

## **Building and Grounds Committee**

(Via Zoom Videoconference and Courthouse, Room 205)

### **MINUTES**

Wednesday, March 3, 2021

1. **Call to Order**

Meeting was called to order by Payne at 9:00 a.m.

2. **Roll Call**

Members Present: Roger Lindl

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

Others Present: Ben Wehmeier, County Administrator

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 February 19, 2021 joint committee meeting with Building and Grounds, Executive and Finance Committee meeting minutes**

Minutes were provided for review.

Motion by Backlund/Lindl to approve the February 19, 2021 joint committee meeting Building and Grounds, Executive and Finance Committee minutes as printed. Motion passed 5-0.

8. **Approval of the February 3, 2021 Building and Grounds committee meeting minutes**

Minutes were provided for review.

Motion by Backlund/Lindl to approve the February 3, 2021 Building and Grounds Committee minutes as printed. Motion passed 5-0.

9. **Update on South Campus Project**

Wehmeier gave an update on the south campus project. This project is close to being finished. He talked about some HVAC modifications in the Hillside Building. They are recommending the replacement of the main water main for that campus. They are also looking at roof issues on the Workforce Development building. The committee will schedule a tour in the future. No action taken.

10. **Discussion and possible action on scope of work for courthouse/sheriff building design services project**

Wehmeier shared a draft of an amendment to the existing contract. Wehmeier talked about the possibility of hiring an Owner's Representative to oversee the project. He also talked about the process for design services going forward. Wehmeier will meet with Potter Lawson and develop a timeline. The committee supports this amendment to the contract. No action taken.

**Description of Additional Services:**

The Owner has authorized the Architect to assist in determining and refining the Scope of the Project.

**Scope of Services:**

1. Redefine and update the space needs assessment program.
2. Redesign and update existing schematic floor plans.
  - a. Determine the extent of remodeling
  - b. Determine addition priorities including:
    - i. Courts
    - ii. Sheriff Department
    - iii. Administration
    - iv. Judge's Elevator
3. Work with the Building Committee to verify the MEP scope of work based on Design Engineers' report dated September 24, 2020.
4. Assist Maas Brothers in resolving the potential phasing for the Project.
5. Assist Maas Brothers in updating the preliminary cost estimate.
6. Develop the exterior design if needed/requested?
7. Prepare for and attend up to five (5) Committee meetings.
8. Prepare for and attend County Board meeting to present updated Schematic Design and seek approval.

**11. Financial Reports (YTD)**

- a. Central Services
- b. Management Information Systems (MIS)

Financial Reports were provided for review. No action taken.

**12. Discuss future meeting schedule. Set next meeting date:**

April 7, 2021 at 9:00 a.m.

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

- a. Approval of Minutes from March 3, 2021
- b. South Campus Update
- c. Discussion and possible action on scope of work for courthouse/sheriff building design services project

**14. Adjourn**

Motion by Backlund/Lindl to adjourn at 9:56 a.m.