

**COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES**

Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549

**Wednesday, December 1, 2021 at 8:30 a.m.**

***Committee Members  
by SCR 68.05***

*William V. Gruber  
Circuit Court Judge*

*Steven Nass  
County Board Chair*

*Benjamin Wehmeier  
County Administrator*

*Cindy Hamre Incha  
Clerk of Circuit Court*

*Jennifer Weber  
Family Court Commissioner*

*Paul Milbrath  
Sheriff*

*Monica Hall  
District Attorney*

*Amber Rumpf  
Public Defender*

*Vacant  
Rep. of local bar association*

*Laurie Anderson  
V/W Coordinator*

*Donna Haugom  
Emergency Mgmt Director*

*Vacant  
Central Services Manager*

1. Call to order at 8:32 a.m. by Judge Gruber
2. Roll call – Judge William Gruber; County Administrator Benjamin Wehmeier; Clerk of Courts Cindy Hamre Incha; Court Commissioner Jennifer Weber; District Attorney Monica Hall; Public Defender Manager Attorney Amber Rumpf; Local Bar Association Representative Attorney Danielle Thompson; Victim/Witness Coordinator Laurie Anderson. Absent: County Board Chair Steven Nass; Sheriff Paul Milbrath; Emergency Management Director Donna Haugom  
  
Court Reporter: Erica Schueler  
Other attendees: Corporation Counsel J. Blair Ward; Assistant Corporation Counsel Whitney DeVoe; Sgt. Sharee Behm
3. Certification of compliance with the open meetings law verified by Corporation Counsel Blair Ward
4. Review and approve minutes from September 1, 2021 meeting- Motion by Administrator Wehmeier; second by DA Hall; motion carried.
5. Communications – None
6. Public comment – None.
7. Trauma kits use/training. Clerk Hamre Incha indicates she is in communication with the individual(s) for training, but due to their restrictions/policies for COVID, in-person training cannot yet occur. She is hopeful that training can occur in the early part of 2022. This item is continued to the next meeting.
8. Business continuity evacuation plan –Sgt. Behm indicates Sheriff Milbrath continues to work on this plan. Further update will be provided at the next meeting. This agenda item is continued to the next meeting.
9. Courthouse remodel –Administrator Wehmeier presents timeline for the project. The schematic design phase has concluded. The budget must be updated as a result of inflation. The design development phase is in process. It is anticipated the construction design and bidding will occur in summer of 2022. Groundbreaking is anticipated for 4<sup>th</sup> quarter 2022 with a 2 year construction schedule. This item is continued to the next meeting for further updates.
10. Tentative future meeting dates: All of the following meetings will be held in person.
 

|                   |           |
|-------------------|-----------|
| March 2, 2022     | 8:30 a.m  |
| June 1, 2022      | 8:30 a.m. |
| September 7, 2022 | 8:30 a.m. |

11. Future agenda items – There will be new security deputies stationed at the courthouse. The Sheriff's Department is in the process of assignment.
12. Motion to adjourn by Administrator Wehmeier; second by Commissioner Weber; Motion carried. Adjourned 9:06 a.m.