

DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building Room 1H & 1I 127 East Oak Street, Juneau, WI 53039

Date: May 5, 2022

Call to order: The meeting of the Dodge County Building Committee was called to order by Chairman Dennis Schmidt at 5:00 p.m. on May 5, 2022 in the County Board Room of the Dodge County Administration Building with the following members present: **Dennis Schmidt, Kevin Burnett, Jody Steger, Steve Kauffeld, Dan Hilbert**

Roll Call and Non-Committee Member County Board Attendance: Dave Frohling, County Board Chairman

Also present: Russ Freber, Director of Physical Facilities; Phil McAleer, Assistant Director of Physical Facilities; Barb Brooks, Administrative Secretary; Stephanie Justman, Purchasing Agent; Jim Mielke, County Administrator

Introduction of Committee Members and Staff was done.

Elect Chairman, Vice Chairman and Secretary of the Building Committee a motion was made by Kevin Burnett and seconded by Steve Kauffeld to nominate Supervisor Dennis Schmidt as Chairman of the Committee. Motion carried.

A motion was made by Kevin Burnett and seconded by Dan Hilbert to nominate Supervisor Jody Steger as Vice Chairman of the Committee. Motion carried.

A motion was made by Kevin Burnett to nominate Supervisor Dan Hilbert as Secretary of the Committee, and a motion was made by Dan Hilbert to nominate Supervisor Kevin Burnett as Secretary of the Committee. Supervisor Kevin Burnett declined the nomination, and Supervisor Dan Hilbert accepted the nomination. Motion carried.

Approval of the Minutes from April 7, 2022 a motion was made by Kevin Burnett and seconded by Dennis Schmidt to approve the minutes from April 7, 2022. Motion carried.

Set Regular Meeting Date, Place and Time the consensus of the Committee meeting was to meet the 1st Thursday of the Month, in various buildings depending on tours, at 4:00 p.m.

Discuss Options for Distribution of Agenda and Packet copies of Agenda will be brought to the meeting for the Committee. Committee will email Barb if they would like a copy of the packet.

Orientation of Department Head Russ Freber.

Discuss and schedule future tours of County Buildings that are maintained by the Physical Facilities Department first tour will be at the Henry Dodge Office Building, second tour will be at the Dodge County Justice Facility. The Physical Facilities Department maintains six County Buildings.

Discuss the possible current and future uses of the Dodge County Law Enforcement Center (J-Pod old jail). This will continue to be on the agenda until we come to a decision of what we are going to do with the building, and the equipment stored in the building

Discuss the future use of room 245 at the Dodge County Administration Building a motion was made by Kevin Burnett and seconded by Jody Steger to convert to Mother's room. Motion carried.

Information for the approved HVAC Study at the Henry Dodge Office Building present to the Committee in July, and then goes to County Board.

Discuss and take action to accept or reject bids for the Replacement of the 400 ton Air Conditioner at the Dodge County Justice Facility. Resolution for County Board attached. A motion was made by Kevin Burnett and seconded by Steve Kauffeld to approve the Resolution for the replacement of the 400- ton Air Conditioner. Motion carried.

Update on Maintenance Operations Justice Facility

- a. **Replacement/installation of 1 Water Heater at the jail.** This is complete.
- b. **Replacement of the padding in 2 cells at the jail.** This project will start on Monday, and hopefully will be completed by Thursday/Friday.
- c. **Roof Leaks/future options for roof replacement later date.** Consensus of the Committee is to move forward with the Project, send to Finance and complete Nuclear Scan.

Update on Maintenance Operations Administration Building

- a. **Air Handler #2 Conversion from pneumatic to Direct Digital Controls.** Current AC2 project was done in house by Maintenance Staff (which saved the County of a lot of money), and is complete. Johnson Controls was in house today for programming.
- b. **Exterior stone replacement/repair** Russ gave the Committee the background of the stone repair.

Update Courthouse HVAC/VMA's replacement of damaged and obsolete parts. City had low voltage outage last year, and we noticed that the VMS's were not functioning correctly. Parts that we needed to replace were obsolete, so we had to upgrade VMA's/controllers.

Discuss future vehicle/equipment storage options for multi department use. Was discussed earlier. Future discussion of touring property.

Report on open position in the Physical Facilities Department we had a Maintenance Mechanic retire in February, put out ads, and have had one application to date.

Future Agenda Items Tour Henry Dodge Office Building, J-pod, Roof Project (with \$ amount), Storage Shed, HVAC Study

Determine Next Meeting Date and Time June 2, 2022 at 4:00 p.m.

Adjournment there being no further business to come before the Committee, the meeting was adjourned by Chairman Dennis Schmidt at 6:52 p.m.

Respectfully submitted,

Dan Hilbert, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.