

Building and Grounds Committee

(Via Zoom Videoconference and Jefferson County Courthouse)

MINUTES

Tuesday, April 2, 2024

1. **Call to Order**
Meeting was called to order by Backlund at 8:30 a.m.
2. **Roll Call**
Members Present: Curtis Backlund, Jim Braughler, Roger Lindl, Robert Preuss, Mary Roberts present at 8:38 a.m.
Others Present: Ben Wehmeier, County Administrator; Ryan Hayes, Director of Facilities Management, Michael Luckey, Administration; John Rageth, IT 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. **Public Comment**
No action taken.
6. **Communications**
None
7. **Approval of the March 5, 2024 committee meeting minutes**
Draft minutes were provided for review.

Motion by Braughler/Preuss to approve the March 5, 2024 committee meeting minutes. Motion passed 4-0.
8. **Update on courthouse/sheriff/jail project**
Photos of the building project were shared. Wehmeier and Hayes talked through the next phases and the timeline. No action taken.
9. **Updates on projects and contingency**
Wehmeier said there were no changes. No action taken.
10. **IT Project Update**
A written report was provided for review. Rageth reviewed the report. No action taken.
11. **Discussion on possible action on PSC Rural Energy Startup Program (ESP) and selection process for professional service contract**
Luckey said that the PSC met on March 14th and approved the Rural Energy Start Up Energy Start Up Program Grant request of \$75,000. This money can be used for an energy audit and building upgrades. Staff worked with EE Consulting on the grant application. Luckey wrote a draft RFP for an audit, report of opportunities, and cost of improvements. EE Consulting estimated a savings of 10-15 % - approximately \$50,000 per year.

Motion by Lindl/Preuss to authorize releasing the RFP for a professional service contract. Motion passed 5-0.
12. **Financial Reports (YTD)**
 - Central Services
 - Management Information SystemsFinancial reports were provided for review. No action taken.
13. **Discuss potential agenda items for the Committee's next meeting**
 - a. Approval of April 2, 2024, Building and Grounds Committee meeting minutes
 - b. Updates on projects and contingency

- c. IT Project Update
- d. Updates on projects and contingency
- e. Update on schedule for Courthouse/Sheriff/Jail Project
- f. Discussion on PSC Rural Energy Startup Program (ESP)

Next meeting Tuesday, May 7, 2024 at 8:30 a.m. – Jefferson County Courthouse

14. **Adjourn**

Motion by Lindl/Preuss to adjourn at 9:09 a.m.