

Infrastructure Committee

AGENDA

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

Wednesday, February 1, 2017

9:00 a.m.

Committee Members

Glen Borland, Greg David-Chair, Dick Jones, John Kannard-Vice Chair, Laura Payne-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 January 4, 2017 Infrastructure Committee meeting minutes
7. Communications
8. Presentation – 4D Energy Group – Doug Shackelford
9. Discussion and possible action on bids for old highway demolition
10. Update on parking lot cost
11. Update on remodeling courthouse employee break room, bathrooms and outdoor space
12. Discuss potential agenda items for the Committee's next meeting
13. Financial Reports (December)
 - a. Central Services
 - b. Management Information Systems (MIS)
14. Discuss future meeting schedule. Set next meeting date (March 1, 2017)
15. 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
January 4, 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**
Glen Borland, Greg David, Dick Jones, John Kannard and Laura Payne.
Others Present: Ben Wehmeier, County Administrator 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 Secretary**
No action taken.
5. **Review of the Agenda**
No Changes made.
6. **Public Comment**
None
7. **Approval of the December 7, 2016 Infrastructure Committee meeting minutes**
Motion by Kannard; Second by Borland to approve the December 7, 2016 Infrastructure Committee meeting minutes as corrected. (Ayes -All) Motion Carried.
8. **Communications** None
9. **Review suggestions for Dementia Friendly County – Courthouse Facilities**
Wehmeier explained that there was an analysis done by Human Services staff. Funds from the 2017 budget will be used to make some changes, including signage and carpeting some areas at the courthouse. No action taken.
10. **Review of Space Needs Analysis**
Wehmeier asked for guidance from the committee on how to proceed with this. Fiscal concerns need to be considered. The committee discussed focusing on general maintenance of existing facilities. There is some concern for the MIS building and the dispatch center. The committee agreed to continue status quo for now and not start a new space needs project at this time. No action taken.
11. **Update on property located at 302 S. Center Avenue and 210 E. Dodge Street**
Wehmeier said that the County Board authorized to proceed with the purchase of these properties. Closings will be scheduled soon. The home may be used for Human Service's needs. No action taken.
12. **Presentation on ERP System**
This item was postponed. No action taken.
13. **Discussion of incorporating tasks of Sustainability Task Force into Infrastructure Committee**
David asked if the Administration and Rules Committee has started looking at the strategic plan as it may relate to Sustainability. David met with 4D Energy Group on turning garbage into energy. The committee will have a presentation on this at their next meeting. For more information the committee can go to D4Energy.com. David reminded the committee to continue to view the crash course and learn about the 3 E's. No action taken.
14. **Update on satellite shops**
Wehmeier said that it is anticipated that approval of the RFP will go to the Board in March. Review of bids for remaining facilities at the old site may take place at the next meeting.
15. **Update on remodeling courthouse employee break room, bathrooms and outdoor space**
Wehmeier said that the meeting rooms upstairs have been painted. The main bathrooms upstairs will be remodeled this year. Bid documents will be issued for this project. Outdoor projects will be addressed in spring. No action taken.

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

- Approval of January 4, 2017 committee meeting minutes
- ERP Demonstration (future meeting)
- Presentation from 4D Energy Group
- Discussion and possible action on bids for old highway demolition
- Update on parking lot cost

17. Financial Reports (November)

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

18. Discuss future meeting schedule. Set next meeting date (February 1, 2017 at 9:00 a.m.)

19. Adjourn

Motion by Jones; Second by Kannard to adjourn at 10:08 a.m. (Ayes – All) Motion Carried/

DRAFT