



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE:

DATE:

TIME:

PLACE:

PROPERTY & MAINTENANCE

Wednesday, October 21, 2020

4:30p.m.

Monroe County Justice Center

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 09/09/2020 - (enclosure)
5. Tax Delinquent Properties
6. Capital Improvement Projections
7. Budget Adjustment
8. Justice Programs Remodel
9. Old Building Use at the Rolling Hills Complex
10. Justice Center Projects including electrical vault issues.
11. Building Managers Report
12. Future Agenda Items
13. Adjournment

Cedric Schnitzler, Committee Chair
PROPERTY & MAINTENANCE COMMITTEE
Date notices mailed: 10/14/2020

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
September 9, 2020

Present: Cedric Schnitzler, Adam Balz, Mary Cook, Mark Halverson

Absent: Remy Gomez

Others: Garry Spohn, Andrew Kaftan (via phone), Members of the Public

- The meeting was called to order in the Monroe County Assembly Room at 4:30 p.m. by Chair Cedric Schnitzler.
- Public Comment Period – None.
- Monthly Meeting Date/Time – Wednesday, October 21, 2020 at 4:30 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Cook second by Mark Halverson to approve the 08/19/20 minutes. Carried 4-0.
- Tax Delinquent Properties – Two members of the public were present regarding Town of Angelo Parcel #004-00440-0000. The son of the prior owner, Bill was on the phone to explain medical reasons as to why portions of the tax delinquent parcel were not paid and is asking that the county allow him to pay the past due tax amount. He explained that the current tenant is at hardship with a severe medical condition. Discussion. Andrew Kaftan, Corporation Counsel joined the meeting via phone to explain that the county is currently the owner of the property. The county by statute at this point would need to place parcel out for public sale or could establish a landlord/tenant relationship, which has never been done before. Liability could create an exposure. Andy pointed out the county ordinance to re-purchase was not followed through with the prior owner. Discussion. Motion by Mark Halverson second by Mary Cook to place the Town of Angelo Parcel #004-00440-0000 on the agenda next month. Carried 4-0.

City of Tomah Parcel #286-00167-0000. Garry Spohn explained that currently the past owner is in the home and an eviction notice needs to be served. Discussion. Motion by Mark Halverson second by Mary Cook to set the eviction date, October 15, 2020. Carried 4-0.
- Resolution Transferring Rolling Hills Non-Lapsing Capital Accounts to the Rolling Hills Enterprise Fund from the General Fund Capital Section – Garry Spohn explained bookkeeping change. Motion by Adam Balz second by Mark Halverson. Carried 4-0.
- Justice Programs Remodel – Garry Spohn explained that the Justice Programs remodel is still in process of being completed.
- Old Buildings Use at the Rolling Hills Complex – Garry Spohn explained that building A is currently vacated. Topics discussed but not limited to: demolition, tunnel, power.
- Justice Center Projects – Garry Spohn explained that water came up through the floor in the Sheriff's Department, it has been determined that a pipe is broken; a project to cover the sidewalk behind the Justice Center was explained; rail and lighting outside the steps of the meeting room on Oak Street was discussed.
- The Buildings Manager Report was provided.
- Items for next month's agenda – Tax Delinquent Properties, Old Building Use at the Rolling Hills Complex, Town of Angelo Parcel #004-00440-0000
- Motion by Mark Halverson second by Adam Balz to adjourn the meeting at 5:51 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 14, 2020
 Department: Maintenance
 Amount: \$15,740.00
 Budget Year Amended: 2020

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

This adjustment will move money from the building repair and maintenance account to the maintenance capital account. This is required because of the total cost of the project. The money had been put in the repair and maintenance budget for this purpose. The money is for purchase and installing an awning above sidewalk on West side of building. This will provide safe entry for staff and public.

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
11630610	524505		Justice Center Bld Repair	\$ 83,004.22	\$ (18,000.00)	\$ 65,004.22
17100160	580550		Maintenance Capital		\$ 18,000.00	\$ 18,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: _____

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: October 14, 2020
 Department: Maintenance
 Amount: \$15,740.00
 Budget Year Amended: 2020

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

This adjustment will move money from the building repair and maintenance account to the maintenance capital account. This is required because of the total cost of the project. This is to update our controls in server rooms. This will make the system easier to use and monitor. The money was budgeted in the 2020 repair account.

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
11630610	524505		Justice Center Bld Repair	\$ 83,004.22	\$ (15,740.00)	\$ 67,264.22
17100160	580550		Maintenance Capital		\$ 15,740.00	\$ 15,740.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

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Property & Maintenance Meeting
September 9, 2019
4:30 PM
Assembly Room 112 South Court

Justice Center/Courthouse/Jail:

- Miron has been here and we will be discussing what they plan to do.
- We thought we had found the cause of the intermittent leak. We did not but nothing is showing up at this time.
- We should be done with the Justice Programs remodel by the time we meet.
- We have installed a couple thermal imaging cameras but were not satisfied. We are waiting on the upgraded model.
- I have advertised for the awning on the west side and we will be doing a budget adjustment to move the money to the correct account.
- The project to upgrade our server room controls will be starting soon and we will also be doing a budget adjustment for that.
- I have ordered a new light for the steps at the South side of the South parking lot.
- I have ordered new handrails for the same steps and also railings for the North and South side of the main Justice Center entrance. We will be doing a budget adjustment for this as well.

Rolling Hills:

- I believe that all of the storm damage repairs are complete.

Museum:

The second half of the lights have arrived. We now need to find the time to install them.

Property Manager:

- We will be discussing our long range capital improvement projections. Many of these items are in our long range expense account.
- We will have a person attend our meeting to discuss one of the parcels that we have taken for tax delinquent reasons. Andy will join us.
- We have a new maintenance assistant.