

**Jefferson County Board  
Committee Minutes  
July 6, 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; Ryan Mundt, Human Services Maintenance Supervisor; Brian Lamers, Finance Director; Mark Miller, Central Services Maintenance Supervisor; Kathi Cauley, Human Services Director 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. Public Comment**

None

**6. Approval of the June 1, 2016 Infrastructure Committee meeting minutes**

Motion by Kutz Second by Borland to approve the June 1, 2016 Infrastructure Committee meeting minutes as presented. (Ayes -All) Motion Carried.

**7. Communications**

- Resolution – Accepting bid for Hillside Window Replacement (Draft)
- Draft Parking Lot Project Proposal
- Compilation of Proceedings Reports – Workshops 1-4 Sustainability Task Force
- Strategic Plan Final Report
- Selected pages from the Strategic Plan

**8. Discussion and possible action on bids for window replacement at Hillside**

A draft resolution was provided for the committee to review. Four bids were received: Lueck's, Inc. \$54,180; Softer Lite \$53,435; Baker Glass \$46,760 and Jefferson Glass \$45,800.

Motion by Kannard; Second by Jones to accept the bid from Jefferson Glass in the amount of \$45,800 and forward the resolution to County Board for their consideration. (Ayes-All) Motion carried.

**9. Discussion and possible action on bids for Human Services camera project**

Mundt said that they are currently working on finalizing the equipment and size of recording devices that are needed. This will be discussed next month. No action taken.

**10. Update on Human Services Projects**

Mundt explained that there are several items that will be discussed at the next Human Services Board meeting: The projects include Lueder Haus roof replacement, furnace, stoop rebuild and railing. They will also discuss mechanicals upgrades for several Human Services buildings. The solar project grant is filed. Mundt will update the committee on the solar project when they have more information. No action taken.

**11. Discussion and possible action on exterior maintenance for Courthouse**

Wehmeier explained that they sealed a portion of the courthouse building. They are currently getting quotes on completing the rest of the building. The 1<sup>st</sup> phase includes power washing & weatherproofing in the amount of \$24,650. The 2<sup>nd</sup> phase is Aphis repair, painting and caulking in the amount of \$22,465. These items are not budgeted so it would need to go to finance for a contingency transfer.

Motion by Jones; Second by Kannard to support these projects and forward it to the Finance Committee for their consideration. (Ayes-All) Motion carried.

**12. Review suggestions for Dementia Friendly County – Courthouse Facilities**

Central Services is working on some of these items. More information will be brought to the committee in the future. No action taken.

**13. Discussion of incorporating tasks of Sustainability Task Force into Infrastructure Committee**

David distributed a compilation of Proceedings Reports, Actions/Strategies Appropriate for Sustainability Plan and selected pages from the Strategic Planning Committee for the committee to review. David suggested holding a seminar or workshop for the County Board. The committee discussed items that would be good topics of discussion. Wehmeier suggested looking at the LEAD Standards. A brief presentation will be made at a County Board meeting in Spring. David discussed looking at creating a Sustainability and Energy Plan. The committee is asked to review the information that was distributed so that it can be discussed at a future meeting. David and maintenance staff will meet before the next Infrastructure Committee meeting to discuss ideas. This will be discussed at the next meeting. No action taken.

**14. Discussion and possible action on parking lot expansion**

A map of a proposed parking lot expansion was provided for review. This will have to go to the City's Planning Commission for their approval. The revised plan would create 56 parking spots. It is anticipated that this will be completed by fall.

Motion by Jones; Second by Kannard to support the revised parking lot expansion plan. (Ayes-All) Motion carried.

**15. Update on remodeling the County Board room and courthouse conference rooms**

Wehmeier said that there have been several updates made to the County Board Room. They include installation of new blinds, new chairs and work on the sound system. State and County seals will be installed behind the County Board Chair desk. No action taken.

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

Wehmeier explained that paint samples and different options for furniture will be displayed in the break room. Employees will have the opportunity to vote on what they like best. No action taken.

**17. Update on highway satellite shops**

Wehmeier met with Maas Bros for suggestions and recommendations. Contractor prices are currently high and are expected to increase by 10-12%. There will likely be a joint meeting with the Highway Committee in the future. No action taken.

**18. Potential items for the Committee's next meeting**

- Approval of the July 6, 2016 Infrastructure Committee minutes
- Review suggestions for Dementia Friendly County – Courthouse Facilities
- Discussion and possible action on bids for the Courthouse boiler
- Review requested 2017 Capital Projects
- Discussion and possible action on bids for the Human Services Camera Project
- 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 (September)
- Possible tour of the courthouse

**19. Financial Reports (April)**

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

**20. Tour of the Fair Park**

The committee toured Fair Park.

**21. Discuss future meeting schedule. Set next meeting date (August 3, 2016 at 9:00 a.m.)**

**22. Adjourn**

The committee adjourned at 10:45 a.m. (Ayes – All) Motion Carried