

Building and Grounds Committee

AGENDA

Videoconference or

Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549

Wednesday, March 2, 2022
10:00 a.m.

Building and Grounds Committee Members

Curtis Backlund, Greg David, Roger Lindl, Laura Payne, Mary Roberts

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 6, 2022 Joint Committee minutes
8. Approval of the February 3, 2022 Building and Grounds Committee meeting minutes
9. Discussion, update and possible action on the design development phase for renovation and additions to the Courthouse/Jail/Sheriff' Office project
10. Update on Capital Projects
11. Discuss future meeting schedule. Next scheduled meeting date
12. Discuss potential agenda items for the Committee's next meeting
13. Adjourn

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/tJMsdO2ppj8uH9WoXUJhZYi8M4WMZsS2N0gX>

After registering, you will receive a confirmation email containing information about joining the

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.

Joint Building and Grounds and Finance Committee

(Via Zoom Videoconference and Courthouse, Room 205)

MINUTES

Thursday, January 6, 2022

1. Call to Order

Meeting was called to order by Rinard at 8:36 a.m.

Note: Supervisor Rinard is filling the role as Vice Chair to establish a quorum of the Building and Grounds Committee.

2. Roll Call

Building and Grounds Members Present: Laura Payne, Roger Lindl

Building and Grounds Members Present via Videoconference: Curtis Backlund (Present 8:45 - 9:45 am)

Excused: Mary Roberts

Absent: Greg David

Finance Members Present: Richard Jones, Russell Kutz, Amy Rinard, George Jaeckel

Finance Members Present via Videoconference: Conor Nelan

Others Present: Ben Wehmeier, County Administrator; Ron Locast, Lindsey Lindsay Czerwien, Potter Lawson; Supervisor Anita Martin, Mark Stafford, Maas Brothers Construction; J. Blair Ward, Corporation Counsel, Marc DeVries, Finance Director, Cindy Diestelmann and Tammy Worzalla, Finance, Captain Margo Gray; Sheriff Paul Milbrath, Supervisor Steve Nass present at 8:39 am.

Others Present via Videoconference: Sarana Stolar, Corporation Counsel, Brian Bellford, Human Services.

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

Supervisor Anita Martin asked about the 2022 Recommended Budget on the website.

6. Communications

None

7. Approval of the December 20, 2021, Building and Grounds committee meeting minutes

Minutes were provided for review.

No action. Postponed until the next meeting.

8. Discussion, update and possible action on updated design development for the courthouse and sheriff's office/jail

Wehmeier explained that there are two items to discuss. 1. Design change related to the Sheriff's Department and 2. Additional cost. Wehmeier gave an update on the proposed changes to the Sheriff's Department design. Locast went over the proposed jail space changes. Captain Gray and Sheriff Milbrath explained various programs they offer and the need for the space changes in the jail. Wehmeier explained that this additional space would add an additional \$800,000 - \$900,000 to the budget. Wehmeier talked about the importance and secure location of our generators. Nelan suggested including the projected jail population and potential revenue streams in the presentation to the County

Board to justify the need for additional space. Wehmeier reviewed the plan for use of American Rescue Plan Act (ARPA) funds and other options that may be considered.

Building and Grounds Committee Motion by Lindl/Nass to support the proposed design changes in the Sheriff's Department and continue to move forward with the project. Motion passed 3-0.

Finance Committee Motion by Jones/Rinard to support the additional cost of the proposed design changes in the Sheriff's Department and continue to move forward with the project. Motion passed 5-0.

9. **Discuss future meeting schedule. Set next meeting date:**

- Building and Grounds Committee - February 2, 2022 – 9:00 a.m.

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

- a. Approval of Joint Committee Minutes from January 6, 2022
- b. Discussion, update and possible action on updated design development for the courthouse and sheriff's office/jail

11. **Adjourn**

Motion by Payne/Lindl to adjourn at 10:03 a.m.

Building and Grounds Committee

(Via Zoom Videoconference and Courthouse, Room 205)

MINUTES

Thursday, February 3, 2022

1. **Call to Order**

Meeting was called to order by Payne at 9:00 a.m.

2. **Roll Call**

Building and Grounds Members Present: Laura Payne, Roger Lindl

Building and Grounds Members Present via Videoconference: Curtis Backlund, Greg David

Excused: Mary Roberts

Others Present: Ben Wehmeier, County Administrator; Ron Locast, Lindsey Lindsay Czerwien, Potter Lawson; Mark Stafford, Maas Brothers Construction

Others Present via Videoconference: Supervisor Anita Martin, Joan Callan, Supervisor Walt Christensen

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 January 6, 2022, Building and Grounds committee meeting minutes**

Minutes were provided for review.

Motion by Lindl/Backlund to approve the January 7, 2022, Building and Grounds meeting minutes.
Motion passed.

8. **Discussion, update, and possible action on the design development phase for renovation and additions to the Courthouse/Jail/Sheriff project**

Locast gave an update on the building project. All department floor plans are being finalized. There may be office space added to the lower level for the Maintenance Director. Variance paperwork will be submitted to the City of Jefferson by the end of the week. Working on placement of mechanical routes. Technology meetings will be scheduled. The structural engineers are working on their design.

Meeting notes on discussions to clarify Scope of Work for this project were provided for review and shared at the meeting. Locast went through the notes and discussed the list of items that needed clarification.

Furring out exposed concrete block walls with drywall was discussed. The committee, except for David, is in favor of including the installation of drywall as part of the project. These meeting notes can be found in the handout section on the county website.

The goal is to have the final drawings submitted to Maas Bros by the end of February, the design development documents completed by March 18th. A special meeting of the Building and Grounds Committee will be scheduled the week of March 28th to meet with consultants go over the project page by page. No action taken.

Curtis Backlund left meeting at 10:37 a.m.

9. **Discuss future meeting schedule. Set next meeting date:**
 - Building and Grounds Committee - March 2, 2022 – 9:00 a.m.
 - Special meeting the week to be scheduled the week of March 28th
10. **Discuss potential agenda items for the Committee's next meeting**
 - a. Approval of Joint Committee Minutes from January 6, 2022
 - b. Approval of February 2, 2022, Building and Grounds Committee meeting minutes
 - c. Discussion, update, and possible action on the design development phase for renovation and additions to the courthouse and sheriff's office/jail
 - d. Update on capital projects
11. **Adjourn**

Motion by Lind/Payne to adjourn at 11:05 a.m.