

**Jefferson County Board
Committee Minutes
April 6, 2016
Infrastructure Committee**

1. Call to order

Meeting was called to order by Kutz at 9:00 a.m.

2. Roll call of Committee Members

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

Absent: Mike Kelly

Others Present: Ben Wehmeier, County Administrator; Brian Lamers, Finance Director; Mark Miller, Central Services Supervisor; Barbara Frank, County Clerk; J. Blair Ward, Corporation Counsel, Julie Kessenich, Kessenich-Tesmer Design and Jim Schroeder, County Board Chair.

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 March 2, 2016 Infrastructure Committee meeting minutes

Motion by Kannard; Second by David to approve the March 2, 2016 Infrastructure Committee meeting minutes as corrected. (Ayes -All) Motion Carried.

7. Communications

- County Board Room Remodel Cost Estimates
- Parking Lot Landscape Plan
- Request from Human Services to Recognize Child Abuse Prevention Month to display pinwheels on the Courthouse property

8. Update on ERP Software Package

Lamers explained that they are moving forward with Tyler-Munis software package. The contract negotiation will be discussed at the next Finance Committee meeting on April 14th. No action taken.

9. Discussion and possible action on updating the County Board room and courthouse conference rooms

Cost estimates for updating the County Board and conference rooms were provided for review. Wehmeier explained that there is \$41,000 available to use for this purpose. Some areas of concern are the ceiling, walls, paint, audio system, chairs, paneling and blinds. Miller will get bids on sealing the exterior walls for the entire courthouse building. The committee is in agreement for staff to get bids for the sound system, sealing of exterior walls, paint, blinds and supervisor chairs. No action taken.

10. Discussion and Possible Action on courthouse employee break room, bathrooms and outdoor space

Wehmeier explained that they would like to paint and do minor repairs in the courthouse conference rooms. Cost for all three rooms would be \$5,800. Wehmeier said that there is \$15,000 from P Card purchases that could be used for updating the employee breakrooms. An outdoor landscape plan was provided for review. Staff will look into purchasing new picnic tables, new flag poles and will also work with the Parks Department to make the area a park like setting for employees and the public. The committee toured the employee breakrooms. Kessenich will work on design proposals for these projects.

Motion by Kannard; Second by David to support these projects. Ayes-All (Motion Carried).

Motion by Kannard; Second by David to approve using the money from P Card purchases to update the employee breakrooms. Ayes-All (Motion Carried).

11. Review of Space Needs Analysis

An email with the previous space needs analysis was provided for review. Wehmeier suggested that the committee review the information, update the current space needs analysis, set priorities and tie it in with the FacilityDude software. The Space Needs Analysis will be scanned and shared with the committee. The committee will review Phase I and work with departments on updating the document. No action taken.

12. Update on Old Highway Facility

Wehmeier said that staff is working to get the demolition completed and will also continue working on the environmental issues. No action taken.

13. Update on punch list for new highway facility

Wehmeier explained that there are a few minor items that are being addressed. No action taken.

14. Update on future use or sale of old salt sheds

Wehmeier explained that there are no updates at this time. No action taken.

15. Update on Satellite Shops

The project is currently out for bids. No action taken.

16. Potential items for the Committee's next meeting

- Approval of the April 6, 2016 Infrastructure Committee minutes
- Update on Satellite Shops
- Update on FacilityDude software application for maintenance, repair & improvement of county buildings (Demonstration in May)
- Update on Old Highway Facility
- Update on punch list for new highway facility
- Update on old salt sheds
- Update on updating the County Board Room and conference rooms
- Update on Employee Breakroom and outdoor space
- Review of Space Needs Analysis
- Update on ERP System

17. Financial Reports (December)

Financial Reports for Central Services and MIS were provided for review. No action taken.

18. Set next meeting date:

- May 4, 2016 at 9:00 a.m. at the Courthouse.

19. Adjourn

David made a motion to adjourn; Second by Kutz at 11:00 a.m. Ayes – All (Motion Carried)