

Building and Grounds Committee

MINUTES

Jefferson County Courthouse
311 S. Center Avenue, Room 112
Jefferson, WI 53549

Wednesday, July 3, 2018

8:30 a.m.

Committee Members

Greg David, Gregg Patrick, Laura Payne, Mary Roberts

1. Call to Order

Meeting was called to order by Payne at 8:30 a.m.

2. Roll Call

Greg David, Laura Payne & Gregg Patrick

Absent: Mary Roberts

Others Present: Ryan Mundt, Human Services Maintenance Supervisors and Alex Morrison, Administration Intern.

3. Certification of compliance with the Open Meetings Law

Wehmeier reported that the meeting agenda was properly noticed in compliance with the law.

4. Review of the Agenda

No changes were made

5. Public Comment

None

6. Communications

None

7. Approval of the June 6, 2018 Infrastructure Committee meeting minutes

Motion by David; Second by Patrick to approve the June 6, 2018 Infrastructure Committee meeting minutes as presented. (Ayes-All) Motion Carried.

8. Discussion and possible action on accepting bid to replace the air conditioning in the data room at the Human Services Building

A draft resolution was provided for review. Three bids were received: Richter Heating & Air Conditioning, Inc. \$7,319, Jensen Plumbing, Heating & Air, Inc. \$10,700, and H & H Industries, Inc. \$14,826.60. Mundt talked about the need for a replacement.

Motion by David; Second by Patrick to accept the bid from Richter Heating & Air Conditioning, Inc. in the amount of \$7,319. (Ayes-All) Motion Carried.

9. **Discussion and possible action on accepting bid of the lowest qualified bidder for replacing Human Services condensing units**

A draft resolution was provided for review. A revised bid was received from Richter Heating & Air Conditioning, Inc. in the amount of \$69,980. Mundt discussed this project.

Motion by David; Second by Patrick to accept the bid from Richter Heating & Air Conditioning in the amount of \$69,980 and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

10. **Discussion and possible action on the Jefferson County Smoke Free Air Act**
Staff from the Health Department inquired about changes to the Jefferson County Smoke Free Air Act. They are conducting a survey to see if citizens would like to have a smoke free environment at the Fair Park. They would also like to discuss creating an ordinance that prohibits vaping in any privately owned business in Jefferson County. No action taken.

11. **Discussion on Strategic Planning action steps related to Building and Grounds**
A thumb drive was provided with Facility Condition Assessments for the courthouse, Sheriff/Jail, Health & Human Services, Hillside House, Lueder Haus, Workforce Development and also the Facilities Study – Executive Summary. Ben showed slides on the original space study. No action taken.

12. **Discussion and possible action on courthouse parking lot reconfiguration / storm water plan**

Wehmeier explained that they are looking into doing a full scale engineering study for this project. There are issues with storm water and also the safety of people walking through the parking lot. No action taken.

13. **Discussion and possible action on purchasing two water bottle refilling stations for the courthouse**

The Solid Waste/Air Quality Committee will be purchasing half of two water bottle refilling stations. David would like to see a good filtration system included. These would reduce the amount of plastic bottles that are thrown out. The committee supports this purchase.

Motion by David; Second by Patrick to support the purchase of a water bottle refilling station for the courthouse. Ayes-All (Motion Carried)

14. **Discussion of existing facilities reports**

This was discussed with Item #11.

15. **Discussion of possible tours of Jefferson County facilities**

The committee will be meeting at these alternate locations and touring the facilities.

16. **Financial Reports (May)**

Financial Reports for Central Services and Management Information Systems (MIS) were provided for review. No action taken.

17. **Discuss future meeting schedule. Set next meeting date** (Wednesday, August 1 at 8:30 a.m.

18. **Discuss potential agenda items for the Committee's next meeting**

- Approval of the July 3, 2018 Infrastructure Committee minutes
- Discussion and possible action on courthouse parking lot reconfiguration / storm water plan
- Discussion and possible action on the Jefferson County Smoke Free Air Act
- Discussion on Strategic Planning action steps related to Building and Grounds
- Tour Courthouse, Sheriff's Office & MIS Building
- Discussion and possible action on bids for HVAC, Roof and Demolition of Buildings

21. **Adjourn**

Motion by Patrick; Second by David to adjourn at 9:40 a.m. (Ayes-All) Motion Carried.