



CASS COUNTY BOARD OF COMMISSIONERS

CAPITAL PROJECTS COMMITTEE MEETING MINUTES

April 9, 2024

1. **CALL TO ORDER** – The meeting was called to order at 3:19 p.m. by Commissioner Jeremiah Jones.
2. **ROLL CALL** – Roll call was taken with Commissioner Jones, Administrator Matthew Newton and Finance Director Jennifer Rentfrow present. Marketing and Communications Manager Ambrosia Neldon was present to take minutes, and IT Office Manager James DeJong was present to manage technology. Two visitors were present.
3. **PUBLIC COMMENT** – No public comment was given.
4. **APPROVAL OF AGENDA** – Rentfrow moved, Newton seconded, to approve the agenda as presented.
5. **UNFINISHED BUSINESS** – There was no unfinished business.
6. **BROADBAND MAPPING PROJECT** – Chris Scharrer gave a presentation about broadband mapping efforts, which found that about 97% of parcels in Cass County have internet access. Newton will work with Comcast and MEC to develop a plan on the remaining 500 parcels which do not have access to internet, and with the County's GIS department on a plan to transfer the GIS data to the County.
7. **LAW AND COURTS BUILDING** – The committee reviewed quotes from Trane for a Chiller and front-end controller, both of which are reaching "mission critical" stage, according to Facilities Director David Rieff. The committee agreed to move the quotes forward to the board of commissioners for review.
8. **PUBLIC DEFENDERS' OFFICE RENOVATION** – This project will renovate a small space in the Law & Courts Building to accommodate the Public Defenders' Office using grant funds. Several construction companies were asked to submit bids, but because the project is so small only one company, Elite, submitted a bid. Elite is currently working on the Historic Courthouse Project, so working on another project in the same town (for the same customer) is more cost efficient than it would be for other companies. The committee agreed to move the bid from Elite on to the Board of Commissioners for a vote with the goal of completing the project before the next grant cycle.
9. **MISCELLANEOUS** – Newton will work to schedule a workshop with representatives from each building and the members of the Capital Projects Committee to develop a Capital Projects Plan.
10. **COMMITTEE MEMBER COMMENT** – None.
11. **ADJOURNMENT** – The meeting was adjourned at 4:15 p.m.