



# MONROE COUNTY BOARD OF SUPERVISORS

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## NOTICE OF MEETING

**COMMITTEE:** PROPERTY & MAINTENANCE  
**DATE:** Wednesday, April 8, 2020  
**TIME:** 1:00p.m.  
**PLACE:** Monroe County Assembly Room  
112 South Court Street (South Entrance)  
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 03/11/2020 - (enclosure)
5. Covid 19
6. Administrative Center Roof
7. Tax Delinquent Properties
8. Electrical Vault
9. Rolling Hills Projects
10. Justice Center Projects
11. Building Managers Report
12. Future Agenda Items
13. Adjournment

Dean Peterson, Committee Chair  
PROPERTY & MAINTENANCE COMMITTEE  
Date notices mailed: 04/06/2020

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  
March 11<sup>th</sup>, 2020

Present: Dean Peterson, Rod Sherwood, Pete Peterson, Mary Cook, Doug Path  
Others: Garry Spohn, Tina Osterberg, Ally Rudie

- Call to Order/Roll Call – Called to order by Dean at 1pm
- Public Comment- None
- Next Meeting Date/Time- April 8<sup>th</sup>, 2020 at 1pm in assembly room
- Minutes Approval- move to approve by Mary, 2<sup>nd</sup> by Rod.
- Repurpose of Properties/ Acquisition between Departments- there is wording in the ordinance to offer property to other departments before selling outside of the County. Just need to put on Dept. Head Agenda to remind depts. to offer items to each other before disposing or selling to outside buyers.
- Tax Delinquent Properties- 2019 – 14 properties taken according to spreadsheet from Andy that Garry brought. Anyone that has been living in these properties in the last 5 years can declare Homestead Rights to these properties, Andy is looking into this and must give 60 days' notice from the time he sends out the list of properties, before we can discuss the sale of these properties. Tracy is here from the Village of Melvina, they are out \$70,000 for the cleanup of two properties (both tax delinquent). They are waiting on a response from Andy to possibly purchase these properties.
- Vending- vending machines have been taken out of the Justice Center as of 3/9/2020. The company pulled them because they were not making enough revenue off them to justify keeping them. We do not have another Vendor to take over at this time.
- Electrical Vault- Garry contacted Rick Sealey from Miron Construction, and they will be coming to look at the water leakage in the near future, do not have a set date yet. It would be more cost efficient to build a cover over the whole parking lot versus digging up the concrete to find the leak and seal it.
- Long Range Planning- planning for downtown projects and figuring out prices for building and replacement costs. In addition, a number of funds to put away for each project, and how much should have been set aside already for these projects. Some examples of projects include, roofing and flooring replacements, HVAC replacements/repairs, building improvements, and parking lots. We have accounts in place for this funding, and will continue to add to the amounts.
- Rolling Hills Projects- 2/3 wings have the water problems fixed, they continue to work on this and Keith is working on finding some different valve options for the wings. The driveway is a continuing project, they have closed it for the winter but they are hoping to reopen it this summer once it has been inspected. If there is funding Maintenance will hire out the drywall project, but if insufficient funding, maintenance will hang the drywall themselves. Waiting on insurance claim (potential insurance check) from storm damage.
- Justice Center Projects- going to start UPS service quotes, HVAC projects throughout, they are working on getting a safety cabinet, the courtrooms are needing some electrical work because of the shortage in court reporters, working to put in more microphones and

cameras etc. Maintenance will have to do the cables in this project, but the equipment will be provided.

- Building Manager's Report- the electronic door locks back in service will be removed, they will be installing the secondary release in some cases creating a new panel connection. They have a new company they are working with (CML) for these doors, potentially remote shutdown and locking the building down quicker and easier. They should be visiting/meeting with them again in April. Maintenance will have to do the wiring for this project potentially. We do have room on our breaker boxes for more plug-ins, from the panic button installs in Human Services. Dispatch would be able to lock the building from their desk, without having to get up and leave their post. The 2 furnaces were installed in the museum, these funds came out of the long range HVAC account. They are starting a lighting project in the museum as well.
- Future Agenda Items- None
- Motion to adjourn from Pete, and 2<sup>nd</sup> by Mary.

Ally Rudie, Purchasing & Procurement Coordinator  
Recorder

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

**Property & Maintenance Meeting**  
**April 8, 2019**  
**1:00PM**  
**Justice Center Assembly Room**

**Justice Center/Courthouse/Jail:**

- I contacted Miron Construction again about the electrical vault. They said they are exploring options.
- We are starting to work on the cooling rework for Master Control and Housing Control.
- We will be starting a few concrete projects soon.
- We have started lock preventive maintenance in the Jail
- We have added a drop box for some departments.

**Rolling Hills:**

- The water line project is near completion. It was delayed while waiting for parts to arrive.
- The insurance adjuster was back to look at some additional storm damage that we found.

**Museum:**

- We have about half of the lighting project done at the Museum. We will finish when the remaining lights arrive.

**Admin Center:**

- We have started painting at the Admin Center. Our goal is to paint the entire inside and replace carpeting.
- The roofing company returned and think that they have all of the roof problems fixed.

**Property Manager:**

- As you can imagine the virus situation has disrupted everything. We are assisting cleaning and sanitizing to increase the frequency.
- We are keeping our department split into 3 different groups to try to avoid the entire department being hit at the same time.
- I have projects that I would like to bid out and also a couple things for the auction but I don't think now is a good time.
- It is definitely a difficult time to order parts.