

# **Infrastructure Committee**

## **AGENDA**

Jefferson County Courthouse  
311 S. Center Avenue, Room 112  
Jefferson WI 53549

Monday, November 14, 2016

6:15 p.m.

### **Committee Members**

Glen Borland, Greg David-Chair, Dick Jones, John Kannard-Vice Chair, Russ Kutz-Secretary

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment  
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Approval of the November 2, 2016 Infrastructure Committee meeting minutes
7. Communications
8. Review and possible action on bids for Human Services camera project
9. Discuss future meeting schedule. Set next meeting date (December 7, 2016)
10. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body,  
including the Jefferson County Board of Supervisors, may be present at this meeting.

***Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting/visit at 920-674-7101 so appropriate arrangements can be made.***

**Jefferson County Board  
Committee Minutes  
November 2, 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; Jim Schroeder, County Board Chair, Mark Miller, Central Services Maintenance Supervisor and Ryan Mundt, Human Services Maintenance Supervisor.
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 October 5, 2016 Infrastructure Committee meeting minutes**  
Motion by Kannard; Second by Borland to approve the October 5, 2016 Infrastructure Committee meeting minutes as presented. (Ayes -All) Motion Carried.
7. **Communications** None
8. **Review and possible action on bids for Human Services camera project**  
Mundt said that the bids are due Friday, November 4<sup>th</sup>. It was suggested that the Infrastructure Committee schedule a meeting for Monday, November 14<sup>th</sup> before the County Board meeting to review the bids. No action taken.
9. **Review Space Needs Analysis**  
Wehmeier said that there is no update on this. He suggested that we may want to look at the priorities and maintenance to our existing facilities. No action taken.
10. **Review suggestions for Dementia Friendly County – Courthouse Facilities**  
Miller does not have any updates. No action taken.
11. **Discussion of incorporating tasks of Sustainability Task Force into Infrastructure Committee**  
David said that he met with staff to discuss sustainability. Miller has improved lighting and completed some smaller projects. The Central Services budget funds for sustainability have been reduced. Mundt explained that Human Services is looking at a solar system. They have a grant that has been accepted for this project. No action taken.
12. **Update on satellite shops**  
Wehmeier said the joint committee met on this. Work continues with Kern and the architects. No action taken.
13. **Facility Dude demonstration – Software program for maintenance, repair and improvement of county buildings**  
- The committee will view a demonstration on Facility Dude at a future meeting. No action taken.
14. **Update on remodeling courthouse employee breakroom, bathrooms and outdoor space**  
Wehmeier said that there are paint and carpet samples for employee input. for Room 202 and 203 and the lounges on the south end. No action taken.
15. **Update on potential property acquisition of 302 S. Center Ave, and 210 E. Dodge Street**  
Wehmeier said that the Finance Committee discussed this and there should be a signed offer today. Miller did a walk through. Somebody is interested in moving the house. No action taken.

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

- Approval of the November 2, 2016 Infrastructure Committee minutes
- Review suggestions for Dementia Friendly County – Courthouse Facilities
- Discussion of incorporating tasks of Sustainability Task Force into Infrastructure Committee
- Update on Satellite Shops
- Facility Dude Demonstration (December Meeting)
- Update on updating the county board room and conference rooms
- Update on employee breakroom and outdoor space
- Review of Space Needs Analysis
- Possible tour of the new parking lot
- Discussion and possible action on bids for Human Services camera project (November 14<sup>th</sup>)
- Update on potential property acquisition of 302 S Center Avenue and 210 E. Dodge Street
- Presentation on Solar Energy
- Presentation on ERP System

**17. Financial Reports (September)**

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

**18. Discuss future meeting schedule. Set next meeting date** (November 14<sup>th</sup>, 2016 – 6:15 p.m., December 7, 2016 at 9:00 a.m.)

**19. Possible tour of new parking lot**

The committee did not tour the parking lot.

**20. Adjourn**

Motion by Kannard; Second by Jones to adjourn at 9:54 a.m. (Ayes – All) Motion Carried

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