

Jefferson County Board Committee Minutes

July 23, 2008

Infrastructure Committee

1. Call to order

Meeting called to order by Supervisor Kannard at 9:55 a.m.

2. Roll call

Infrastructure Members Present: James Braughler, Richard Jones, John Kannard, Donald Reese, Carol Ward Knox

Others Present: Sharon Schmeling, County Board Chair, Gary Petre, County Administrator, Phil Ristow, Corporation Counsel, Mark Miller, Maintenance Manager, Paul Sumpter, Management Analyst, Roland Welsch, IT Manager, and John Rageth, Systems Applications 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. Approve Minutes from the May 21, 2008 and May 27, 2008 Meeting

Motion made by Supervisor Reese; Second by Supervisor Jones to approve the minutes from the May 21, 2008 and the May 27, 2008 meeting as written. (Ayes-All)

7. Discussion and possible action on changes to the Board Rules relating to the Infrastructure Committee.

Motion by Supervisor Knox; Second by John Kannard to change wording to the Board Rules as follows: The Committee shall **review all payments made when it meets and** determine a proper course of action when an invoice is disputed.

Motion made by Supervisor Knox, Second by John Kannard to make the following change: ~~serve as liaison for~~ **review** issues related to Management Information Systems. The committee approved all other revisions.

Motion made by Supervisor Kannard; Second by Supervisor Braughler to forward the Board Rule changes regarding the Infrastructure Committee to the Administration & Rules for their review. (Ayes-All)

8. Discussion and possible action on cost estimates for options to address additional courthouse parking needs.

This item will be removed from future agendas at this time.

9. Discussion and possible action on demolition project and costs for the County owned house at 424 W. Center Avenue in Jefferson

Mark Miller told the committee that the asbestos removal portion of the project would cost \$9,120.00 and the demolition cost would be \$15,875 for a grand total of \$24,995.00

The Finance Committee approved the transfer of \$24,999.00 from the contingency fund for this project at their July 10th meeting.

Supervisor Knox questioned whether or not the Highway Department could do the demolition portion of the project.

Motion made by Supervisor Knox; Second by Supervisor Braughler to authorize the completion of this project, giving staff the authority to find the most cost effective method to complete the asbestos removal and demolition of the County owned property at 424 w. Center Avenue in Jefferson by November 15th, 2008. (Ayes-All)

10. Discussion and possible action relating to remodeling of Room 124 as a court hearing room and offices in the Courthouse

Mark Miller will get the final costs and bring them back to the committee for review.

11. Status report from the Courthouse Maintenance Manager on the remodeling of office space for:

- **Room 222 for Family Court Counseling staff**
Mark Miller informed the committee that this project is complete and came in under budget.
- **Room 220 as a new jury assembly room**
The committee was informed of the plans for use of this space.

12. Discussion and possible action on request to issue a Request for Proposal (RFP) for the Management Information Systems (MIS) Operational Audit

Motion made by Supervisor Jones; Second by Supervisor Knox to issue a Request for Proposal (RFP) for the Management Information Systems (MIS) Operational Audit. The committee suggested that the RFP be placed on the County Website. (Ayes-All)

13. Set future Committee meeting dates

- **August 20, 2008**
- **September 17 18, 2008**
- **October 15, 2008**

14. Potential items for the committee's next meeting

- Discussion and possible action relating to remodeling of Room 124 as a court hearing room and offices in the Courthouse
- Possible tour of 2nd floor courthouse, Room 124 and the 911 Center
- Update on front and back entrance landscape plans
- Review of payments

15. Possible tour of courthouse remodeling projects identified in Items No. 10 and No. 11

The Committee postpone the tour until their next meeting.

16. Adjourn

Supervisor Reese made a motion to adjourn; Seconded by Supervisor Jones; 10:52 a.m. (Ayes-All)