

**Jefferson County Board
Committee Minutes
March 2, 2016
Infrastructure Committee**

1. Call to order

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

2. Roll call of Committee Members

John Kannard, Russell Kutz, Mike Kelly and Greg David.

Excused: Richard Jones

Others Present: Tammie Jaeger, Administrative Secretary; Ben Wehmeier, County Administrator; Kathi Cauley, Human Services Director, Ryan Mundt, Maintenance Supervisor, Human Services; Mark Miller, Maintenance Supervisor; Brian Lamers, Finance Director; Supervisor Walt Christensen and Roland Welsch, IT Manager.

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

Items 10 & 13 were moved up to accommodate staff

5. Public Comment

None

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

Motion by Kelly; Second by David to approve the February 1, 2016 Infrastructure Committee meeting minutes as corrected. (Ayes -All) Motion Carried.

7. Communications

- Handout on JCEDC Office Space
- Workforce Development Center PV Project Potential
- Wireless Bid Information

8. Discussion and Possible Action on bids for Courthouse Wireless Projects

Welsch provided bid information for review. The system we have now is an entry level system and the manufacturer no longer supports it. Three bids were received. 1) ESG - Ruckus 2) CDWG – Cisco Meraki 3) Core Vision IT Solutions – Xirrus.

Motion by Kannard; Second by Kelly to enter into a contract with ESG - Ruckus in the amount of \$50, 215, with an additional \$10,500 for wiring. (Ayes-All) Motion Carried.

9. Discussion and Possible Action related to JCEDC office space

A diagram showing space allocation and cost information was provided for review. Wehmeier explained that the JCEDC plans to join with WEDO. Some of the funds would come from WEDO.

Motion by Kannard; Second by David to proceed with the changes to the office space, contingent on the MOUs between JCEDC and WEDO. (Ayes-All) Motion Carried.

10. Discussion and Possible Action related to potential Solar System for Workforce Development Facility

A handout was provided for review. Mundt explained that Sustainable Engineering Group felt that the building would be a good candidate for a solar system. Human Services would like to do a feasibility study and get estimates from contractors for cost. There is a grant opportunity to fund up to 50% of this project.. Human Services has funds available to do the initial work.

Motion by David; Second by Kannard to seek a professional service with Sustainable Engineering Group to develop a solar system for workforce development. (Ayes-All) Motion Carried.

11. **Update on FacilityDude software application for maintenance, repair & improvement of county buildings**
Miller & Mundt explained that staff will start the work order portion of the software in March. Equipment data is being entered into the system. No action taken.
12. **2016 Central Services projects update**
Miller provided a handout for review. Non-Lapsing and Carryover projects include Re-Roof Section of Sheriff's Department, HVAC – Courthouse, Re-Roof Sections at Courthouse, Re-Roof MIS Building, Boilers – Courthouse, Parking lot Washington Street, Replace Sally Port Garage Door/Underground Garage, Replace Approach Apron and Sidewalk Underground Parking, Seal Courthouse/ Paint County Board Room. No action taken.
13. **2016 Human Services projects update**
Cauley explained that they will be installing some new equipment on their boiler systems. Carryover Request funds will be put toward a new furnace and roof for Lueder Haus and windows for Hillside. Installation of the generator was completed at the Lueder Haus. They will repair the steps at Lueder Haus and make it wheelchair accessible. They will also be looking at cameras for the parking lots and buildings and installing 3 more keypad locks at workforce development. No action taken.
14. **Update on ERP Software Package**
Lamers explained that staff looked at 2 different software packages, New World and Tyler-Munis. Staff is leaning toward Tyler Munis. No action taken.
15. **Update on Old Highway Facility**
Wehmeier said that there is no update at this time. No action taken.
16. **Update on punch list for new highway facility**
Wehmeier explained that there are concrete issues with the maintenance bay that are being addressed. The Sheriff's Office is looking at relocating their maintenance to the new facility. No action taken.
17. **Update on future use or sale of old salt sheds**
Wehmeier explained that Kern met with the DOT to talk about moving one of the salt sheds to the Concord Site. The other two will probably be auctioned off. No action taken.
18. **Potential items for the Committee's next meeting**
 - Approval of the March 2, 2016 Infrastructure Committee minutes
 - Update on Satellite Shops
 - Update on FacilityDude software application for maintenance, repair & improvement of county buildings (Demonstration in May)
 - Update on Old Highway Facility
 - Update on punch list for new highway facility
 - Update on old salt sheds
 - Discussion and possible action on updating the County Board Room and conference rooms
 - Employee Breakroom and outdoor space
 - Review of Space Needs Analysis
 - Update on ERP System
19. **Set next meeting date:**
 - April 6, 2016 at 9:00 a.m. at the Courthouse.
20. **Adjourn**
David made a motion to adjourn; Second by Kelly at 10:48 a.m. Ayes – All (Motion Carried)