

**Jefferson County Board  
Committee Minutes**

**September 18, 2008**

**Infrastructure Committee**

**1. Call to order**

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

**2. Roll call**

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

Others Present: Phil Ristow – Corporation Counsel, Mark Miller – Maintenance Supervisor, Gary Petre – County Administrator, Paula Sumpter – Management Analyst, Paul Milbrath – Sheriff, Barb Frank – County Clerk, John Rageth – Systems & Applications Manager, Roland Welsch – Information Technology 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

**5. Public Comment**

None

**6. Approval of the August 20, 2008 and September 8, 2008 Infrastructure Committee meeting minutes and the minutes from the joint Highway Committee and Infrastructure Committee meeting on August 20, 2008**

Motion made by Supervisor Knox; Second by Supervisor Braughler to approve the August 20, 2008 and September 8, 2008 Infrastructure Committee minutes and the minutes from the joint Highway Committee and Infrastructure Committee on August 20, 2008 as presented. (Ayes – All)

**7. Update on the Courthouse Security Entrance plans and bid documents**

The architect is waiting for some final information. Staff will review the bid documents before sending them out. Petre suggested that the County may want to hold off on this project at this time due to budget constraints.

Phil Ristow reminded the Committee that the County Board approved the resolution to receive bids for the security entrance project.

The members discussed the need to consider the cost of staffing the security station full-time and the landscaping costs for the entrances along with the security entrance project costs before presenting this to the full County Board.

Motion by Supervisor Jones; Second by Supervisor Reese to continue with the bidding process for the courthouse security entrance. (Ayes – All)

**8. Discussion and possible action on courthouse front and back entrance landscape plans**

Gary Petre and Mark Miller met with Parks Staff. The Parks Department will contact the Highway Department, McKay Nursery and Blodgett's to come up with cost estimates. The cost of landscaping will be considered along with the cost of the security entrance.

**9. Update on the Remodeling of Room 124 as a court hearing room and Room 220 as a jury assembly room**

Gary Petre reminded the committee that on August 20<sup>th</sup> they approved moving ahead with issuing a Class I notice for these projects. It was sent on to the Finance Committee for their consideration.

The Finance Committee denied funding for this project.

Judge Koschnick and the Clerk of Courts may go back to the Finance Committee for further discussion on these remodeling projects. A status report on these projects will be given at the next meeting.

**10. Discussion and possible action on the Remodeling of the County Clerk and Finance Office**

Handouts of the drawings and cost estimates were provided for the committee to review.

Paula Sumpter told the committee that this project is the final piece to complete a recommendation from the Administrative Audit to separate the Finance Department and the County Clerk. Paula will supply the committee with a copy of the report, including information from the Virchow Krause study, which supports the reasons for the necessity of the separation of these departments.

The County Clerk informed the committee that there is approximately \$14,000 in the County Clerk's current budget for a secured counter area which could be used for this project.

The Committee will review the information in the report and discuss it again at their next meeting.

**11. Report from the County Clerk and possible action on memorial for Barbara A. Geyer**

Barb Frank told the committee that the tree that was given in memory of Barbara A. Geyer was destroyed in a recent storm.

Cost is \$190.00 to replace the tree. There is currently \$70 that has been given in donations to replace the tree.

The County Clerk is asking for approval to replace the tree at the same location.

Motion made by Supervisor Reese; Second by Supervisor Jones to approve replacing the tree on the North side of the courthouse at no cost to the county. (Ayes-All)

**12. Discussion and possible action on proposals for an operational audit of the MIS Department**

Gary Petre, Paula Sumpter, John Rageth & Roland Welsch reviewed the proposals and agreed that the proposal from GFOA is the best choice and is also the low bid for the project. Funding for this project is included in the 2008 Budget.

Motion made by Supervisor Knox; Second by Supervisor Reese to support this audit and forward it to the Administration & Rules Committee to make a recommendation to the County Board.

**13. Review construction and remodeling payments**

The Committee reviewed an invoice from Design Alliance, Inc. for the security entrance. The architect has now reached the \$8,000 limit for this project. Gary Petre will confirm that this includes the follow through on the construction project.

**14. Possible tour of 2<sup>nd</sup> floor courthouse**

The Committee toured the 2<sup>nd</sup> floor

**15. Potential items for the committee's next meeting**

- Discussion and possible action on the remodeling of the County Clerk and Finance Office
- Discussion and possible action on courthouse front and back entrance landscape plans
- Discuss cost of full-time Sheriff's Department staffing for the security entrance
- Discussion and possible action on bids for the courthouse security entrance
- Update on Countryside Roof
- Report from the County Clerk regarding memorial for Barbara A. Geyer
- Status report on the remodeling of Room 124 as a court hearing room and Room 220 as a jury assembly room
- Update on operational audit of the MIS Department

**16. Set future Committee meeting dates**

October 9, 2008 @ 3:00 p.m.

October 15, 2008

October 22, 2008

November 19, 2008

December 17, 2008

**17. Adjourn**

Supervisor Jones made a motion to adjourn; Seconded by Supervisor Reese; 10:45 a.m. (Ayes-All)