

**Jefferson County Board  
Committee Minutes  
August 2, 2017  
Infrastructure Committee**

**1. Call to order**

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

**2. Roll call of Committee Members**

Greg David, Dick Jones, John Kannard, Laura Payne & Gary Kutz

Others Present: Ben Wehmeier, County Administrator, Ryan Mundt, Human Services Maintenance Supervisor; Sharon Ehrhardt, Solid Waste Program Assistant; Captain Dune Scott; Terri Palm-Kostroski, HR Director; John Rabeth, Systems and Applications Manager.

**3. Certification of compliance with the Open Meetings Law**

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

**4. Review of the Agenda**

Item #10 was moved to accommodate staff.

**5. Public Comment**

None

**6. Communications**

- Printer RFP Executive Summary
- Map of concrete areas at Human Services
- Memo & information on Inmate Communication Systems

**7. Approval of the July 5, 2017 Infrastructure Committee meeting minutes**

Motion by Kannard; Second by Payne to approve the July 5, 2017 Infrastructure Committee meeting minutes as presented. (Ayes -All) Motion Carried.

**8. Update on mass notification system & alert system bids**

Palm-Kostroski explained that an RFP was issued and 6 responses were received. They are currently waiting for responses to some follow up questions. This will be brought back to committee for consideration at a future meeting. No action taken.

**9. Update on concrete installation and sidewalk replacement bids**

Mundt provided a map of project locations for review. Bids will be in on Monday and will go to the Human Services Board meeting on Tuesday and forwarded to the County Board for their consideration. There is money in the budget.

Motion by Jones; Second by Kannard to approve a bid up to \$40,000 and send a resolution to the County Board for their consideration. (Ayes-All) Motion carried.

**10. Discussion and possible action on multifunctional copier replacement bids**

A summary of the RFPs was provided for review. Ehrhardt reviewed the information and the process. Corporate Business Systems (CBS) and HP, Inc. were recommended. Staff will follow up with these two companies and bring a recommendation back to the committee at the September meeting. No action taken.

**11. Discussion and possible action on inmate communications system bids**

Scott provided information for review. An RFP was issued for this project. Responses were received from Securus Technologies and Stellar Services, Inc. Scott recommends Securus Technologies for phone and video visitation.

Motion by Jones; Second by David to approve using Securus Technologies, Inc. (Ayes-All) Motion Carried.

**12. Discussion and possible action on MIS reorganization**

Wehmeier discussed the current organizational chart for MIS. The proposed recommendation is to create an MIS/IT Director to oversee the following positions: Senior Systems Program Analyst, Programmer Analyst, Network/Security Analyst, Network Specialist, Microcomputer Specialist and Microcomputer Technician. The committee supports this idea. No action taken.

**13. Review of 5 Year Capital Plan**

Wehmeier discussed the proposed 5 Year Capital Plan as requested for the 2018 Budget. He highlighted some key projects. No action taken.

**14. Update on restroom remodeling**

Wehmeier said that the project is expected to start in mid-August. No action taken.

**15. Financial Reports (June)**

Financial Reports for Central Services and Management Information Systems (MIS) were provided for review. No action taken.

**16. Discuss future meeting schedule. Set next meeting date** (September 6, 2017 – 9:00 a.m.)

**17. Discuss potential agenda items for the Committee's next meeting**

- Approval of the August 2, 2017 Infrastructure Committee meeting minutes
- Update on Restroom Remodeling
- Update on Outdoor Space Plan
- Discussion and possible action on judicial parking
- Copier/Printer Bids
- Mass Notification & Alert Systems Bid
- MIS reorganization update

**15. Adjourn**

Motion by Jones; Second by Kannard to adjourn at 10:44 a.m. (Ayes – All) Motion Carried.