

Building and Grounds Committee

(Via Zoom Videoconference and Courthouse, Room 112)

MINUTES

Wednesday, May 6, 2020

1. **Call to Order**
Meeting was called to order by Payne at 8:45 a.m.
2. **Roll Call**
Members Present: Roger Lindl

Members Present via Videoconference: Curtis Backlund, Laura Payne and Mary Roberts, Greg David

Others Present: Ben Wehmeier, County Administrator; Ron Locast, Potter Lawson; Levi Schubkegel, Potter Lawson ; Kevin Anderson, Potter Lawson; Doug Beilke, Maas Construction; Anthony Maas, Maas Construction; Supervisor Anita Martin; Supervisor Amy Rinard; Supervisor Walt Christensen; Terri Palm, HR Director
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. **Election of Committee Officers**

Election of Committee Chair
Motion by Roberts/Lindl to nominate Payne as Chair; Motion Passed 4-0

Election of Committee Vice Chair
Motion by Lindl/Roberts to nominate Backlund as Vice Chair; Motion Passed 4-0

Election of Committee Secretary
Motion by Lindl/Backlund to nominate Roberts as Secretary; Motion Passed 4-0
6. **Public Comment**
None
7. **Communications**
None
8. **Approval of April 7, 2020 Building and Grounds Committee minutes**
Minutes were provided for review.

Motion by Roberts/Lindl to approve the April 7, 2020 Building and Grounds Committee minutes as printed. Motion passed 4-0.
9. **Update from Potter Lawson on courthouse and sheriff facilities schematic design and mechanical systems project**
Ron from Potter Lawson gave an update on the project. The programming phase is complete. He shared floor plans and stacking diagrams. Next steps will be laying out the individual departments. Kevin Anderson reviewed the options for the Sheriff's Office and jail. Completed programming phase of project. Will do a another walk through to assess storage needs.

10. **Financial Reports (YTD)**
 - a. Central Services
 - b. Management Information Systems (MIS)

Financial Records were provided for review. No action taken.

11. **Discuss future meeting schedule. Set next meeting date:** June 3, 2020 – 9:00 a.m. via Zoom Videoconference and Courthouse, Room 112.
12. **Discuss potential agenda items for the Committee's next meeting**
 - a. Approval of Minutes from May 6, 2020
 - b. Update from Potter Lawson
13. **Adjourn.**

Motion by Lindl/Backlund to adjourn at 10:15 a.m.