

**Jefferson County Board
Committee Minutes**

August 18, 2010

Infrastructure Committee

1. Call to order

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

2. Roll call of Committee Members

Richard Jones, Rick Kuhlman, Donald Reese. Mary Delany – Excused; Jim Schroeder – Present at 8:34 a.m.

Others Present: Gary Petre – County Administrator; John Molinaro – County Board Chairman; Supervisor Greg David; Roland Welsch – IT Manager; Terri Palm-Kostroski – HR Director; John Rageth – System & Applications Manager; Jan Blasing – Cousins Subs; Gary Haag – Tan A’Latte; Mark Miller – Maintenance Manager.

3. Certification of compliance with the Open Meetings Law

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

4. Review of the Agenda

No changes were made.

5. Public Comment: None

6. Approval of the June 23, 2010 Infrastructure Committee meeting minutes

Motion made by Supervisor Jones; Second by Supervisor Kuhlman to approve the June 23, 2010 Infrastructure Committee meeting minutes as printed. (Motion Carried)

7. Discussion and possible action on a Jefferson County Grounds Use Policy

This item was tabled until next meeting.

8. Update on serving lunch at the courthouse

Jan Blasing from Cousins Subs informed the committee that things seem to be working out well. They are currently at the courthouse on Wednesdays and are looking into adding an additional day to their schedule. No action taken.

9. Update on serving coffee at the courthouse – Tan’A’latte

Gary Haag from Tan A’Latte told the committee that things were going well. No action taken.

10. Review and possible action on 2011 MIS Budget

Information was provided to the committee to review. Gary Petre reviewed the budget materials.

Motion made by Supervisor Kuhlman; Second by Supervisor Jones to support the Finance Committee in approving a budget amendment for the purchase of a generator for the courthouse. (Motion Carried)

Motion by Supervisor Schroeder; Second by Supervisor Jones to recommend approval of the MIS Budget. (Motion Carried)

11. Discussion and possible action on phone plans and reimbursement

Supervisor Molinaro talked with the County Treasurer, County Administrator, and several department heads on this subject. They felt that too much unproductive staff time is being spent reviewing telephone bills for identifying the cost of personal calls.. The Computer, Internet and Telephone Policy addresses this issue. It was suggested that the Department Heads review the bills for potential abuse and end the process of each individual spending time going over the phone bill to calculate the cost of personal calls. The committee will forward this recommendation to the Human Resources Committee for their input.

12. Update on alternative energy source project

Supervisor David told the committee several meetings have taken place to discuss potential areas of energy saving improvements. Currently they are looking at the efficiency of lighting and motors and other ways to reduce energy usage. They are also working with WE Energies on a 5 year energy plan. Supervisor David will keep the committee up-to-date as more information becomes available. The

committee recommended that Supervisor David, Mark Miller, and Terry Gard attend an upcoming training on alternative energy sources.

13. Update on Renewable Energy and Efficiency Work Group

14. Discuss potential representation on the Sustainable Task Force

15. Discuss effective efficiency upgrades to county buildings

These items were discussed with Item 12.

16. Report and possible action on small appliance use

Terri Palm-Kostroski gathered information and policies from other counties on small appliance use. The committee discussed the issue and decided that no changes are necessary at this time. Central Services staff will continue to monitor these items for efficiency and safety. No action taken.

17. Potential items for the Committee's next meeting

- Approval of August 18, 2010 Infrastructure Committee meeting minutes
- Open bids for HVAC – Human Services
- Discussion and possible action on a Jefferson County Grounds Use Policy
- Update on Human Services sidewalks
- Status report on engineering and planning of Center Street parking lot
- Update on Renewable Energy & Efficiency Alternative Upgrades for County Buildings
- Update on “ITSFREE” Workgroup committee
- Discussion and possible action on phone usage reimbursement and monitoring

18. Set next meeting date

September 22, 2010 @ 8:30 a.m.

19. Adjourn

Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Schroeder at 9:35 a.m. (Motion Carried)