

Building and Grounds Committee
(Via Zoom Videoconference and Jefferson County Courthouse)

MINUTES

Monday, October 7, 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, Mary Roberts
Members Present via ZOOM: Robert Preuss
Others Present: John Rageth, IT Director; Michael Luckey, Administration; Ben Wehmeier, County Administrator; Ryan Hayes, Director of Facilities Management
Others present via ZOOM: Chief Don Hunter
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 September 5, 2024 committee meeting minutes**
Draft minutes were provided for review.

Motion by Braughler/Lindl to approve the September 5, 2024 committee meeting minutes. Motion passed 5-0.
8. **Update on courthouse/sheriff/jail project**
Photos of the building project were shared. MIS and the Sheriff's Office are moved into their new spaces. The new sidewalk is being installed. No action taken.
9. **Discussion and possible action on Resolution Authorizing the County Administrator to enter into a contract for a facilities energy audit**
A copy of the resolution was provided for review. Four bids were received: NV5 Consultants, Inc. \$53,000; EE Consultants, LLC, \$67,800; Tetra Tech, Inc. \$67,805; Bureau Veritas Technical Assessments LLC, \$78,975.53. Backlund talked about the bids that were received. Staff recommends moving forward with EE Consultants, LLC in the amount of \$67,800.

Motion by Backlund/Lindl to approve the Resolution – Authorizing the County Administrator to enter into a contract for a facilities energy audit and forward to the County Board for their consideration and accepting the bid from EE Consultants, LLC in the amount of \$67,800. Motion passed 5-0.
10. **Updates on projects and contingency**
Wehmeier gave an update. No action taken.
11. **IT Project Update**
A written report was provided for review. Rageth went over the report and talked about some issues they are dealing with and projects they are working on including facial recognition software. No action taken.

12. **Discussion and possible action on Fair Park & Parks Maintenance facility cameras**

No action taken.

13. **Financial Reports (YTD)**

- a. Central Services
- b. Management Information Systems

Financial reports were provided for review. Wehmeier talked about some projects that have been included in the Central Services operational budget. No action taken.

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

- a. Approval of October 7, 2024, Building and Grounds Committee meeting minutes
- b. Updates on projects and contingency
- c. IT Project Update
- d. Discussion and possible action on Fair Park & Parks Maintenance facility cameras
- e. Update on schedule for Courthouse/Sheriff/Jail Project

Next meeting Monday, November 4, 2024 at 8:30 a.m. Jefferson County Courthouse

15. **Adjourn**

Motion by Lindl/Roberts to adjourn at 9:18 a.m.