

**Jefferson County Board
Committee Minutes
May 4, 2016
Infrastructure Committee**

1. Call to order

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

2. Roll call of Committee Members

Glen Borland, Greg David, Dick Jones, John Kannard, Russ Kutz

Others Present: Ben Wehmeier, County Administrator; Brian Lamers, Finance Director; Barbara Frank, County Clerk; Jim Koehn, Jefferson Golf Course; Brad Calaway, Jefferson Golf Course 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. Election of Committee Chair, Vice Chair, Secretary

Kannard nominated David for Chair; Second by Jones (Ayes-All) Motion Carried.

Kutz nominated Kannard for Vice Chair; Second by Jones (Ayes-All) Motion Carried.

David nominated Kutz for Secretary; Second by Kannard (Ayes-All) Motion Carried.

5. Review of the Agenda

Item #19 was moved up to accommodate Jefferson Golf Course staff

6. Public Comment

None

7. Approval of the April 6, 2016 Infrastructure Committee meeting minutes

Motion by Kutz Second by Jones to approve the April 6, 2016 Infrastructure Committee meeting minutes as corrected. (Ayes -4 Borland Abstained) Motion Carried.

8. Communications

- Draft Parking Ordinance

9. FacilityDude Software Demonstration

This will be done at a future meeting.

10. Discussion and possible action on amending Parking Ordinance

A draft of the parking ordinance was provided for review. Wehmeier discussed the ordinance. Kannard recommended changes regarding the hours that the parking restrictions are in place for the courthouse lot and also proposed changing the signs to include the hours of restricted parking. Sheriff staff and Corporation Counsel will be asked to attend the next meeting for further discussion. No action taken.

11. Update on ERP System

Staff is finalizing the contract and will forward this to the county Board in June. No action taken

12. Update on updating the County Board room and courthouse conference rooms

Wehmeier said that the chairs have been ordered for the county board room. The exterior sealing for the county board room will be done soon. Central Services is getting prices for sealing the entire building. The committee will not use a design consultant at this time. No action taken.

13. Update on remodeling courthouse employee break room, bathrooms and outdoor space

Wehmeier said that they will be starting with the main employee break room. The plan is to ask the employees who use it what would work best for them. No action taken.

14. Review of county building Space Needs Analysis

Wehmeier will be meeting with Venture Architects who completed the Space Needs Analysis. He is looking for guidance and expectations from the committee on how to continue work on this project. David suggested meeting with certain departments to discuss their current needs and update the current Space Needs Analysis. Wehmeier emailed reports from the Space Needs Analysis. The committee will review this information and discuss this again at the next meeting. No action taken.

15. Update on disposition of old highway facility

Wehmeier explained that progress is being made. There are still some structures in the process of being removed. There are some environmental issues that need to be taken care of. No action taken.

16. Update on punch list for new highway facility

Wehmeier said there are minor issues that are being worked out. No action taken.

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

Wehmeier said that there is interest in purchasing two of the old salt sheds. They are working with the DOT in moving the other shed to the Concord site.

18. Discussion and possible action on highway satellite shops related to bids

Wehmeier said that they are making a recommendation not to accept any of the bids that were received. There may be a joint meeting with the Highway Committee to discuss next steps for the highway satellite shops.

Motion by Kannard; Second by Kutz to reject all bids. (Ayes-All) Motion carried.

19. Discussion of future uses of clubhouse property located in the City of Jefferson

Koen and Calaway from the Jefferson Golf Course discussed the clubhouse property. They no longer need this property and are looking for potential buyers. This group approached the county to see if there is any interest in purchasing the property for county use. The committee would like to see a list of potential uses for the property. If there is potential use, the committee would like to tour the property. No action taken.

20. Potential items for the Committee's next meeting

- Approval of the May 4, 2016 Infrastructure Committee minutes
- FacilityDude Software Demonstration
- Update on Satellite Shops
- Update on Old 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
- Possible tour of the courthouse
- Possible bid opening for roofing & boiler
- Discussion of the Sustainability Task Force
- Discussion of future uses of clubhouse property located in the City of Jefferson

21. Financial Reports (March)

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

22. Discuss future meeting schedule. Set next meeting date (June 1, 2016)

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

23. Adjourn

Jones made a motion to adjourn; Second by Kannard at 10:27 a.m. Ayes – All (Motion Carried)