

Building and Grounds Committee

AGENDA

Jefferson County Courthouse
311 S. Center Avenue, Room 112
Jefferson, WI 53549

Thursday, February 6, 2020
10:00 a.m.

Committee Members

Greg David, Roger Lindl, Laura Payne, Chair, Mary Roberts, Secretary, Jim Schroeder

1. Call to order
2. Roll call
3. Certification of compliance with Open Meetings Law
4. Review of the Agenda
5. Public Comment
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Communications
7. Approval of the January 7, 2020 Building and Grounds Committee meeting minutes
8. Discussion with Potter Lawson to begin the analysis for the Courthouse and Sheriff Facilities Schematic Design and mechanical systems project
9. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
10. Discuss future meeting schedule. Next meeting date – February 11, 2020
11. Discuss potential agenda items for the Committee's next meeting
12. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting/visit at 920-674-7101 so appropriate arrangements can be made.

Building and Grounds Committee

MINUTES

Tuesday, January 7, 2020

1. **Call to Order**
Meeting was called to order by Payne at 8:30 a.m.
2. **Roll Call**
Roger Lindl, Laura Payne, Mary Roberts and Jim Schroeder. Greg David present at 8:35 a.m.

Others Present: Ben Wehmeier and County Administrator; Marc DeVries, Finance Director and Sarana Stolar, Corporation Counsel.
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 December 4, 2020 Building and Grounds Committee minutes**
Minutes were provided for review.

Motion by Schroeder/Lindl to approve the December 4, 2020 Building and Grounds Committee minutes as printed. Motion passed 5-0.
8. **Discussion on Jefferson County facilities and Implementation Process**
Wehmeier explained that the county is in the process of issuing debt for this project. No action taken.
9. **Discussion and possible action on Authorization to Enter into a Contract with Maas Brothers to Provide Construction Management Services**
A draft resolution "Entering into a contract with Maas Brothers to Provide Construction Management Services for upgrading and repair of county buildings" and information on preconstruction and management services from Maas Brothers Construction was provided for review. The committee supports this contract and recommends Maas Brothers Construction for the preconstruction and construction management services for this project. The resolution will be revised to include a not to exceed amount of \$250,000 and the fiscal note will be finalized by staff.

Motion by Schroeder/Roberts to move forward with Maas Brothers Construction for the preconstruction and construction management services portion of this project not to exceed \$250,000 and forward the resolution to the County Board for their consideration. Motion passed 5-0.

10. **Discussion and possible action to enter into a professional service contract to Provide Schematic Design and Mechanical Assessments for the Jefferson county courthouse and Sheriff's Office and Jail**

A draft resolution "Entering into a contract with Potter Lawson to provide schematic design and mechanical assessments for the Jefferson County Courthouse, Sheriff's Office, and Jail" and information from the final firms on project schedule and timeline and costs were provided for review. Three firms were interviewed: Potter Lawson - \$77,000; Plunkett Raysich/Meyer - \$115,500 and Venture - \$136,500. Wehmeier reviewed the proposals. The recommendation is to accept the bid from Potter Lawson in the amount of \$77,000.

Motion by Lindl/Roberts to accept the bid from Potter Lawson in the amount of \$77,000 and forward the resolution to the County Board for the consideration. Motion passed 5-0.

11. **Financial Reports (YTD)**

- a. Central Services
- b. Management Information Systems (MIS)

Wehmeier reviewed the department financial status. No action taken.

12. **Discuss future meeting schedule. Set next meeting date:** February 11, 2020 before the County Board meeting if needed; March 4, 2020 at 9:00 a.m.

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

- a. Approval of Minutes from January 7, 2020

14. **Adjourn**

Motion by Roberts/Schroeder to adjourn at 9:45 a.m.