



Minutes - December 2, 2025

Call to Order: Vice Chair Wilson called the hybrid General Services Committee meeting to order at 8:01 AM in N1/N2 Courthouse conference rooms.

Committee Members Present: Supervisors Homan, Bobzien, Wilson, and Cullen.

Committee Members Absent: Supervisor Brien.

Staff Members Present: Brent Sutherland, Director of Facilities Management, Mike Parille, Superintendent Facilities Management, Maurine Braun, Administrative Professional III.

Others Present:

Approve Agenda: Supervisor Cullen moved approval of the agenda as presented, second by Supervisor Homan. ADOPTED.

Citizen Participation, Communications and Announcements: None.

Approval of Minutes:

November 18, 2025 Minutes: Supervisor Cullen moved to approve the November 18, 2025, minutes, second by Supervisor Homan. ADOPTED.

Approval of Transfers:

Health Care Center Transfer over \$10,000: Supervisor Cullen moved to approve the Health Care Center transfer, second by Supervisor Bobzien. ADOPTED.

Jail Transfer over \$10,000: Supervisor Cullen moved to approve the Jail transfer, second by Supervisor Bobzien. ADOPTED.

Medical Examiners Capital Transfer over \$10,000: Supervisor Cullen moved to approve Medical Examiners Capital transfer, second by Supervisor Bobzien.

Brent explained funds from the Fairgrounds grandstand project that were left over from value engineering the project would be used to transfer. The committee questioned the disposal of the lead-painted boards. Brent explained the construction company would properly dispose of the boards.

ADOPTED.

Review, Discussion and Possible Action:

Approval to Purchase a Mortuary Lift: Supervisor Cullen moved to approve to purchase a mortuary lift, second by Supervisor Homan.

Brent explained in the committee approval the part stating "amending the 2025 Facilities Management budget" needed to be removed as it was not a budget amendment. Brent also noted that the approval is contingent on the Finance Committee's approval of the transfer.

ADOPTED.

Update on Medical Examiners Garage Renovation Project:

Schedule: Brent explained that on November 21st the City came out for a sight inspection giving temporary occupancy, noting final occupancy will not be given until the brick veneer is completed. A future meeting to tour the newly remodeled space was discussed.

Updates on the Law Enforcement Services Jail Project:

Schedule: Brent discussed the site inspection where the city expressed concerns about trees and shrubs not being planted per the sheriff's request. The team is working to obtain an amended landscape plan and determine point deductions for missing plants, with Badger State Landscaping providing a credit sheet to help track missing items. The project is awaiting final approval from the jail inspector, who requires written documentation of HVAC compliance and other balance reports, while the team is also addressing punch list items and scheduled to work on bars, railing in the outdoor rec, and precast bathroom components.

Next meeting date and time-December 16, 2025 8:00 AM:

Adjournment: Supervisor Homan moved adjournment at 8:30 AM, second by Supervisor Cullen.
ADOPTED.

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.