



MONROE COUNTY ADMINISTRATION DEPARTMENT

Tina Osterberg, CPA
County Administrator
124 N Court Street
Sparta, WI 54656

Email: Tina.Osterberg@co.monroe.wi.us
Phone: 608-269-8944
Fax: 608-366-1809

Date: May 27, 2020
To: Monroe County News Agencies
From: Tina Osterberg, County Administrator
Re: Monroe County Building Access

Effective Monday, June 1, 2020 at 8:00 a.m. Monroe County building access will change.

In an effort to mitigate the spread of COVID-19, Monroe County asks the public to continue to use remote options such as the Monroe County website, phone, email, and mail for all business that they are able. Monroe County Department contact listing can be found under the Quick Links on the Monroe County webpage.

Please do not visit county facilities if you are displaying any symptoms of COVID-19, cough, fever, chills, sore throat, fatigue or body aches, difficulty breathing, loss of smell or taste, or you have recently been around anyone known to have or suspected of having COVID-19

If you need to meet with a county department you are asked to call ahead and make an appointment to limit the number of people in waiting areas.

All visitors are encouraged to wear masks and social distance while conducting county business on site.

Administrative Center: Open to public with appointments encouraged. All residents needing to drop mail or make payments may use the secure drop box located outside the Administrative Center front door.

Veteran Services: Monday – Thursday appointment only, for any type of claim.
Friday – appointment only for Property Tax Applications, Veteran Identifiers for Driver’s Licenses, and Burial Marker Applications

Register of Deeds: Request that the public call ahead to schedule appointments for genealogy research.

Public wishing to search real estate records using public computers are asked to schedule appointments with 1 ½ hour appointment slots being reserved.

Encourage the public to continue to request their vital records and copies of real estate document through our online services or by mailing application forms and fees.

Community Services Center: Open to public with appointments encouraged.

Executive Center: Open to public with appointments encouraged. All residents needing to drop applications are encouraged to use the secure drop box in the parking lot to the right of the doors.

Justice Center: Open to public with appointments encouraged. All residents needing to drop mail or make payments may use the secure drop box located to the right of the entrance doors.

Human Services: By appointment only at this time.

Land Conservation: Building is closed, available by appointment only.

Monroe County History Room Museum: Closed to public at this time for building improvements.

Sanitation/Zoning/ Forestry/Parks/IT: Open to public with appointments encouraged. Pick up applications from entrance door holder or off website. All residents needing to drop mail or make payments may use the secure drop box on the porch, available at all hours.

Highway: Department suggests Customers, sales representatives and members of the public are encouraged to call before visiting a facility in person. For deliveries please use the drop box provided, items will also be left there.

Permits and other transactions should be conducted on-line or via FAX whenever possible.

All visitors are restricted from active shop areas

Rolling Hills Rehabilitation Center: Rolling Hills Rehabilitation Center and The Meadows CBRF are closed to all visitors with the exception of end of life situations. Emergency first contact family members have been notified via phone if they are allowed to visit. We ask that families and friends help us keep our residents safe by abiding by these restrictions. Rolling Hills is following all CDC and Wisconsin Department of Health mandates. We have been instructed to discontinue communal dining and group activities. To help reduce feelings of loneliness or isolation staff are providing more small group (with appropriate distancing) and individual activities. This is a very difficult time for all our residents and families. We encourage all family and friends to call and write cards and letters to help keep spirits up. Families who wish to have a face to face call with a loved one should contact our Activity Dept via email linda.fabry@co.monroe.wi.us or call the main office (608-269-8800) during business office hours to schedule a time. If you have items or packages for residents you may drop them off with office staff in the front lobby during normal working hours, Monday-Friday 8:30am-4:00pm. If you need to drop off items during non-business hours please call ahead to their unit and staff can meet you in the front lobby. Thank you and stay safe!

If you have business to conduct with the county, please only the person that has business with the county attend appointments.

Departmental contact information can be found on the Monroe County website at <http://www.co.monroe.wi.us/>.

Monroe County will continue to monitor the spread of COVID-19 and make adjustments as necessary for the health and safety of staff and residence.