

**Jefferson County Board
Committee Minutes**

August 19, 2009

Infrastructure Committee

Call to order

Meeting called to order by Supervisor Kannard at 8:32 a.m.

Roll call

James Braughler, Richard Jones, John Kannard, Donald Reese, Carol Ward Knox

Others Present: Gary Petre – County Administrator; Bill Kern – Highway Commissioner; Gail Scott – Health Director; Terry Gard – Maintenance Supervisor; Captain Jerry Haferman; Mark Watkins – Director of Land & Water Conservation

Certification of compliance with the Open Meetings Law

The County Administrator reported that the meeting was properly noticed in compliance with the law.

Review of the Agenda

Items 12 & 13 will be included on the next meeting agenda.

Public Comment: None

Approval of the July 15, 2009 Infrastructure Committee meeting minutes

Motion made by Supervisor Reese; Second by Supervisor Jones to approve the July 15, 2009 Infrastructure Committee meeting minutes. (Ayes – All)

Report from the Highway Commissioner on potential cost estimates for the Highway facility planning design

Gary Petre and Bill Kern met with the City of Jefferson Staff. The city is still interested in the current Highway site. An environmental assessment for asbestos and hazmat would cost approximately \$15,000. Design costs for the Highway facility would be approximately \$1M. Currently there is nothing included in the 2010 Budget for this project. Bill will be discussing some funding options with the Highway Committee at their next meeting. The Committee will be updated at future meetings. No action taken.

Report from staff on the reconfiguring of the Sheriff's Department entrance

Reconfiguring the Sheriff's Department entrance is not a feasible option.

Discussion relating to relocating the Land and Water Conservation Department

Mark Watkins had a request from the Chief Executive Director (CED) of the Farm Service Agency (FSA). The FSA and the Natural Resource Conservation Service (NRCS) have outgrown their current office space and approached Watkins to discuss the idea of collocating Land & Water Conservation, USDA, FSA and the NRCS departments. The space needed to accommodate this would total approximately 7300 sq. ft. The following options were discussed: 1) These Departments would be willing to sign a long term lease and rent from the County if we had enough space 2) They are considering building office space that the County could rent from them 3) Keep things as they are. Watkins explained that these agencies were looking for some directions at their next meeting scheduled for the 1st week in September. Clients feel that it would be very beneficial to have these agencies in the same location. The idea of combining all of our land offices along with these other agencies was discussed. It was suggested that Dennis Helling, Director of Jefferson County Economic Development become part of this conversation. He may have some ideas or connections that could help with this situation. The Committee likes the concept, but has nothing to offer at this time. They will follow up on this at their next meeting.

Update and possible action on Sheriff's Department bids for ADA and Reroofing project in the jail

Mark Miller received a cost estimate of \$34,000. This project will need to go out on bid. Pete Weston is working on the bid specs for this project. The Reroofing bid specs are being reviewed by the Corporation Counsel.

Update on Workforce Development Board Web TV/Conferencing Center

Terry Gard told the committee that all the equipment for this project has been ordered. They are currently waiting for all of the parts to arrive so they can complete the installation.

Review and possible action on MIS Operational Audit report and recommendations

This item was postponed until next meeting.

Discussion and possible action on 2008 County Audit of internal controls at MIS

This item was postponed until next meeting.

Review 2010 Budget Capital Plans as submitted by County Departments

The 2010 Budget Capital Plans were provided for the Committee to review. The Committee reviewed the requests. No action was taken.

Discussion & possible action on using preparedness funds for remodeling at the Health Department

Gail Scott told the Committee that with the reduction in staff at the Health Department the remodeling improvements would be beneficial in helping the current staff be more efficient. It would also address any HIPAA privacy issues. Terry Gard discussed the two options 1) Remove reception desk, relocate wiring, and create a window space with locking sliding glass windows. The cost of the project would be \$2,469.00 not including staff time. 2) Install a locking dutch door at a cost of \$1,899. The staff prefers option 1.

A motion was made by Supervisor Jones; Second by Supervisor Reese to approve Option 1. (Ayes – All)

Tour of Facility

The Committee toured the facility.

Potential items for the Committee's next meeting

- Review and possible action on MIS Operational Audit report and recommendations
- Discussion and possible action on the Clifton Gunderson Report
- Report from the Highway Commissioner on potential cost estimates for the Highway facility planning and design
- Update and possible action on Sheriff's Department bids for ADA/Reroofing projects in the jail
- Discussion and possible action on 2008 County Audit of internal controls at MIS

Set future Committee meeting dates

September 17, 2009 – 8:30 a.m. Courthouse

October 22, 2009 – 10:30 a.m.

November 18, 2009 – 8:30 a.m.

December 16, 2009 – 8:30 a.m.

Adjourn

Supervisor Knox made a motion to adjourn; Second by Supervisor Reese at 12:17 p.m. (Ayes-All)