

# DODGE COUNTY BUILDING COMMITTEE MINUTES

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

Date: April 4, 2019

**Call to order:** The meeting of the Dodge County Building Committee was called to order by Chairman Dennis Schmidt at 4:30 p.m. on April 4, 2019 in Room 1H & 1I of the Dodge County Administration Building with the following members present: **Dennis Schmidt, Cathy Houchin, Richard Fink, Mark Roesch, Kevin Burnett**

**Roll Call and Non-Committee Member County Board Attendance:**

**Also present:** Russ Freber, Director of Physical Facilities; Phil McAleer, Assistant Director of Physical Facilities; Barb Brooks, Administrative Secretary; Jim Mielke, Dodge County Administrator; Jason Boeck, Lieutenant

**Public Comment:** None

**Approval of the minutes from the March 7, 2019 meeting, and allow the Chairman to go out of order to efficiently conduct the meeting.** A motion was made by Richard Fink and seconded by Cathy Houchin. Motion carried.

**Use Jail Improvement Funds for new Disposal for the Dodge County Detention Facility Kitchen** A motion was made by Kevin Burnett and seconded by Mark Roesch to use Jail Improvement Funds for the new Disposal for the Dodge County Detention Facility Kitchen in the Amount of \$2544. Motion carried.

**Repairs for Kitchen Repairs to Copper Pipe at the Dodge County Detention Facility** invoice from Maas Brothers was received in the amount of \$2302.60. Invoices have been sent to Aramark for reimbursement. We should receive the reimbursement check next week.

**Use Jail Improvement Funds for New Electronic Locks (Access Doors) at the Dodge County Courthouse** a motion was made by Richard Fink and seconded by Kevin Burnett to use Jail Improvement Funds for New Electronic Locks (Access Doors) at the Dodge County Detention Facility in the amount of \$2869.01. Motion carried.

**Space Needs/Square footage Sheriff (Lieutenant Jason Boeck) at the Dodge County Law Enforcement Center (J-Pod)** Jason feels that there is space available at the Dodge County Legal Services Building, there may need to be some minor remodeling to use the space more effectively. It was discussed that garage space is the biggest need. Jason will meet with Russ and go through equipment/space. Jason will bring assessment of equipment stored, and space needed to the May Building Committee Meeting.

**Update on the Dodge County Law Enforcement Center (J-Pod)** good ideas to use space that is currently not being used at the Dodge County Legal Services Building.

**Lawn Care Services at the Henry Dodge Office Building** there is 2 acres of land west of the Water Tower that we currently mow. We would like to ask the Farmer if he would like to use that acreage for planting. The consensus of the Committee is to ask the Farmer if he could use the acreage.

**Update on Maintenance Operations** there are no updates at this time.

**Maintenance Work Charges** a question was raised as to why Physical Facilities doesn't charge other departments for Maintenance work done, and other departments can. Most departments don't budget for Maintenance. Should all departments be budgeting for Maintenance?

**Safety Data Sheets Software** we're looking at putting this in the 2020 budget.

**Ground Care RFP's** we had a walk through on Tuesday with two Contractors. Becker Lawn Care, and Hooksy's Lawn Care Service. Bids are due tomorrow, Monday bids will be reviewed, and then we will award a Contractor.

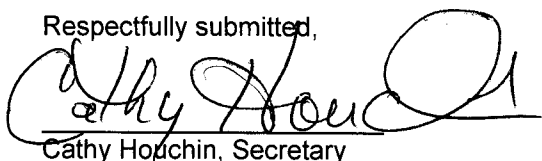
**Future Agenda Items** Assessment of equipment/space needed(parking), Lawn Care Prices, Bids from vendors for carpet at the Dodge County Courthouse, CIP 5 year plan for Physical Facilities.

**Determine Next Meeting Date and Time** Thursday May 2, 2019 at 4:30 p.m.

**Adjournment:**

There being no further business to come before this Committee, the meeting was adjourned by Chairman Dennis Schmidt at 5:38 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cathy Houchin", written over a horizontal line.

Cathy Houchin, Secretary

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