

Building and Grounds Committee

MINUTES

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

Wednesday, October 3, 2018

8:30 a.m.

Committee Members

Greg David, Roger Lindl, Gregg Patrick, Laura Payne, Mary Roberts

1. Call to Order

Meeting was called to order by Payne at 8:35 a.m.

2. Roll Call

Greg David, Gregg Patrick, Laura Payne, Mary Roberts, Roger Lindl

Others Present: Ben Wehmeier, County Administrator, Nichol Tesch, Medical Examiner and Amy Listle, Fair Park Marketing Manager.

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, 2018 Building and Grounds Committee meeting minutes

Motion by David/Roberts to approve the September 5, 2018 Building and Grounds Committee meeting minutes as presented. Motion passed 5-0.

8. Discussion and possible action on proposed crypt purchase and placement at the Potter's Field

Tesch explained the reason for the proposed crypt for our indigents. The committee supports this.

Motion by Roberts/Lindl to support the use of Potter's Field for our indigents. Motion passed 5-0.

9. **Discussion and possible action related to building sponsorship**
Wehmeier showed some sponsorship signs currently located at the Fair Park. The committee discussed sponsorships and recognizing businesses for their donations.

Motion by Patrick/Roberts to support building sponsorships and have staff put together some parameters for review at the next meeting. Motion passed 5-0.
10. **Update on Capital Projects & Proposed 2019 Budget**
Wehmeier reviewed the proposed Capital Projects. No action taken.
11. **Update on courthouse parking lot reconfiguration / storm water plan**
This project will be completed in 2019. No action taken.
12. **Discussion and possible action on Strategic Planning action steps related to Building and Grounds**
The committee will review the facility and the master plan reports and discuss the steps from the strategic plan related to the Building and Grounds Committee at the next meeting. No action taken.
13. **Financial Reports (August)**
Financial Reports for Central Services and Management Information Systems (MIS) were provided for review. No action taken.
14. **Discuss future meeting schedule. Set next meeting date** (Wednesday, November 7, 2018 at 8:30 a.m.)
15. **Discuss potential agenda items for the Committee's next meeting**
 - Approval of the October 3, 2018 Infrastructure Committee minutes
 - Discussion and possible action on the Jefferson County Smoke Free Air Act
 - Discussion on Strategic Planning action steps related to Building and Grounds
 - Possible tour of buildings on the south campus
 - Discussion and possible action related to building sponsorship
16. **Tour of Courthouse**
The committee will tour the courthouse at the next meeting as part of the Strategic plan discussion. No action taken.
17. **Adjourn**
Motion by Patrick/David to adjourn at 10:07 a.m. Motion passed 5-0.