

**Jefferson County Board
Committee Minutes
July 9, 2015
Infrastructure Committee**

1. Call to order

Meeting was called to order by Jones at 10:30 a.m.

2. Roll call of Committee Members

John Kannard, Russell Kutz, Mike Kelly, Richard Jones and Greg David.

Others Present: Tammie Jaeger, Administrative Secretary; Ben Wehmeier, County Administrator; Bill Kern, Highway Commissioner; Brian Lamers, Finance Director; Jim Schroeder, County Board Chairman and Mark Miller, Central Services Manager.

3. Certification of compliance with the Open Meetings Law

Staff reported that the meeting agenda was properly noticed in compliance with the law.

4. Review of the Agenda

No changes were made

5. Public Comment None

6. Approval of the June 3, 2015 Infrastructure Committee meeting minutes

Motion by David; Second by Kannard to approve the June 3, 2015 Infrastructure Committee meeting minutes as presented. (Ayes -All) Motion Carried.

7. Communications

- a. FacilityDude software information

8. Update on old highway facility

Wehmeier explained that for the most part everything has been moved to the new highway facility. Staff is developing surveys and starting to work on appraisals. No action taken.

9. Update on punch list for the new highway facility

Kern explained that they are still working on a few items on the punch list. The salt shed and brine system should be finished in mid-August. No action taken.

10. Update on Highway Satellite Shops

Kern is working with the architect on the satellite shops to determine building location and design. He hopes to have everything ready to get this project out for bid in the next few weeks. No action taken.

11. Discussion and possible action on a professional service contract with FacilityDude software application for maintenance, repair & improvement of county buildings

Information was provided for the committee to review. Wehmeier explained that this software tracks work orders on a day to day basis and they can also provide a complete facility condition assessment. He gave a presentation on the FacilityDude software. Cost of the assessment for all of our county facilities and maintenance software is \$41,909.

Motion by David; Second by Kannard to approve the FacilityDude software and assessment. (Ayes-All) Motion carried.

12. Discussion and possible action on courthouse parking lot repair & improvements

Wehmeier explained that they need to repair the surface of the parking lot and the change the lighting. Miller is waiting for all of the quotes to come in. This will be discussed again at the next meeting. No action taken.

13. Discussion and possible action on Task Force Assignments

Wehmeier explained that the facility condition is one of the recommendations that was made by the Task Force. This will be discussed at the next meeting. No action taken.

14. Discussion and possible action on fee structure for the use of conference rooms

Wehmeier recommended that this become part of the 2016 Budget's fee schedule. No action taken.

15. Discussion and possible action on demolition of property located at 211 E. Washington Street, Jefferson

Wehmeier said that the county purchased this property with the intent to demo the house so it could be used for parking. Recently they have been looking at moving this house or using it for a family in need for 12-18 months. There was an inspection done for use as a rental property. Miller said that electrical and plumbing are going to be issues. The committee discussed selling it at auction. They will review the final report and determine what should be done. No action taken.

16. Central Services Financial Report (May)

Financial Reports were provided for the committee to review. No action taken.

17. MIS Financial Report (May)

Financial Reports were provided for the committee to review. No action taken.

18. Potential items for the Committee's next meeting

- Approval of the July 9, 2015 Infrastructure Committee minutes
- Update on new highway facility
- Update on the old highway facility
- Human Services Project Update
- Update on Highway Satellite Shops
- Update on Task Force assignments

19. Set next meeting date:

- August 5, 2015 at 9:00 a.m. Sheriff's Shooting Range, W7082 County Hwy V, Lake Mills, WI 53551.

20. Adjourn

Kannard made a motion to adjourn; Second by Kutz at 11:21 a.m. Ayes – All (Motion Carried)