

Building and Grounds Committee

(Via Zoom Videoconference and Jefferson County Courthouse)

MINUTES

Tuesday, January 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, Roger Lindl, Robert Preuss, Mary Roberts
Members Excused: Jim Braugher
Others Present: Ben Wehmeier, County Administrator; John Rageth, IT Director; Ryan Hayes, Director of Facilities Management, Michael Luckey, Administration
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 December 5, 2023 committee meeting minutes**
Draft minutes were provided for review.

Motion by Lindl/Roberts to approve the December 5, 2023 committee meeting minutes. Motion passed 4-0.
8. **Update on courthouse/sheriff/jail project**
Photos of the building project were shared. Wehmeier and Hayes gave an update on the progress of the building project. No action taken.
9. **Updates on projects and contingency**
Rageth gave an update on the new phone system. He also looked ahead to projects in early 2024, including continuation of the new tax collections software and developing an offsite backup system. Wehmeier gave an update on contingency funds (information included in committee packet). No action taken.
10. **Financial Reports (YTD)**
 - Central Services
 - Management Information SystemsFinancial reports were provided for review. No action taken.
11. **Discuss potential agenda items for the Committee's next meeting**
 - a. Approval of January 2, 2024, Building and Grounds Committee meeting minutes
 - b. Update on schedule for Courthouse/Sheriff/Jail Project
 - c. IT Project UpdateNext meeting Tuesday, February 6 at 8:30 a.m. – Jefferson County Courthouse
12. **Adjourn**
Motion by Lindl/Preuss to adjourn at 9:29 a.m.