

**Jefferson County Board
Committee Minutes
June 1, 2016
Infrastructure Committee**

1. Call to order

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

2. Roll call of Committee Members

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

Others Present: Ben Wehmeier, County Administrator; Brian Lamers, Finance Director; Mark Miller, Central Services Manager; Captain Jerry Haferman; Sergeant Brian Olson; J. Blair Ward, Corporation Counsel; Brian Udovich, Highway Operations Manager 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 made.

5. Introduction of Committee Members

The committee members introduced themselves, gave a brief biography and talked about their interests and concerns regarding county infrastructure. No action taken.

6. Public Comment

None

7. Approval of the May 4, 2016 Infrastructure Committee meeting minutes

Motion by Kannard Second by Kutz to approve the May 4, 2016 Infrastructure Committee meeting minutes as corrected. (Ayes -All) Motion Carried.

8. Communications

- Draft copy of the Parking Ordinance

9. Review suggestions for Dementia Friendly County - Courthouse Facilities

Wehmeier explained that the ADRC has been active in making the county dementia friendly. An analysis was done in the county buildings. The findings were provided for the committee to review. Wehmeier reviewed some of the recommended changes. This will be on future agendas for further discussion. No action taken.

10. Discussion and possible action to amend Parking Ordinance

A copy of the draft Parking Ordinance was provided for review. Ward reviewed the changes to the ordinance. The committee discussed the cost of the tickets at the different locations.

Motion by Kannard; Second by Borland to amend section (h) of the proposed Parking Ordinance regarding bail payments before referring to County Board for action. (Ayes-All) Motion carried.

Motion by Jones; Second by Kannard to amend section (g) of the proposed Parking Ordinance designating the fine amounts of \$50 for 1st offense, \$75 for 2nd offense and \$100 for 3rd offense before referring to County Board for action .

Motion by Kannard; Second by Jones to forward the revised Parking Ordinance to the County Board for their consideration. (Ayes-All) Motion carried.

11. Discussion and possible action concerning bids for courthouse/MIS roofing

Miller solicited bids for reroofing of the courthouse and the MIS building. The following bids were received: Hernandez Roofing - \$105,600 (Courthouse); C & C Roofing LLC - \$100,354.62 (Courthouse) \$36,996.36 (MIS); Winding Roofing - \$121,014 (Courthouse); Pioneer Roofing \$59,487 (Courthouse) \$19,494 (MIS) and Gary Brown Roofing \$124,000 (Courthouse).

Motion by Kannard; Second by Borland to accept the bid from Pioneer Roofing in the amount of \$59,487 for the Courthouse and \$19, 494 for the MIS Building and forward to the County Board for their consideration. (Ayes-All) Motion carried.

- 12. Discussion of incorporating tasks of Sustainability Task Force into Infrastructure Committee**
David was the previous chair of the Sustainability Task Force. There are several items in the Strategic Plan that should be addressed. Information will be sent out to the committee and this will be discussed at the next meeting. No action taken.
- 13. Update on clubhouse property located in the City of Jefferson**
Schroeder explained that this is no longer an option. No action taken.
- 14. Update on Enterprise Resource Planning (ERP) System**
Wehmeier explained that they are working out the details of the contract. The contract will be going to the County Board in June for their consideration. (Ayes-All) Motion carried.
- 15. Update on updating the County Board room and courthouse conference rooms**
Miller said that the new chairs are on the way and the exterior has been pressure washed, sealed and painted. Lamers explained that they are working with a specialist to determine the problem with the audio system before ordering a brand new system. No action taken.
- 16. Update on remodeling courthouse employee break room, bathrooms and outdoor space**
Staff has been in touch with employees to get their feedback on what would work for them in the break rooms. They are talking about additional outdoor seating and have been in discussions with the Parks Department regarding other options for outdoor space. No action taken.
- 17. Review of county building Space Needs Analysis**
Wehmeier explained that the Department Heads have reviewed the original space needs study and have updated their current needs. Wehmeier met with the original architects to discuss a possible update to the analysis. Wehmeier will meet with staff and come up with a plan to move forward. No action taken.
- 18. Update on highway satellite shops**
Wehmeier said that they received initial numbers back. Staff will meet with Maas Construction to review the bids and building specs and discuss what county staff can complete. There will be a joint meeting with Highway to discuss this in the future. No action taken.
- 19. Potential items for the Committee's next meeting**
 - Approval of the June 1, 2016 Infrastructure Committee minutes
 - Review suggestions for Dementia Friendly County – Courthouse Facilities
 - Discussion of incorporating tasks of Sustainability Task Force into Infrastructure Committee
 - Discussion and possible action on parking lot expansion
 - FacilityDude Software Demonstration
 - Update on Satellite Shops
 - Update on updating the county board room and conference rooms
 - Update on employee breakroom and outdoor space
 - Review of Space Needs Analysis (August)
 - Possible tour of the courthouse
 - Possible bid opening for roofing & boiler
- 20. Financial Reports (April)**
Financial Reports for Central Services and MIS were provided for review. No action taken.
- 21. Possible Tour of Courthouse**
No tour was taken.
- 22. Discuss future meeting schedule. Set next meeting date** (July 6, 2016 at 9:00 a.m. at Fair Park)
- 23. Adjourn**
Kannard made a motion to adjourn; Second by Jones at 10:45 a.m. (Ayes – All) Motion Carried