

# DODGE COUNTY BUILDING COMMITTEE MINUTES

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Date: February 1, 2024

**Call to order:** The meeting of the Dodge County Building Committee was called to order by Chairman Jody Steger at 4:00 p.m. on February 1, 2024 in Room 1A of the Dodge County Administration Building with the following members present: **Dave Beal, Jody Steger, Kevin Burnett, Steve Kauffeld**  
Absent: **Michael Butler**

**Roll Call and Non-Committee Member County Board Attendance:** None.

**Public Comment (30 minute limit)** None.

**Also present:** John Nehls Interim Director of Physical Facilities; Phil McAleer, Assistant Director of Physical Facilities; Barb Brooks, Sr. Administrative Support Specialist; Cameron Clapper, Dodge County Administrator; Stephanie Justman, Purchasing Agent.

**Approval of the Minutes from January 4, 2024** a motion was made by Steve Kauffeld to approve the minutes from January 1, 2024 and second by Kevin Burnett. Motion carried.

## **Update on the Following Maintenance Projects**

**Dodge County Justice Facility 2022 Chiller** chiller has arrived. Monday Johnson Controls will be on site to work on piping and putting glycol in. KW Electric will be on site to do wiring.

**Dodge County Justice Facility 2024 Chiller** \$350,000 had been budgeted. Angus Young will do the engineering for \$11,500 in which they will duplicate specs from previous chiller.

**Dodge County Justice Facility Kitchen Flooring Repairs** caulked seams are opening up. Hughes Flooring will be out on Friday to look at the flooring and do repairs.

**Dodge County Courthouse Branch 4 Carpet Replacement** one courtroom has been budgeted and this will be replaced in July by Twohig's for \$15,500.

**Dodge County Courthouse 2023 Chiller Project** Sure-Fire updated us with a date of April or later. It's looking like this will be a Fall installation.

**Dodge County Sheriff's Office Generator** Total Energy will be on site June 4<sup>th</sup> for installation.

**Dodge County Sheriff's Office Building Repair** windows are leaking air. Statz Restoration gave us a quote of \$2250. Our Maintenance Staff have completed 6 windows in house, and they will continue to work on these windows throughout the Summer. Our Maintenance Staff also built and installed a cabinet in the Dispatch department.

**J-Pod Elevator Certification** the cost to get certified would be \$1500.

**Space Study Update** Angus Young was on site the past two days and met with Department Heads. They will be back on February 22<sup>nd</sup> for a walk through and there looking at having a draft in March.

**Carry Over Funds From 2023** will be on the March Agenda.

**Staffing Update** a new Custodian started on Monday. One Staff on leave will be returning at the end of the month, and one Staff is still on leave.

**Discuss and Take Action on Henry Dodge Office Building Grassland Rental Agreement** consensus of the Committee is to leave as is with proper proof of Insurance.

**Future Agenda Items** Chiller Update, Space Study Update, Staffing Update, Kitchen Flooring Update, Carry Over Funds from 2023.

**Determine Next Meeting Date and Time** March 7, 2024 at 4:00 p.m.

**Adjourn** there being no further business to come before the Committee a motion was made by Dave Beal to adjourn the Building Committee meeting at 5:09 p.m. Second by Kevin Burnett. Motion carried without negative vote.

Respectfully submitted,

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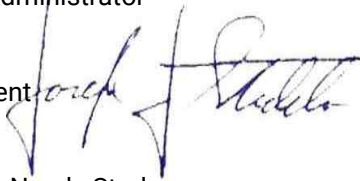
Steve Kauffeld, Secretary

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



ANGUS-YOUNG  
ARCHITECTS/ENGINEERS

# PROJECT MEMO

**To:** Cameron Clapper, County Administrator  
**Company:** Dodge County  
**From:** Joe Stadelman, AIA, President   
**RE:** **Project update**  
**Project:** 74930 Dodge County Space Needs Study

**March 6, 2024**

This memo serves as an update for the building committee regarding the progress of the Space Needs Study for Dodge County.

On January 30 and 31, 2024, we conducted interviews with all departments involved in the study area. The interviews included departments in the Administration Building, Sheriff's Office Building & JPOD, Justice Facility / Courthouse Building, and Henry Dodge. Each department responded to a questionnaire provided by Angus-Young, outlining their specific space requirements, needs for large group functions, equipment storage, and challenges faced with their current spaces.

Based on the gathered data, we are now in the process of developing a department program to estimate the necessary space for each department. This analysis will enable us to identify opportunities for more efficient space utilization within each building and assess whether any buildings are being under or overutilized. Throughout the interviews, we also explored the potential operational efficiencies that could arise from relocating departments to different spaces or buildings.

On February 22, 2024, we conducted facility tours using the insights gathered during the interviews to further understand each department's utilization and space requirements.

Moving forward, we plan to draft a report by the end of March, share it with department heads for their input and feedback, and subsequently present an updated draft to the Building Committee by the end of April. We acknowledge the possibility of a special committee meeting being convened to focus solely on this matter. Proposed dates for this special meeting include April 21, 23, 30, or May 1 and 2. Following this meeting, we will incorporate any feedback received, finalize the report, and distribute it as directed by the committee.