

## **Buildings & Grounds Committee Meeting Minutes**

Date: November 2, 2023

Time: 10:00 a.m.

Place: Courthouse County Board Room 101; 126 Cherry St; Phillips, WI 54555

Call to order and Roll Call: Meeting called to order by Jordan Spacek, Committee Chair at 10:00 a.m.

Present: Alan Barkstrom, Jeff Hallstrand, Jason Hastings (remote) Jordan Spacek, Patricia Stephan. Also present: Nick Trimner, Joshua Isaacson.

Items for discussion and possible action:

1. Public Comment and Communications: None.
2. Meeting Minutes – May 16, 2023: Motion Hallstrand/Barkstrom to approve the minutes from the May 16, 2023 meeting as presented. Motion carried.
3. Project Updates: Courthouse – control system, exterior repairs, courtroom ceiling replacement, Normal Building – window project complete, exterior repairs, lighting updates. Highway – exterior repairs. Required inspections completed. Transitioning into winter maintenance.
4. Request for Capital Improvement Funds for Maintenance Projects
  - a. Courthouse and Normal Buildings Parking Lots: Estimated at \$300,000.
  - b. Normal Building Boiler: Estimated at \$225,000
  - c. Courthouse Boiler Ventilation: Estimated at \$25,000Motion Hallstrand/Barkstrom to approve the projects as presented, not to exceed \$550,000, and forward to the Executive Committee with recommendation to use Capital Improvement Funds. Motion carried.
5. Department Report: Fully staffed. Transition to winter.
6. Financial Reports and Vouchers: Motion Barkstrom/Hallstrand to approve the vouchers in the amount of \$108,770.28. Motion carried.
7. Set next meeting date: TBD
8. Meeting adjourned at 10:17 a.m.

Respectfully submitted: Jean Gottwald, County Clerk