

**Jefferson County Board  
Committee Minutes**

**October 20, 2010**

**Infrastructure Committee**

**1. Call to order**

Meeting called to order by Supervisor Reese at 8:30 a.m.

**2. Roll call of Committee Members**

Richard Jones, Rick Kuhlman, Donald Reese, Mary Delany, and Jim Schroeder

Others Present: Gary Petre – County Administrator; John Molinaro – County Board Chairman; Mark Miller - Maintenance Manager; Terry Gard – Human Services Maintenance Manager, Tammie Jaeger – Administrative Assistant-Confidential, Bill Kern – Highway Commissioner; Supervisor Greg David.

**Certification of compliance with the Open Meetings Law**

The County Administrator reported that the meeting's revised agenda was properly noticed in compliance with the law.

**3. Review of the Agenda**

No changes were made.

**4. Public Comment: None**

**5. Approval of the September 22, 2010 Infrastructure Committee meeting minutes**

Motion made by Supervisor Jones; Second by Supervisor Kuhlman to approve the September 22, 2010 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried)

**6. Update on 175<sup>th</sup> Anniversary Celebration**

John Molinaro is looking into ways to commemorate the 175<sup>th</sup> Anniversary. He met with Master Gardeners to see if they would be interested in volunteering to do a landscape project. One possibility may be a project around the monument at the Courthouse. John is looking for other suggestions. No action taken.

**7. Update on HVAC project – Human Services**

Terry Gard informed the committee that the HVAC units are ordered and they are waiting for them to come in. No action taken

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

Gary Petre distributed sample Ground Use Policies from other counties for the committee to review. This will be discussed at a future meeting. No action taken.

**9. Status report on engineering and planning of Center Street parking lot**

The engineering portion of the Center Street parking lot project is complete. The Committee was given a drawing to review. The cost estimate for storm sewer is \$3,800-\$4,400. The Highway Department will do the paving for an estimated cost of \$15,700 and will try to complete the project before winter. No action taken.

**10. Discussion and possible action on process and date for opening bids for the Courthouse generator project**

Gary Petre and Mark Miller informed the Committee that bids for this project went out on October 19<sup>th</sup> and are due back on November 2<sup>nd</sup>. This will be included on the November 2<sup>nd</sup> Finance Committee agenda for review of bids and approval to transfer money from the General Fund Balance to the Central Services Operating Budget. The Finance Committee could forward this to the County Board for its November 9<sup>th</sup> meeting and the generator would be purchased before the end of the year, pending County Board approval. The EPA will implement changes to the rules and regulations on standby emergency backup power beginning in 2011. The cost of these generators would be higher if purchased in 2011.

Motion made by Supervisor Kuhlman; Second by Supervisor Delaney to award the contract to the lowest responsible bidder and authorize staff to proceed with the Courthouse generator project. Ayes – All (Motion Carried)

**11. Update on Renewable Energy & Efficiency Alternative Upgrades for County Buildings through Committee recommendations**

Supervisor David explained that the committees have been working with Terry Gard and Mark Miller to install energy efficiency upgrades. No further updates were available at this time.

**12. Discussion and possible action on phone usage reimbursement and monitoring**

Gary Petre informed the committee that the Human Resources Committee met and decided not to make changes to the policy at this time. Employees will continue to reimburse the County for any personal calls. No further action was taken.

**13. Potential items for the Committee's next meeting**

- Approval of October 20, 2010 Infrastructure Committee meeting minutes
- Update on 175<sup>th</sup> Anniversary Celebration
- Discussion and possible action on a Jefferson County Grounds Use Policy
- Update on Renewable Energy & Efficiency Alternative Upgrades for County Buildings through committee recommendations
- Status report on Center Street parking lot
- Report on Courthouse parking lot
- Update on generator project
- Discussion and possible action on wireless internet access at the courthouse
- Update on HVAC project at Human Services
- Discussion and possible action on Courthouse east and west side entrance doors
- Discuss changing meeting time to a different date

**14. Set next meeting date**

November 17, 2010 @ 8:30 a.m. Joint meeting with the Highway Committee at the Highway Office, to discuss Highway facilities capital project, followed by a regular meeting of the Infrastructure Committee.

**15. Tour of Highway Department**

The Committee toured the Highway Department

**16. Adjourn**

Supervisor Jones made a motion to adjourn; Second by Supervisor Delany at 10:10 a.m. Ayes – All (Motion Carried)