

Building and Grounds Committee

(Via Zoom Videoconference and Jefferson County Courthouse)

MINUTES

Monday, May 6, 2024

1. **Call to Order**
Meeting was called to order by Wehmeier at 8:30 a.m.
2. **Roll Call**
Members Present: Curtis Backlund, Jim Braughler, Roger Lindl, Robert Preuss, Mary Roberts
Others Present: Ben Wehmeier, County Administrator; Ryan Hayes, Director of Facilities Management, Michael Luckey, Administration
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**
No action taken.
6. **Communications**
None
7. **Election of Officers – Chair and Vice Chair**
Motion by Braughler/Lindl to nominate Backlund as Chair. Motion passed 5-0.
Motion by Backlund/Lindl to nominate Braughler as Vice Chair. Motion passed 5-0.
8. **Approval of the April 2, 2024 committee meeting minutes**
Draft minutes were provided for review.

Motion by Braughler/Roberts to approve the April 2, 2024 committee meeting minutes. Motion passed 5-0.
9. **Update on courthouse/sheriff/jail project**
The District Attorney's Office has moved into their new space. The proposed timeline: June 26 court officials will move to their new office space. July 8 courtroom will be operational. Jail/Sheriff's Office is on schedule. Photos of the building project were shared. Wehmeier and Hayes talked through the next phases and the timeline. No action taken.
10. **Updates on projects and contingency**
Wehmeier said there were small items but nothing significant. No action taken.
11. **IT Project Update**
A written report was provided for review. Wehmeier talked about the fiber project at the fairgrounds. This project should be completed before the fair. MUNIS Software Upgrade next week. No action taken.
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 May 6, 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

Next meeting Monday, June 3, 2024 at 8:30 a.m. – Jefferson County Courthouse

14. **Adjourn**

Motion by Lindl/Preuss to adjourn at 9:14 a.m.