes by Rod Sherwood second by Douglas Path. Carried 5-0.
- Buildings Manager Report was given
- Strategic Plan – Garry Spohn explained that Kueny Architects have been continuing to look at buildings. Mechanical reviews have yet to take place.
- Gundersen Tour from December 8, 2015 – Garry Spohn explained that a tour was conducted at the Gundersen Building. The floor plan and utility bills were discussed.
- Building Security at Building A/Health and Human Services Building and Other – Rod Sherwood explained that Social Workers are concerned with safety. Rod suggested a security guard for the time being until the strategic plan is completed. Property security measures were discussed. The committee feels that the hiring of security personnel should be brought through the committee of jurisdiction, Human Services.
- Justice Center Discussion and Update – Garry Spohn explained the need for spare parts for the new Justice Center. Discussion. Motion by Gene Treu second by Rod Sherwood to recommend the use of jail assessment funds for new justice center spare parts. Discussion. Carried 5-0. The committee discussed that currently there is no storage for the tractor or snow equipment. It was suggested to use the sally port for storage. Propane gas was discussed.
- Tax Delinquent Properties – The committee discussed 2015 in rem tax delinquent properties that the county has acquired.

Motion by Douglas Path second by Gene Treu to recommend Andrew Kaftan to take the following parcels: #141-00074-0000, #161-00014-0000, #281-00004-0000 and send a vacate notice to parcel #286-01472-0000. Discussion. Carried 5-0.

Motion by Gene Treu second by Rod Sherwood to advertise all remaining 2014 & 2015 in rem parcels at fair market value:

026-00920-5000
026-01375-0000
026-00832-8000
026-00830-6000
012-00148-2000
012-00057-7501
185-01384-0000
185-00351-5000
024-00769-9000
020-00077-2500
020-00089-2500

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

286-02170-0000
030-00160-5000
165-00153-0001
141-00197-0000
141-00196-0000
048-00475-0000
038-00145-0000
038-00147-0000
038-00655-5000
032-00484-5000

Discussion. Carried 5-0.

- Equipment – Garry Spohn explained that the Tool Cat was placed into the 2016 budget. Discussion. Garry will place a requisition in the system for the purchase of a Tool Cat in 2016.
- Budget Adjustment/Line Item Transfer – Garry Spohn explained the need to carry \$10,000.00 from 2015 to 2016 for the court street parking lot expansion project. Motion by Gene Treu second by Mary Cook to approve budget adjustment. Carried 5-0.
- Items for next month's agenda – Delinquent Tax Properties, Justice Center Update, Strategic Plan, Building Security, Gundersen Building.
- Motion by Gene Treu second by Mary Cook to adjourn at 3:12 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder